



CITY OF BURLINGTON, VERMONT
CITY COUNCIL TRANSPORTATION, ENERGY & UTILITIES COMMITTEE

c/o Department of Public Works
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Councilor Mark Barlow, Chair, North District
Councilor Gene Bergman, Ward 2
Councilor Karen Paul, Ward 6

Inquiries:
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Transportation, Energy and Utilities Committee of the City Council
Tuesday, October 25, 2022, 5PM

DPW Front Conference Room
645 Pine St, Burlington, VT 05482
Masks Optional

Join via Zoom, <https://us02web.zoom.us/j/84603122855>

To call into the meeting, including to speak during public comment:

Phone number: 312-626-6799, Webinar ID: 846 0312 2855

If you prefer to attend in a physical location, you may join us at 645 Pine St in the front conference room

–DRAFT AGENDA–

- 1. Agenda**
- 2. Minutes of 8/23/22**
- 3. Minutes of 9/27/22**
- 4. Public Forum**
- 5. North Winooski Avenue – Project Update**
 - Chapin Spencer, Phillip Peterson
 - Information
- 6. Shelburne Street Roundabout Evaluation Plan**
 - Laura Wheelock, Julia Ursaki
 - Information
- 7. Recycling Toter Update**
 - Chapin Spencer, Lee Perry
 - Information
- 8. Director's Report**
- 9. Councilors' Update**
- 10. Next Meeting 11/22/22**
- 11. Adjourn**



City of Burlington
Department of Public Works

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Memo

Date: October 19, 2022

To: Transportation, Energy and Utilities Committee

From: Laura Wheelock, P.E., Senior Public Works Engineer
Julia Ursaki, Public Works Engineer

Subject: Shelburne Street Roundabout – Evaluation Plan

SUMMARY

This memo provides an overview of DPW and the Chittenden County Regional Planning Commission (CCRPC)'s proposed Shelburne Street Roundabout Evaluation Plan, as requested by City Council in their February 2009 resolution. This evaluation plan establishes benchmarks to compare traffic data, crash data, and public input against to determine the need to convert the single lane roundabout. It also establishes the type and frequency of traffic, crash, and public input data that the CCRPC and DPW will collect.

BACKGROUND

On February 9, 2009, the City Council resolved that "the single lane roundabout constructed in the footprint of the hybrid roundabout option is the City of Burlington's preferred alternative to address traffic safety issues at the intersection of South Willard, Saint Paul, Shelburne, Locust Streets, and Ledge Road." They further resolved that "DPW staff work with the Chittenden County Metropolitan Planning Organization staff and develop criteria for benchmarks that would be reviewed biannually that would be used to determine the need to convert the single lane facility at some future date."

With the Shelburne Street roundabout set to open in November 2022, DPW staff have worked with the CCRPC to develop an Evaluation Plan for the Shelburne Street roundabout based on the current best practices for data collection. The Evaluation Plan (full memo attached) includes the following data collection and benchmark comparisons.

Traffic Data

To be collected annually (until two years after the completion of the Champlain Parkway)

Evaluation Metric	Location	Benchmark
Side Street Delays	Adams Ct Gove Ct Possible: Hoover St	Side street delay is LOS E or better
Traffic Volumes & Speeds on each roundabout approach	Shelburne south Shelburne north Locust St S Willard St Ledge Rd	Speeds are consistent with City posted speeds
Queue Counts on each approach	Shelburne south Shelburne north Locust St S Willard St Ledge Rd	Compare actual queuing to expected queuing from traffic modelling, relative to Federal Highway Standards

Crash Data

To be collected annually for five years following completion of the roundabout

Evaluation Metric	Location	Benchmark
Crashes	Crash data at the intersection	Number of crashes is reduced. Compare 5 years of post-construction data to 5 years of pre-construction (and pre-pandemic) years.

Public Input

To be collected 6 months, 18 months, and 30 months following completion of the roundabout (i.e. April 2023, April 2024, and April 2025)

Evaluation Metric	Questions	Benchmark
Public Input	Walk/bike navigability of the roundabout General perceptions/user satisfaction	Residents are generally satisfied with their ability to walk, bike, or drive through the roundabout

NEXT STEPS

Each year after traffic data is collected, DPW staff will compare the current conditions of the roundabout to the benchmarks listed above. If benchmarks are not met, DPW staff will investigate the reasons why and develop recommendations to address deficiencies in the intersection's performance.

Feel free to contact us at lwheelock@burlingtonvt.gov or jursaki@burlingtonvt.gov to discuss any of this in further detail. Thank you.

DISCUSSION

The resolution mentioned above indicates that DPW will do this evaluation and update with the City Council. Given the changes to the City Council and TEUC since 2009, are Councilors comfortable with annual updates to the TEUC, and anything that is a more significant finding could be brought to the Council, instead of annual updates to City Council?

ATTACHMENTS:

Attachment A: 2009 City Council Resolution

Attachment B: Shelburne St Roundabout Evaluation Plan

Resolution Relating to

RESOLUTION 11.01

Sponsor(s) Councilors Montroll,
Keogh, Davis

Introduced: 02/09/09

Referred to: _____

Action: adopted, amended (typo)

Date: 02/09/09

Signed by Mayor: 02/24/09

SHELBURNE STREET ROTARY

CITY OF BURLINGTON

In the year Two Thousand Nine.....

Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, at its 4/14/2008 meeting the Burlington City Council adopted a resolution sponsored by the Transportation Energy and Utilities Committee (TEUC) which supported a recommendation from the Public Works Commission identifying a roundabout concept as the preferred alternative to address traffic problems at the intersection of Locust, Shelburne, Saint Paul, and South ~~Union~~ ^{Willard} Streets and Ledge Road commonly referred to as the Shelburne Street Rotary; and

WHEREAS, the resolution requested that DPW staff and Commission and their consultants while furthering their design, work with the TEUC to address concerns raised by residents of Adams Court and Hoover Street; and

WHEREAS, DPW staff and their consultants developed two options to the initial concept: a hybrid which maintained two lanes along Shelburne Street to South Willard Street and a hybrid in the footprint of the single lane which would enable the City to expand to the two lanes at some future date should it be determined necessary based upon previously determined criteria; and

WHEREAS, the TEUC held a public hearing to review the options and solicited additional comments from the CCTA, Burlington Fire Department and Burlington Police Department; and

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

ORIGINAL

RESOLUTION RELATING TO

.....
.....
.....

Adopted by the City Council

....., 20.....

..... Clerk

Approved....., 20.....

..... Mayor

Vol. Page

* * * * *

Resolution Relating to SHELBURNE STREET ROTARY

WHEREAS, the CCTA had concerns about their ability to maintain their schedule on the affected route at some time in the future and the Burlington Fire and Police Departments offered that the single lane posed no problems for their operations; and

WHEREAS, following the public hearing the TEUC requested that VTrans review the options to determine whether they would qualify for funding; and

WHEREAS, VTrans determined that only one of the options in addition to the initial concept would be eligible for funding under the proposed program; and

WHEREAS, the Public Works Commission reviewed this work and reiterated their preference for the single lane alternative;

NOW, THEREFORE, BE IT RESOLVED that the single lane roundabout constructed in the footprint of the hybrid option is the City of Burlington's preferred alternative to address traffic safety issues at the intersection of South Willard, Saint Paul, Shelburne, Locust Streets and Ledge Road; and

BE IT FURTHER RESOLVED that DPW staff communicate the identification of the preferred alternative to VTrans; and

BE IT FURTHER RESOLVED that DPW staff work with the Chittenden County Metropolitan Planning Organization staff and develop criteria for benchmarks that would be reviewed biannually that would be used to determine the need to convert the single lane facility at some future date. Criteria will address traffic movement, possible traffic diversions and pedestrian safety.

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

DPW-Dan Bradley

City Attorney's Office- Linda Standaard

ORIGINAL

RESOLUTION RELATING TO

Shelburne Street Rotary

AS AMENDED (TYPO)

Adopted by the City Council

February 9, 2009

Clerk

Approved....., 2009

Mayor

Attest:

Lori Olberg

Administrative Assistant

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* * * * *

MEMORANDUM

To: Julia Ursaki, Olivia Darisse PE, Laura Wheelock PE; Burlington DPW
From: Jason Charest PE/PTP; CCRPC
Date: October 3, 2022
Re: Shelburne Street Roundabout - DRAFT Evaluation Plan

Background & Introduction:

The City of Burlington requested the CCRPC's assistance in developing an evaluation plan for the Shelburne Street Roundabout. During the planning process over a decade ago, there were concerns about the possibility for significant queues on Shelburne Street and how they would impact nearby residents. This sentiment is captured in the resolution passed at the April 14, 2008 City Council meeting with specific mention given to the residents that live on Adams Court and Hoover Street. The roundabout was constructed with the allowance for future expansion to two entry lanes northbound on Shelburne Street.

There are a couple of important pieces of information to keep in mind for when the roundabout is completed. The first is that it will cause congestion on Shelburne Street. This is a design feature that is intended to slow down vehicles, provide increased and safer pedestrian crossings, reduce crashes, and make it easier for vehicles on Ledge Road, Locust Street, and Willard Street to navigate the intersection. The second is that the completion of the Champlain Parkway is expected to reduce traffic volumes at the roundabout. No decisions for expanding the roundabout should be made until the Champlain Parkway is completed and post-monitoring data is gathered and evaluated.

This evaluation plan lays out a framework for data collection efforts, how the data can be used to evaluate the performance of the roundabout, and when expansion of the northbound approach should be considered.

Evaluation Metrics:

- Side street delays at Adams Court and Gove Court
 - This data can be gathered via traffic data collection devices and used to evaluate how long it takes vehicles to find an acceptable gap in traffic to turn left or right onto Shelburne Street during the AM and PM peak periods.
 - Hoover Street could be added to this list if deemed necessary. Since Adams Court is significantly closer to the roundabout, the egress impacts should be greater when compared to Hoover Street.
- Crashes at the roundabout

- The [Vermont Public Crash Data Query Tool](#) can be used to evaluate changes in crash patterns. The most recent five-year period of pre-pandemic data (2014-2019) can be compared to crash data at the roundabout on an annual basis.
- This will need to be a long-term evaluation metric as any initial changes in crash frequency in the first couple of years (good or bad) could be anomalies. Ideally, a five-year period of before and after data should give an accurate depiction as to whether the roundabout was successful in decreasing the number and/or severity of crashes.
- Crashes involving pedestrians and bicyclists, so long as they're reported, can be broken out for comparison as well.
- Traffic volumes and speeds on each approach to the roundabout
 - Automatic Traffic Recorders (ATRs) can be deployed approximately 500ft from each entry/exit to the roundabout for a total of five locations.
 - The volume data will help understand how many vehicles are using the intersection compared to the original traffic forecasts. This can also be used as a base point for how the Champlain Parkway affects traffic at the roundabout.
 - Since roundabouts often have a traffic calming effect, the speed data will show how close people are traveling to the speed limit of a given street. If speed data is available from before the roundabout was constructed, comparisons can be made.
- Queue counts on each approach to the roundabout
 - Vehicle queues can be quantified by the number of vehicles and/or the number of feet on each of the five approaches using traffic data collection devices.
 - This data can be collected during the AM and PM peak periods and compared to original traffic forecasts.
- Survey of nearby residents focused on walk/bike navigability and general perceptions of the roundabout.
 - The ease of crosswalk navigability or biking through the roundabout is challenging to quantify. Nonetheless, it is a critical piece to consider in the decision-making balance of whether to pursue expansion of the northbound approach to two lanes as this will make it more difficult to utilize the applicable crosswalks.
 - A survey could be designed and shared with the nearby neighborhoods to help understand user satisfaction. Outreach could include Front Porch Forum, NPA meetings, and signage placed in the field near crosswalks.
 - A “honeymoon” period of 3 to 6 months should be taken into account as well to allow people to become somewhat familiar with navigating the roundabout. In addition, oftentimes the acceptance of roundabouts increases over time. The survey could be designed to be something that could be repeated at set intervals e.g., 6, 18, and 30 months after completion.

Data Collection Timeline

Traffic data collection (side street delay, volumes, speeds, and queues) should be collected sometime during the summer months when traffic volumes are typically at their peak. We recommend collecting this data annually prior to the Champlain Parkway completion and two years following its completion. Crash data can be examined on an annual basis for five years following the roundabout's completion.

As suggested above, a survey could be repeated at set intervals, e.g. 6, 18, and 30 months after completion.

What Defines Success?

Success means different things to different people. Some will think the roundabout should be expanded as soon as it's completed. Others will never want to see it expanded regardless of traffic back-ups. It is important to consider both perspectives when establishing and evaluating the metrics for success.

- Side street delays
 - The VTrans Level of Service (LOS) policy would be a good starting point to establish what success looks like. This strives to maintain an LOS D or better for side roads with volumes exceeding 100 vehicles/hour. There is no LOS criteria for volumes less than 100 vehicles/hour.
 - Given the limited number of residences on Adams and Gove Courts, the hourly volumes are likely to be below 100. With that, and since Burlington is an urban area where some traffic congestion is to be expected, a reduced LOS of E should be acceptable.
 - If a threshold of LOS E is not met, options to improve side street egress should be explored. Oftentimes, while counterintuitive, it can be easier to turn right and utilize the roundabout to make a U-turn versus waiting to turn left. This would be applicable to Adams and Hoover Streets.
- Crashes
 - Roundabouts have been proven to increase safety for vehicles and pedestrians with bicyclists being a mixed bag contingent on the facility's design and ability of the bicyclist.
 - If after five years the roundabout is not yielding the anticipated results, an evaluation should be conducted to determine why this is and what could be done to improve the situation.
- Operating characteristics
 - The comparison of actual traffic volumes and queuing to previous traffic modeling is likely to be one of the earliest signs of how the roundabout is performing relative to expectations. It is also perhaps the most directly related to public perceptions of success given its daily visibility during peak hours.
 - While queuing beyond that which is expected is concerning, equally important is its duration and frequency. Consideration should be given to the tradeoffs between extensive queuing that might be limited to peak hours and the anticipated benefits of safer pedestrian crossings, slower speeds, and reduced crashes at all hours of the day.
 - Queuing beyond expectations will be the driving force behind any calls for expanding the roundabout. While expansion would reduce queuing, at least temporarily, it is not without tradeoffs.
- Public input
 - Last but certainly not least is public input. Survey results and general feedback received should weigh heavily in considering the expansion of the roundabout. The decision to

keep the Shelburne Street northbound approach to one lane was partly based on traffic modeling results, but also largely driven by the will of the nearby residents.

The above picture of what might define success should not be seen as set in stone. It is possible there are factors not taken into account that may be realized shortly after the roundabout's completion. Adjustments to the evaluation plan should be anticipated.

It bears repeating that the Champlain Parkway is expected to reduce traffic volumes at the roundabout. As previously mentioned, no decisions for expanding the roundabout should be made until the Champlain Parkway is completed and post-monitoring data is gathered and evaluated.

End of Memo



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Councilor Gene Bergman, *Ward 2*
Councilor Karen Paul, *Ward 6*

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Transportation, Energy and Utilities Committee of the City Council
Tuesday, September 27, 2022, 5PM

DPW Front Conference Room
645 Pine St, Burlington, VT 05482
Masks Optional

–DRAFT MINUTES–

Call to order at 5:09PM

1. Agenda

Councilor Paul moved to approve agenda. Seconded by Chair Barlow. All in favor, passed unanimously
Councilor Bergman not present.

2. Minutes of 8/23/22

Delayed to next meeting.

3. Public Forum

No public comment. Closes at 5:10 PM

4. North Winooski Avenue TDM Grant Applications

- Chapin Spencer, Phillip Peterson
- Action

Phillip Peterson, DPW - Overview of N Winooski Ave project and TDM Grant Process.

<https://www.burlingtonvt.gov/sites/default/files/Agendas/SupportingDocuments/N%20Winooski%20TDM%20Grants%20TEUC%20Memo.pdf>

Director Chapin Spencer – received 6 applications. See Spreadsheet -

<https://www.burlingtonvt.gov/sites/default/files/Agendas/SupportingDocuments/Winooski%20Avenue%20Grant%20Scenario%209-27-22.pdf>

Will Clavelle, CEDO – Met with Pho Hung - concerned with how customers will get to them. African Market similarly. Old Spokes Home shared support for additional bike racks.

Councilor Karen Paul – What other things have we heard from businesses? Do you feel concerns are being addressed?

WC – Case by case. Some solutions didn't work for businesses. Buses have limited schedules, c

KP - How many businesses aren't being reached with a grant application. Are there businesses that if the money was available would apply? Could we do more to assist these businesses?

CS – There are dozens of businesses on this corridor.

Chair Mark Barlow – Do we feel like there are still folks we haven't heard from?

CS – We left fliers where we didn't reach people in person.

PP – Phone calls and emails as well.

CS – Still significant concern on the corridor with parking supply and access. Businesses feel this helps but doesn't solve everything. We have been trying to secure off street parking for public use. More information to come about these potential parking resources. Continuing to offer technical assistance and looking for grant funding if the City can help develop private parking.

KP – Requests a map of private parking lots along corridor.

Councilor Gene Bergman joins at 5:30PM.

MB – Concerned about employee turnover and employees that leave a business with TDM funds in the form of gear provided rather than general transportation funds.

CS – the way we set up program is with very few regulatory requirements. Just a report with how funds were used. We can specify the intent is to support businesses over time so businesses should think about how they can make this help long term.

GB – Shares concerns with grants for personal property though shopping trollies going to individuals is fine. Junkteaks and Pho Hung have some overlap with requests. Would be helpful to know what CHCB is doing with CATMA. Sees collaboration opportunity with Old Spokes and bike repair grant requests.

MB – Wants a better understanding how these funds are being used for TDM once parking is removed.

GB – Moves to approve with two contingencies – there be further conversation with Junkteaks, May Day, and ONE Community School regarding the concerns that the committee expressed with employee funds and there be further clarity that come back to the committee for further conversation. Need to allocate these funds for something that is supportive of employee's transportation needs in the areas indicated.

Seconded by Councilor Paul.

CS – Clarifies - Approve allocations as listed on screen with further conversations with Junkteaks about collaboration with Old Spokes Home and with employers about how they will spend these funds. Do you want something in writing, further conversations at TEUC with employers present, etc.?

GB – Staff will work with entities and will report back at soonest possible meeting of the TEUC regarding the details of that and depending on what comes back the level of follow up is to be determined.

MB – A conditional approval if met then before funding is dispersed, we will have another opportunity to discuss the outcome of the staff interactions.

CS – Planned to cut checks in October so we can still be reasonably close. We are looking to remove parking sometime in summer fall of 2023.

All in favor.

5. Citywide Transportation Demand Management Study

- Charles Dillard
- Information

Charles Dillard, Planning – Overview of TDM

<https://www.burlingtonvt.gov/sites/default/files/Agendas/SupportingDocuments/TEUC%20Memo%20092122.pdf> and attached RFP -

https://www.burlingtonvt.gov/sites/default/files/Agendas/SupportingDocuments/TDM%20RFP_DPW%20Review.pdf. Hope to get RFP posted in next month or two. Meets intent of Council 2022 amendment.

Councilor Gene Bergman – RFP does not mention funding for certain things. Why is there no relation between impact fees and funding to integrate plans? Money needs to be part of this and a consultant needs to look at how we can fund these including what sources of money we can give to developers. Pleased with impact study but funding needs to be integrated to see how this fits in with TDM. TDM needs to look at ways to fund work including providing assistance like in N Winooski Ave.

Meagan Tuttle, Planning – Impact fee we are working on in parallel with this does explicitly mention these related initiatives here. Cannot guarantee that the impact study will produce funding for TDM given how these funds are regulated under state law. As part of our update to our impact fee study, we are looking to see how our current impact fee can evolve into more of a multimodal impact fee. We have had extensive conversations with RSG to see how this can happen. Happy to add more clarity regarding this in the RFP. We do ask for a matrix for potential cost and funding options. Will look at other ways that TDM programs have been funded and how we prioritize funds.

Councilor Karen Paul – Nonprofits say they are constrained with TDM. Seconds Councilor Bergman.

MT – Aware ordinances don't offer enough flexibility. We hope to achieve engagement with occupants as well as developers to see what they would use to allow flexible plans to be developed.

Chair Mark Barlow – When would we expect proposals and when would work be done?

CD – Early in the new year to have consultant. 12-month scope for project.

MB – Fully funded by City?

MT – Funding is in Planning Dept FY 23 Budget, originally received 75k in FY22 budget which rolled over. Hopeful this will cover most of cost but may need to look for additional funding to supplement.

Item closed at 6:04PM.

6. CSWD Proposed Materials Recovery Facility

- Jen Holiday, Sarah Reeves
- Information

Sarah Reeves, CSWD – See presentation

<https://www.burlingtonvt.gov/sites/default/files/Agendas/SupportingDocuments/CSWD%20September%20TEUC%20Presentation.pdf>

And fact sheet -

<https://www.burlingtonvt.gov/sites/default/files/Agendas/SupportingDocuments/20220819-New-MRF-Fact-sheet-FINAL.docx.pdf>

Chair Mark Barlow – Cost clarification.

SR - Bond would be at most 16 million.

MB – How can we help get the word out?

SR– May be helpful to make sure that DPW has a copy of the CSWD postcard handy to be able to offer info. Make sure special election is added to DPW page. We have some templates for Front Porch Forum type posts. We will be sending posting templates and news item to all Clerks this week. Any general

mailings/newsletters about this. Clarify it is beneficial and not paid for by the City. We have a web page for this project - CSWD.net/mrf-bond. Open to any other ideas for outreach.

MB – Supportive.

Councilor Karen Paul – We can share post template with whole council so councilors can post to FPF.

Item closes at 6:28PM.

7. Director's Report

Director Chapin Spencer - Working hard to take advantage of federal grant funding. Nicole Losch and Elizabeth Ross were hired by CT office to apply for grants for entire city. We submitted a \$7mill grant for Safe Streets for All. This is looking to leverage funds from the bond. Reconnecting Communities is a new federal grant seeking to undo inequities from past transportation investments. Our community suffered with the elimination of a neighborhood downtown so we will be looking to reknit these streets and have new housing development in our downtown. Will help us complete full rehabilitation of streets around Burlington City Place project.

Item closes 6:31PM

8. Councilors' Update

Councilor Gene Bergman – Champlain Parkway - do we have enough room to create separate bike lanes if we need to?

Director Chapin Spencer - Depends on what part of the corridor and ROW/utility needs.

GB – Dead ending of Pine St in Phase 2 - possibility of a roundabout?

CS – Future Flexibility Letter in 2016 says once we complete the project, we are allowed to address current needs. There is significant interest in looking at bike ped transit connection across or an intersection/roundabout. Happy to share the letter.

Chair Mark Barlow – Getting calls about North Ave regarding large potholes almost like sinkholes. DPW continue to monitor road until paved to get potholes temporarily filled. Will share that DPW is aware at NPA tomorrow.

CS – have slowed the project to address utility and storm water issue. Will follow up with staff to make sure we are monitoring pot holes.

9. Next Meeting 10/25/22 5:00PM

10. Adjourn

Passes unanimously. Meeting ends 6:40PM



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Councilor Gene Bergman, *Ward 2*

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Transportation, Energy and Utilities Committee of the City Council

Tuesday, August 23, 2022, 5PM

–DRAFT AGENDA–

Meeting called to order by Chair Jack Hanson at 5:03PM

1. Agenda

Councilor Bergman moved to amend and adjust the order of the deliberative items to switch GMT and REP and approve agenda as posted with the items switched. Seconded by Councilor Barlow. All in favor, passed unanimously.

2. Minutes of 7/26/22

Councilor Bergman moved to approve minutes. Councilor Bergman requests when there is a reference to presentations add a link. Seconded by Councilor Barlow. All in favor, passed unanimously.

3. Public Forum

No public comment. Closes at 5:05PM

4. GMT Strategic Planning

- Chapin Spencer, Jon Moore
- Information

Director Chapin Spencer – Board discussing regional funding if we wish to expand services. Will need to happen in advance of next legislative session.

Jon Moore – Timing with transitional activity at GMT is not great. Other organizations have expressed interest in this study, CATMA, T4VT Coalition, VT Public Transportation Association. Proposed VPTA take lead legislatively with this study. GMT still an active role. Need state wide support.

Councilor Gene Bergman – Would like to hear more about CATMA conference and the state wide group.

JM – CATMA conference, Stephen Falbel - author of CCRPC study - will present study to provide info to larger stakeholder group. Think there will need to be a committee that comes out of that conference to push this forward. State wide association meeting discussed all transit operations in VT experiencing similar issues to GMT with the lack of local match impacting service operations.

Chair Jack Hanson – What is transition timeline for general manager position at GMT?

JM – Leaving end of October. Interim hire then permanent. Within next 30 days likely an interim person. Interim person could apply for permanent position. There will be a separate recruitment. Have yet to post permanent position.

JH – Feels new GM needs to be prepared to expand transit by working with partners throughout state. Is this being incorporated into search process?

JM – Was not a part of interim interviews yesterday. Looking for public sector management experience which is similar idea. Interim will likely be short term so may not be highlighted as much but expect as we

move to permanent procurement it will be high priority. GMT search committee is just finalizing the job posting so will make sure to highlight this study to make it a high priority.

Councilor Mark Barlow – In terms of continuity of revenue, how can City Council be most helpful?

JM – Reaching out to legislators or resolutions.

CS – Municipal partners and all GMT Board members are in support of this mission.

Item closes at 5:28PM

5. Railyard Enterprise Project

- Olivia Darisse, Corey Mims, Norm Baldwin
- Action

Chapin Spencer – Public meeting with key stakeholders on Sept 7th

See Presentation from Corey Mims – posted in supporting documents here under this meeting date:

<https://www.burlingtonvt.gov/CityCouncil/TEUC>

Greg Goyette, Stantec – Significant contaminated soils and property impacts. Alternate 1B most feasible. Councilor Gene Bergman leaves at 5:41PM

Councilor Mark Barlow – Of three Pine St configurations, do traffic studies indicate what is preferred and do we have ROW for roundabout?

Corey Mims – No, we do not have current ROW.

GG – Traffic study shows all three will significantly divert traffic and decrease traffic heading north on Pine. There is a slight difference, with T it diverts least amount of traffic, Y diverts most, roundabout in between. Differences in benefits are not significant. All significant benefits.

Olivia Darisse – We have been in contact with all stakeholders already and they have been briefed and are aware of impact. They have given feedback for operations and impacts.

Chair Jack Hanson – Cost between different options?

CM – \$20 million allocated to project.

GG – Alternative 2 and 5b will cost substantially more due to additional construction, contaminated soil, superfund future mitigation, and ROW taking. In terms of 1b there are unknown costs to consider, ROW taking negotiations, construction, contaminated soil investigations, VT Rail impacts. 1b lowest cost.

CS – Original supplemental scoping, 1b was \$18-22 million depending on type on intersection. Difficult to bring 1b in within \$20 mil project budget.

JH – Where is \$20 mil from and where is funding from if over budget?

CS– Cooperative Agreement with state and federal dollars. Once we get to preferred alternative with better cost estimates we can talk about strategies to get more funds. We are 3 years away from funding.

JH – Multimodal aspect lacking. Especially where there's one 8' shared path. How did we end up here and how can we make it better. If we are building a new road, we need to build it with different transportation system in mind.

CM – We looked to keep ROW wider for uninterrupted bike/ped facilities. With ROW constraints from Historic sites/buildings, Rail, this was all that could fit.

OD – VT Rail wouldn't allow us to move forward with ped/bike facility on west side given their operations.

GG – Have had several conversations with stakeholders to minimize impacts of their properties and there will still be substantial impacts. This roadway will have shared lanes which will be a continuation of what is on Pine St. Shared use path will accommodate cyclists that are more comfortable off the road.

CS – We can discuss stakeholder interests and how we landed here. 8' path is not optimal though within design standards. Can talk through these tradeoffs offline.

JH – How much of \$20 mill is local?

CS – 10%+ non eligible costs like contaminated soils.

MB – Supportive, essential piece of South End construction. Wants to be aware of funding issues.

Item closes at 6:16PM

6. Director's Report

Chapin Spencer -

- Public meeting tonight about East Ave traffic calming.
- N Winooski Ave: Ongoing meetings with businesses regarding parking. Actively working with CATMA. Have draft timeline for deploying \$15k for supporting impacted businesses. See attachment posted in supporting documents here under this meeting date:
<https://www.burlingtonvt.gov/CityCouncil/TEUC> . Mobility and Transportation Innovations grant available to apply for funds that could support TDM efforts if we want to seek additional funding. Thought is to proceed with allocating \$15k first and not let potential grant slow things.

Chair Jack Hanson – Behind on city wide TDM so this is the priority. Don't think we need additional grant specific to N Winooski as we have citywide need.

CS – Will check with legal about approval needs.

JH – Should encourage applicants to come to this meeting to allow for questions. Want to give ideas for low-cost ways TDM. Flier should have 'what is TDM' and some simple ideas. Would love to help.

CS – Will circulate draft flier for input. Help with networking and awareness would be great.

7. Councilors' Update

Chair Jack Hanson – Acknowledges Tony Redington's passing and his active role in this work. Would like to follow up on the idea some community members brought to the council to get his name in the Shelburne St Roundabout.

Chapin – Conversation should start with the Council. City will need to discuss the proper way to recognize his substantive contributions. Will need to see what Council is thinking to move forward.

8. Next Meeting 9/27/22

9. Adjourn

Councilor Barlow motions to adjourn. Seconded by Chair Hanson. Passes unanimously. Meeting ends 6:35PM



Memo

Date: October 25th, 2022

To: Transportation, Energy & Utilities and Committee (TEUC)

From: Phillip Peterson E.I., Public Works Engineer

CC: Chapin Spencer, Director Public Works

Subject: North Winooski Avenue Transportation Demand Management (TDM) Grant

Background:

At the September 27, 2022 The Transportation, Energy & Utilities and Committee (TEUC) meeting, the TEUC conditionally approved \$15,000 of grant funding for businesses and non-profits north of Union Street to implement, expand, or access transportation demand management (TDM) services. The money being distributed is specifically for the TDM use described in each grant application; consequently, the condition of the grant is a more detailed explanation from Grantees on how funds will be utilized. Additionally, the TEUC require written acknowledgment from Grantees they will provide end of year documentation to DPW Staff and the TEUC that grant funds were used appropriately.

TDM Grants:

In preparation for the 9/27/22 TEUC Meeting, DPW Staff developed and distributed flyers and TDM grant applications to businesses and non-profits along North Winooski Avenue from Union Street to Riverside Avenue. DPW Staff received grant applications (see attachment 1) from six (6) organizations; which totaled \$20,000. Those grant application were presented and approved at the 9/27/22 TEUC meeting. The details of the TEUC approved grants to meet the \$15,000 threshold are in table-1:

Table-1

<u>Applicant</u>	<u>Amount Requested</u>	<u>Amount Awarded</u>	<u>Description</u>
CHCB	\$3,000	\$3,000	CATMA survey for patients.
Junktiques	\$2,500	\$580 + City will provide bike rack	Bike parking, and bike repair gear.
May Day	\$6,000	\$4,080	Biking equipment for staff.
NetZero	\$6,500	\$3,600	Trolleys
ONE Community School	No amount indicated	\$3,740	Cash incentives to staff to walk/bike
Pho Hong	\$2,000	City will provide bike rack	Bike rack
<u>Total amount:</u>	\$20,000	\$15,000	

DPW Staff received the TEUC-requested documentation from the TDM Grantees, see attachment-2. Staff is seeking the Committee's action at the October 25th meeting to finalize allocation of the TDM grant funds

consistent with the Committee's initial recommendations in Table-1. Please don't hesitate to reach out in advance of the meeting to either Phillip Peterson (ppeterson@burlingtonvt.gov) or Chapin Spencer (cspencer@burlingtonvt.gov).

North Winooski Bike Lane Project Update:

DPW Staff are working to secure shared off-street public parking options with local businesses and non-profits along North Winooski Avenue. BHA has tentatively offered six (6) off-street spaces on Riverside Ave, specifically for CHCB use – and the two organizations are now discussing this opportunity. At this time, DPW Staff have been unable to secure other off street public parking options. In an effort to further assist businesses with understanding the specific mechanics and opportunities with shared parking arrangements, DPW Staff is developing a specific written proposal whereby DPW would be able to partner with private lot owners to have the City manage enforcement and operation of the facilities.

DPW Staff presented information on the North Winooski project at the 10/13/22 Ward 2 & 3 NPA meeting. DPW Director Chapin Spencer provided an overview of the work to date in advance of next year's paving; Director Spencer confirmed that VTrans paving on North Winooski from Riverside to Pearl is still scheduled for the 2023 season. The NPA was also briefed on the current TEUC TDM grant efforts, and DPW Staff's current effort exploring off street public parking options. Some NPA attendees expressed concern about overall parking availability after the project is complete, and that supporting local businesses along the corridor is important for the neighborhood.

Our next step will be briefing the City Council on November 7, 2022 as directed by the City Council's March 2022 resolution.

North Winooski Bike Lane Project Next Steps:

1. 11/7/22: DPW Staff update City Council.
2. 11/16/22: DPW Staff update Public Works Commission (PWC).
3. December – January: DPW Staff Engage local businesses on proposed traffic regulation amendments.
4. 1/18/23: DPW Staff seek approval from PWC for traffic regulation amendments.
5. Spring/Summer 2023: VTrans Class-1 Paving North Winooski Ave.

Attachments:

1. Grant applications.
2. Required grant applications supplemental information.

NORTH WINOOSKI TRANSPORTATION GRANT APPLICATION

Applicant Name: Community Health Centers of Burlington (CHCB)

Address: 617 Riverside Avenue, Burlington, VT 05401

Phone: (802) 264-8193 Email: kanderson@chcb.org

Requested Grant Amount: \$3,000

Description (Provide a brief describing your project):

CHCB will be significantly affected by the reduction of parking access for its patients as a result of the City's decision to remove on-street parking on the east side of North Winooski Avenue. CHCB would like to survey our patients to gain a better understanding of patient travel habits to our Riverside Avenue practice and would like to enlist survey development and distribution expertise from the Chittenden Area Transportation Management Association (CATMA). There are a few possible methodologies in conducting this survey: adding question(s) to registration form, in-person survey, or a post-visit survey.

Expected Outcomes (Provide a brief describing your expected project outcomes):

CATMA would conduct an analysis of survey findings, and produce a report on results and recommendations to improve patient use of other modes to/from the Riverside Avenue practice. This analysis would include how to best support current and future patient needs and how to encourage sustainable modes of travel.

Project Planning and Partners (What work have you done on this idea already? Do you have other organizations or businesses helping you with this effort?):

We have already met and received a proposal from CATMA who provided the patient survey as an option for their assistance. CATMA is a non-profit 501c3 organization serving as a regional gateway connecting businesses, developers, and municipalities with sustainable, effective, and cost-efficient transportation demand management strategies (TDM) and solutions. We would look forward to beginning this partnership with them in advance of the parking removal.

Would you accept a partial grant award? Circle one. YES / ☒ NO

All applications must be received or postmarked by September 19, 2022. The City's Transportation, Energy and Utilities Committee expects to make funding decisions at their September 27 meeting. More meeting information will be at: <https://www.burlingtonvt.gov/CityCouncil/TEUC>. If the City funds your application, a written report will need to be provided no later than a year from the grant award documenting how the funding was spent and what outcomes were achieved.

NORTH WINOOSKI TRANSPORTATION GRANT APPLICATION

Applicant Name: JEFFREY Sonin
Address: 324 N. Winooski Ave
Phone: 802-865-3724 Email: essedad@yahoo.com
Requested Grant Amount: \$ 2500

Description (Provide a brief describing your project):

Provide Bike Parking on North Winooski Ave - Near Archibald
Renting a 350 square ft. space from Golden Junk LLC
for Bicycle Parking, building or purchasing bike stands
for customers of Junkies and local businesses to safely lock
bikes and have easy access. Cost of bike racks - \$1500 Rental for
I will also provide a public bike pump and some simple repair tools. \$1000

Expected Outcomes (Provide a brief describing your expected project outcomes):

Bicyclists will have a safe and easily accessible
space right on N. Winooski Ave to park and lock their
bicycles while at Pho Hung, The African Market, and Junkies

Project Planning and Partners (What work have you done on this idea already? Do you have other organizations or businesses helping you with this effort?):

cl will be working with the old spokes home and Bethys Bike
to establish a verified bicycle parking zone and will work
with them to acquire bike stands, a public bike pump, some tools,
Bethys Bikes will be on site to repair, assist in DIY bike repairs
and the old spokes home will remain a local bike mecca.

Would you accept a partial grant award? Circle one. ☒ YES / NO

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RECEIVED

SEP 19 2022

BURLINGTON PUBLIC
WORKS

City of Burlington
Department of Public Works

Technical Services Engineering Division
645 Pine Street, Suite A
Burlington, VT 05402
P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450
www.burlingtonvt.gov/DPW

September 6, 2022

North Winooski Avenue Businesses & Organizations:

Do you want to help your employees and customers access your location or services by walking, biking, taking the bus, carpooling or telework? The more we can help people find alternatives to driving alone, the more on-street parking will be available to area customers who need to drive.

In the summer of 2023, North Winooski Avenue will be repaved and the corridor north of Union Street will be reconfigured to add bike lanes – removing on-street parking on the east side of North Winooski while retaining parking on the west side. To help address the reduction of on-street spaces, the City is working with property owners to expand availability of off-street parking while helping local entities like yours to promote carpooling, transit, walking, biking, and telework to your employees and customers.

The City has a total of \$15,000 available for businesses and non-profits north of Union Street to implement or access transportation services that help your employees or customers get around without driving alone. If you have an idea – and would like money to make it happen – submit the application on the back of this flyer by Monday, September 19.

Ideas that could be funded include:

- *Providing employees cash incentives to walk, bike, take transit or carpool – could include discounted carshare or bikeshare memberships and future discounted bus passes*
- *Setting up a remote work-from-home program*
- *Providing customers shopping carts/trolleys to borrow*
- *Joining a transportation services organization such as Chittenden Area Transportation Management Association (www.catmavt.org) to support employees' mobility needs*
- *Other creative ideas to support employees and/or customers in getting to and from your location without a personal vehicle*

Applications are due back to DPW Staff by Monday, September 19.

- By Email: ppeterson@burlingtonvt.gov
- By Mail: Phillip Peterson, DPW, 645 Pine Street, Suite A, Burlington, VT 05401

Translation services available. Contact me should you have any questions or concerns. Thank you!

Phillip Peterson EI, Public Works Engineer

Phone: 802-598-8356 Email: ppeterson@burlingtonvt.gov



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Phillip Peterson EI, Public Works Engineer

Phone: 802-598-8356 Email: ppeterson@burlingtonvt.gov

NORTH WINOOSKI TRANSPORTATION GRANT APPLICATION

Applicant Name: _____

Address: _____

Phone: _____ Email: _____

Requested Grant Amount: \$_____

Description (Provide a brief describing your project):

Expected Outcomes (Provide a brief describing your expected project outcomes):

Project Planning and Partners (What work have you done on this idea already? Do you have other organizations or businesses helping you with this effort?):

Would you accept a partial grant award? Circle one. YES / NO

All applications must be received or postmarked by September 19, 2022. The City's Transportation, Energy and Utilities Committee expects to make funding decisions at their September 27 meeting. More meeting information will be at: <https://www.burlingtonvt.gov/CityCouncil/TEUC>. If the City funds your application, a written report will need to be provided no later than a year from the grant award documenting how the funding was spent and what outcomes were achieved.



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September 6, 2022

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The City has a total of \$15,000 available for businesses and non-profits north of Union Street to implement or access transportation services that help your employees or customers get around without driving alone. If you have an idea – and would like money to make it happen – submit the application on the back of this flyer by Monday, September 19.

Ideas that could be funded include:

- Providing employees cash incentives to walk, bike, take transit or carpool – could include discounted carshare or bikeshare memberships and future discounted bus passes ■ Setting up a remote work-from-home program
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Translation services available. Contact me should you have any questions or concerns. Thank you!

Phillip Peterson EI, Public Works Engineer

Phone: 802-598-8356 Email: ppeterson@burlingtonvt.gov

NORTH WINOOSKI TRANSPORTATION GRANT APPLICATION

Applicant: Net Zero Vermont, Inc. (501c3 non-profit) Contact: Debra L Sachs, Exe. Director

Address: 1042 Dorset Street, Charlotte, Vermont 05445

Phone: 802-238-9807 Email: deb@netzerovt.org

Requested Grant Amount: \$ 6,500 (\$4,000 Trolleys and \$2,500 direct personal mobility support)

Description *(Provide a brief describing your project):*

Net Zero Vermont's [Walk to Shop](#) team (including Vermont Clean Cities Coalition) proposes to coordinate with No. Winooski Avenue entities including Feeding Chittenden to encourage and incentivize residents to walk and take the bus to retail/service/employment destinations within the corridor project area by engaging, informing area employer staff & volunteers regarding TDM options.

The Team will disseminate 75-100 deeply subsidized trolleys and share TDM information and resources to project area service entities, clients, employees and residents.

Expected Outcomes *(Provide a brief describing your expected project outcomes):*

Engaged, informed and improved resident/employee awareness (who live, work and shop in the project area) about incentives and tools to walk, bus, and use the shopping trolley. Encourage and support demo/fun days and [TDM dialogues/forums](#). Improved printed resources and information provided to staff/volunteers to share with clients. Data will be collected on user experience and travel habits of trolley and transit users. Written report of findings.

Project Planning and Partners *(What work have you done on this idea already? Do you have other organizations or businesses helping you with this effort?):*

Based on 2021 Walk to Shop project and initial trolley user survey [results](#), the team proposes to leverage and use \$6,500 in requested City grant funds to strengthen and complement existing TDM services, to provide a practical personal mobility tool (shopping trolley) to at least 75-100 residents to enable them to walk, to ride the bus and to be more food secure and mobility independent by using a shopping trolley.

We're prepared to advance in three ways: 1) to be a community resource (in coordination with below partners) to non-profit entities, employer(ees) of the project area (including choice riders) to avoid driving and instead use available shared and active mobility options; 2) to assist Vermont Food Bank staff and volunteers with transportation literacy; and 3) to disseminate subsidized shopping trolleys through coordinated distribution points to interested users and transit dependent residents. The idea is to lead by example, to elevate dignity, walking rates and active mobility.

Vermont Food Bank, Feeding Chittenden, CCRPC, Go! Vermont, GMT, CATMA, City of Burlington, City of Winooski, Winooski Housing Authority and Champlain Housing Trust.

Would you accept a partial grant award? YES

All applications must be received or postmarked by September 19, 2022. The City's Transportation, Energy and Utilities Committee expects to make funding decisions at their September 27 meeting. More meeting information will be at: <https://www.burlingtonvt.gov/CityCouncil/TEUC>. If the City funds your application, a written report will need to be provided no later than a year from the grant award documenting how the funding was spent and what outcomes were achieved.

NORTH WINOOSKI TRANSPORTATION GRANT APPLICATION

Applicant Name: Wiley Reading

Address: 294 N. Winooski Ave.

Phone: 802 540 9174 Email: wileyreading@vt.gov

Requested Grant Amount: \$

Description (Provide a brief describing your project):

I'd love to offer our staff incentives to walk/bike to work. I'd also like to incentivize our families traveling to school via bike/walk/bus. We work with some unhoused + some socio-economically disadvantaged families, so cash for bikes/incentivizing healthy transit would be wonderful.

Expected Outcomes (Provide a brief describing your expected project outcomes):

With cash incentives, I hope to encourage all 6 of our preschool families to walk or bike to school. I hope to expand the program for our younger students but since they are literally babies that might be more complex. Perhaps \$ for toddler-safe bike seats?

Project Planning and Partners (What work have you done on this idea already? Do you have other organizations or businesses helping you with this effort?):

We already encourage our families to walk and bike, but haven't been able to provide much support or incentive.

Would you accept a partial grant award? Circle one. ☒ YES ☐ NO

All applications must be received or postmarked by September 19, 2022. The City's Transportation, Energy and Utilities Committee expects to make funding decisions at their September 27 meeting. More meeting information will be at: <https://www.burlingtonvt.gov/CityCouncil/TEUC>. If the City funds your application, a written report will need to be provided no later than a year from the grant award documenting how the funding was spent and what outcomes were achieved.

NORTH WINOOSKI TRANSPORTATION GRANT APPLICATION

Applicant Name: Dho Hong
Address: 325 North Winooski Ave
Phone: 802 865 8031 Email: TGinfo83@yahoo.com
Requested Grant Amount: \$ 2,000

Description (Provide a brief describing your project):

~~We could use the grant to give our employees end of year bonus for gas or for transportation.~~
NEW BIKE RACK FOR THE BUS BARN.
Front area is owned + maintained by PW,
but benches are broken.

Expected Outcomes (Provide a brief describing your expected project outcomes):

Encourage people (customers) to bike to the businesses located at the bus barns.
Fixed benches for people to sit on.

Project Planning and Partners (What work have you done on this idea already? Do you have other organizations or businesses helping you with this effort?):

The Old Spokes Home is ~~also~~ a partner and they are very supportive of adding a bike rack and fixing the benches.

Would you accept a partial grant award? Circle one. ☒ YES ☐ NO

All applications must be received or postmarked by September 19, 2022. The City's Transportation, Energy and Utilities Committee expects to make funding decisions at their September 27 meeting. More meeting information will be at: <https://www.burlingtonvt.gov/CityCouncil/TEUC>. If the City funds your application, a written report will need to be provided no later than a year from the grant award documenting how the funding was spent and what outcomes were achieved.



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September 6, 2022

North Winooski Avenue Businesses & Organizations:

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In the summer of 2023, North Winooski Avenue will be repaved and the corridor north of Union Street will be reconfigured to add bike lanes – removing on-street parking on the east side of North Winooski while retaining parking on the west side. To help address the reduction of on-street spaces, the City is working with property owners to expand availability of off-street parking while helping local entities like yours to promote carpooling, transit, walking, biking, and telework to your employees and customers.

The City has a total of \$15,000 available for businesses and non-profits north of Union Street to implement or access transportation services that help your employees or customers get around without driving alone. If you have an idea – and would like money to make it happen – submit the application on the back of this flyer by Monday, September 19.

Ideas that could be funded include:

- Providing employees cash incentives to walk, bike, take transit or carpool – could include discounted carshare or bikeshare memberships and future discounted bus passes
- Setting up a remote work-from-home program
- Providing customers shopping carts/trolleys to borrow
- Joining a transportation services organization such as Chittenden Area Transportation Management Association (www.catmavt.org) to support employees' mobility needs
- Other creative ideas to support employees and/or customers in getting to and from your location without a personal vehicle

Applications are due back to DPW Staff by Monday, September 19.

- By Email: ppeterson@burlingtonvt.gov
- By Mail: Phillip Peterson, DPW, 645 Pine Street, Suite A, Burlington, VT 05401

Translation services available. Contact me should you have any questions or concerns. Thank you!

Phillip Peterson EI, Public Works Engineer

Phone: 802-598-8356 Email: ppeterson@burlingtonvt.gov

Attachment 2:

Mon 10/24/2022

From: Phillip Peterson

To: Junktiques

Today 10:51 AM

I am putting the grant memo together now. Please provide the requested information at your earliest opportunity.

Delivered

I'll be free around 2 and do my best .. if not today, then feel free to pass the grant to someone else.

Mon 10/24/2022

From: Phillip Peterson

To: Junktiques

iMessage
Today 8:31 AM

Phinneus. This is Phillip with DPW. Please read the email from 9/29, which provided a detailed explanation of what is necessary. The conditions of the grant is a more detailed explanation from you on how funds will be distributed. Additionally we require a written acknowledgment from you that you will provide end of year documentation to DPW staff the grant funds were used appropriately. You can acknowledge that over an email.

Sun 10/23/2022

From: Junktiques

To: Phillip Peterson

hello Phillip, i finally got to email but i do not see what exactly you need me to respond to? i dont see an attachment either. my number is XXXXXXXX if you want to call or text. sorry for the delay.

Phinneus

Fri 10/21/2022

From: Phillip Peterson

To: Junktiques

Good Morning,

Please send me a response by early afternoon today, 1 pm at the latest. Happy to chat on the phone should you need to.

Thanks,

Phillip Peterson E.I.
Public Works Engineer

Thu 9/29/2022

From: Phillip Peterson

To: Junktiques

Good Afternoon,

The TEUC has conditionally approved a grant for you, you will receive \$580 for bicycle repair equipment. The City, at its own expense, will install bike racks adjacent to your business in the public right-of-way. Attached is breakdown of the amounts approved for each grant application and the specific use for the awarded amount. The money being distributed is specifically for the TDM use described; consequently, the condition of the grant is a more detailed explanation from you on how funds will be utilized. Additionally, we require written acknowledgment from you that you will provide end of year documentation to DPW Staff and the TEUC that grant funds were used appropriately. The TEUC suggests that you collaborate on your efforts with Old Spokes Home. Grant fund awards will be finalized at the October 25th TEUC meeting as long as you provide what I just described. Funds will be distributed after the October TEUC meeting. Feel free to call me should you have any questions or concerns.

Regards,

Phillip Peterson E.I.
Public Works Engineer

Fri 10/21/2022

From: CHCB

To: Phillip Peterson

Sorry, Phillip - didn't realize you needed confirmation that we would use the funds as we described when we applied for them. Yes, we will do that. :)

Thanks,

Kim

Wed 10/19/2022

From: Phillip Peterson

To: CHCB

Hi Kim,

I don't think I actually emailed you after last month's TEUC meeting, apologies for that. The TEUC has conditionally approved a grant for you, you will receive \$3,000 for the CATMA work. Attached is breakdown of the amounts approved for each grant application and the specific use for the awarded amount. The money being distributed is specifically for the TDM use described; consequently, the condition of the grant is written acknowledgment from you that you will provide end of year documentation to DPW Staff and the TEUC that grant funds were used appropriately, over email is fine. Grant fund awards will be finalized at the October 25th TEUC meeting as long as you provide what I just described. Funds will be distributed after the October TEUC meeting. Feel free to call me should you have any questions or concerns.

Regards,

Phillip Peterson E.I.

Public Works Engineer

Mon 10/24/2022

From: NetZero

To: Phillip Peterson

Hi Phillip,

On behalf of Net Zero Vermont, I'm here to acknowledge that we will write a written acknowledgment that at year end on how we used the funds, specifically to advance shared TDM goals.

Thank you for your assistance.

Best, Deb

Wed 10/19/2022

From: Phillip Peterson

To: NetZero

Hi Deb,

I don't think I actually emailed you, apologies for that. The TEUC has conditionally approved a partial grant for you, you will receive \$3,600 for the trolley purchases. Attached is breakdown of the amounts approved for each grant application and the specific use for the awarded amount. The money being distributed is specifically for the TDM use described; consequently, the condition of the grant is a more

detailed explanation from you on how funds will be utilized. You have already provided this description to me, so no further action is required for this. Additionally, we require written acknowledgment from you that you will provide end of year documentation to DPW Staff and the TEUC that grant funds were used appropriately, over email is fine. Grant fund awards will be finalized at the October 25th TEUC meeting as long as you provide what I just described. Funds will be distributed after the October TEUC meeting. Feel free to call me should you have any questions or concerns.

Regards,

Phillip Peterson E.I.
Public Works Engineer

Mon 10/10/2022

From: NetZero

To: Phillip Peterson

Hi Phillip,

Happy Indigenous Peoples Day. Thank you again for your assistance on the North Winooski Avenue TDM grant.

I'm writing to let you know that I haven't yet received confirmation. I just want to make sure it didn't go to my spam account.

The other question is process for drawing down funds. Since its such a small amount, shall we invoice you for the \$3,600 in one payment and the provide a final report of TDM community engagement, results and outcomes?

If you'd let me know, that'd be great.

Best, Deb

--

Debra Sachs, Executive Director
Net Zero Vermont

Mon 10/10/2022

From: ONE Community School

To: Phillip Peterson

Hi Phil!

This is great news!

Attached is our plan/acknowledgement of reporting requirements. For our records, could you please tell me when the end-of-year reporting will be required by, and what documentation you'll need? Receipts, contract with OSH, spreadsheet tracking staff payments, etc?

Thank you so much! Please let me know if there's anything else you need!

Wiley Reading

Mon 10/10/2022

From: Phillip Peterson

To: ONE Community School

Hi Wiley,

The TEUC has conditionally approved a grant for you, \$340 per employee; for a total grant of \$3740. Attached is breakdown of the amounts approved for each grant application and the specific use for the awarded amount. The money being distributed is specifically for the TDM use described; consequently, The condition of the grant is a more detailed explanation from you on how funds will be distributed. Additionally, we require written acknowledgment from you that you will provide end of year documentation to DPW Staff and the TEUC that grant funds were used appropriately. Grant fund awards will be finalized at the October 25th TEUC meeting as long as you provide what I just described. Funds will be distributed after the October TEUC meeting. Feel free to call me should you have any questions or concerns.

Regards,

Phillip Peterson E.I.

Public Works Engineer

Sat 10/8/2022

From: Mayday VT

To: Phillip Peterson

Hello Phillip,

The funds will be distributed to the staff as Old Spokes Home Gift Cards.

I will provide receipts for the gift cards showing the monies spent.

If more info/proof is needed I'll follow up with a phone call.

Attached is written acknowledgement from me that I will provide end of year documentation.

Do you need anything else from me before this goes to the committee?

Thank you,

Matthew Peterson

GM/ Owner

www.maydayvt.com

Mon 10/3/2022

From: Phillip Peterson

To: Mayday VT

Hi Matthew,

Basically, what is your mechanism for distributing funds and what documentation will you provide to show the money was spent in accordance with the TDM grant. Happy to chat on the phone should you need to.

Regards,

Phillip Peterson E.I.
Public Works Engineer

Sun 10/2/2022

From: Mayday VT
To: Phillip Peterson

That's great Phillip!

When you say "condition of the grant is a more detailed explanation from you on how funds will be distributed." What does that entail exactly?

Additionally, do we have a deadline for this more detailed breakdown?

Let me know and I will get you everything need on my end.

Thank you,

Matthew Peterson
GM/ Owner
www.maydayvt.com

Thu 9/29/2022

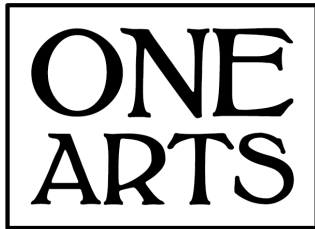
From: Phillip Peterson
To: Mayday VT

Hi Matthew,

The TEUC has conditionally approved a partial grant for you, \$340 per employee; for a total grant of \$4080. Attached is breakdown of the amounts approved for each grant application and the specific use for the awarded amount. The money being distributed is specifically for the TDM use described; consequently, The condition of the grant is a more detailed explanation from you on how funds will be distributed. Additionally, we require written acknowledgment from you that you will provide end of year documentation to DPW Staff and the TEUC that grant funds were used appropriately. Grant fund awards will be finalized at the October 25th TEUC meeting as long as you provide what I just described. Funds will be distributed after the October TEUC meeting. Feel free to call me should you have any questions or concerns.

Regards,

Phillip Peterson E.I.
Public Works Engineer



PO BOX 532 Burlington, VT 05402
info@oneartsvt.org
EIN 86-3243278

Here is our plan for use of funds released by TEUC and the DPW for the Winooski Ave transportation grant:

We will purchase 10 bus passes @40/person for \$400. We are waiting on confirmation from GMT that we can purchase bus passes ahead of time (currently buses are fare free but that will change in June 2023.)

We surveyed staff who are able to bike and received these responses:

"I need \$125 to tune up my bike and buy new bike tires, I also need to replace my stolen bike lights."

"I need 80 dollars for a new tire and fenders to bike all weather"

"I need 200 dollars to buy a bike."

"200 dollars for winter tires, tuning and fenders"

"I need a new bike. \$200"

"\$150 for a new bike"

"200 for a new bike"

Our staff survey responses total \$1155 toward purchasing or tuning bikes.

We spoke with Old Spokes Home about hiring them for a safe biking workshop/bike weatherizing clinic, and have quoted \$750 for that event, date TBD.

With the remaining money, we can incentivize staff to walk or bike 3 days a week by releasing a payment of \$25/week for 1 month for each staff member (more if not every staff meets the requirements.)

We agree to provide documentation of the use of funds to DPW Staff and the TEUC by end-of-year.

Wiley Reading, Assistant Director
10/3/22



1042 Dorset Street
Charlotte, VT 05445
802-238-9807

www.walktoshop.org

NORTH WINOOSKI TRANSPORTATION GRANT APPLICATION

Applicant Name: Net Zero Vermont, Inc. a 501c3, EIN 27-2371175
Address: 1042 Dorset Street, Charlotte, VT 05445
Phone: 802-238-9807 Email: deb@netzerovt.org
Grant Request: \$6,500 (Trolleys, \$4,000 and Personal mobility support to businesses, \$2,500)

Description (Provide a brief describing your project):

Net Zero Vermont's [Walk to Shop](#) team proposes to coordinate with partners to advance shared goals to discourage driving alone and the demand for parking by encouraging and incentivizing residents directly to walk, bike, take the bus to retail and service destinations within the project area.

We propose to leverage \$6,500 in requested City grant funds to complement and strengthen TDM services by providing a practical personal mobility tool to encourage residents to walk and use the bus. We're prepared to advance in two ways: 1) public education, and 2) deploying a low cost transportation tool--the shopping trolley to make it easier to walk and carry things including food and laundry.

The Team will coordinate with several partners to provide technical assistance including: Vermont Clean Cities Coalition, CCRPC, Go! Vermont, GMT and CATMA. Others committed to assist in understanding existing TDM options and trolley distribution: Vermont Food Bank, AALV, Cathedral Square, Champlain Housing Trust, the City of Winooski, the Winooski Housing Authority, and selected corporate sponsors.

The Walk to Shop Team of Net Zero Vermont and Vermont Clean Cities Coalition, housed at UVM Transportation Research Center, intends to engage all residents regardless of age, ethnicity and socio-economic status.

The below businesses will be engaged and invited to participate to help distribute subsidized trolleys (some to be made available on a sliding fee scale) to any interested patron. Initial distribution outlets might be:

- Jakes One Market
- Asian Food market
- Feeding Chittenden/Food Shelf*
- Mawuhi African Market
- Winooski Laundry
- Community Health Center (Riverside)
- Champlain Housing Trust

*Committed to assist in public engagement and distribution of the trolleys.

Proposed Budget: \$6,500



Grant funds will provide a partial or full subsidy of 75-100 trolleys. Based on demand we propose a combination of Large (50 L) \$50, and Medium (40 L), \$40 trolleys made available through participating distribution centers in the Old North End. The target market will be residents in the project area.

Expected Outcomes *(Provide a brief describing your expected project outcomes):*

Residents will benefit from a subsidized trolley and the participating business will benefit through increased foot traffic and decreased car traffic through collaboration of Walk to Shop and participating service agencies interested in shared goals for mobility independence and food security.

Walk to Shop will coordinate with the City, DPW, CCRPC, Go! Vermont, CATMA, and GMT on any planning and engagement efforts underway to improve access to mobility and last mile options.

Improved Walk to Shop and TDM resources will be shared, including: project information, posters and incentives used to encourage more people to walk for purpose, find the bus and other low cost options.

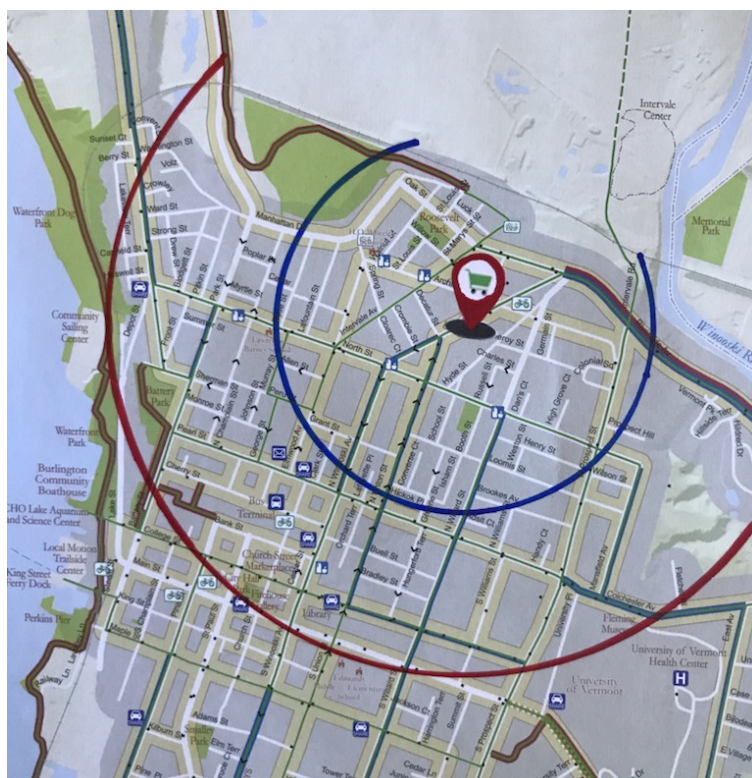
Mapped walk/transit areas will illustrate food markets, laundromat, bus stop locations and the 15-minute neighborhood from home to store will be used.

Proposed Project area: 3,000 feet radius from targeted destination of North Winooski Avenue between Riverside and North Union Streets. Benefits will extend further due to proximity to targeted areas.

Improved awareness on personal transportation literacy (i.e., distances to retail locations, Feeding Chittenden and laundromat).

Encouragement and support to businesses in placement of trolleys.

Pop-up demo days will be offered to interested partners for staff, client and patron awareness.



*Red flag–Jakes Market, Blue circle = 3/8 mile = 750 steps
Red circle is 1,500 steps = 3/4 mile, large watershed for walkers. Ability to leave car at home and walk to target area*

Project Planning & Partners *(What work have you done on this idea already?)*

Net Zero Vermont's Walk to Shop team, including Vermont Clean Cities Coalition, will continue leveraging existing resources and suggest improvements to encourage use of non-motorized options to destinations within and from the larger watershed area of walkers. We're currently advancing the planning and placement of hundreds of trolleys in Winooski thanks to grants and corporate donations.



1042 Dorset Street
Charlotte, VT 05445
802-238-9807

www.walktoshop.org

Through seed funding from CCRPC's UPWP, the Walk to Shop team is able to coordinate with key partners to provide technical assistance to project area businesses. The team is leveraging this funding, additional grants and corporate donations to continue placing approximately 700 trolleys throughout Chittenden County. The funding from the City of Burlington will assist the team to address some of the transportation needs of residents and workers along the North Winooski Avenue corridor.

We are available to coordinate distribution, staff selected planned events and to help develop effective strategies and support distribution of trolleys to patrons.

The TDM project will benefit Feeding Chittenden by assisting in continuing efforts to provide critical services to residents in need.

Partners expected to be engaged through the process to ensure complemented efforts: AALV, Vermont Food Bank, Feeding Chittenden, CCRPC, CATMA, GMT, Go! Vermont, and the City of Burlington.

Timeline: October 2022 - September 2023

Walk to Shop is ready to immediately proceed upon notice and will provide a brief report of any data, metrics and information collected.

The following Walk to Shop team members planning to assist with various tasks:

Debra Sachs, Stuart Lindsay, Phil Hammerslough, Susan Hayward, and Peggy O'Neil-Vivanco

Other organizations/businesses committed to assist Walk to Shop North Winooski Avenue:

Vermont Foodbank

John Sayles <jsales@vtfoodbank.org>

Emily Cohen <ecohen@vtfoodbank.org>

Feeding Chittenden

Rob Meehan <rmeehan@cvoeo.org>

Anna McMahon <amcmahon@cvoeo.org>

Would you accept a partial grant award? Circle one. ☒ YES / NO

Outcomes/Deliverables: October 1, 2023 written report containing metrics, data, findings and lessons learned. The Walk to Shop team will provide a brief report including any relevant findings from a user survey about the project including any stated community needs.

I, Matthew Peterson, will provide end of year documentation to DPW Staff and the TEUC that grant funds were used appropriately.

Signature: Matthew P.



CITY OF BURLINGTON, VERMONT
CITY COUNCIL TRANSPORTATION, ENERGY & UTILITIES COMMITTEE

c/o Department of Public Works
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Councilor Mark Barlow, Chair, North District
Councilor Gene Bergman, Ward 2
Councilor Karen Paul, Ward 6

Inquiries:
Madeline Suender
802.735.5324
msuender@burlingtonvt.gov

Transportation, Energy and Utilities Committee of the City Council
Tuesday, October 25, 2022, 5PM

Chair Barlow started meeting at 5:08 PM

–DRAFT MINUTES–

1. Agenda

Councilor Bergman moved to approve agenda. Seconded by Councilor Barlow. All in favor passed unanimously. Councilor Paul Not Present.

2. Minutes of 8/23/22

Councilor moved to approve minutes with a change to the REP item – striking the word “all” on page 4 to clarify that all stakeholders had not been contacted. Seconded by Councilor Barlow. All in favor passed unanimously.

Councilor Bergman requested that, when possible, agendas should have hyperlinks to supporting documents.

3. Minutes of 9/27/22

Councilor Bergman moved to approve minutes. Seconded by Councilor Barlow. All in favor passed unanimously.

4. Public Forum

No public comment. Closes at 5:10 PM

5. North Winooski Avenue – Project Update

- Chapin Spencer, Phillip Peterson
- Information

See Memo:

https://www.burlingtonvt.gov/sites/default/files/Agendas/SupportingDocuments/10.25.22%20N%20Winooski%20TDM%20TEUC%20Memo_0.pdf

Proposed Resolution: “The TEUC approves distribution of the North Winooski Avenue Transportation Demand Management (TDM) grant funding, with the condition that each organization to receive this TDM grant funding presents written acknowledgment they will provide end of year documentation to DPW Staff and the TEUC that grant funds were used appropriately.”

Councilor Gene Bergman – Staff should try to encourage and see that these funds are used for the plans intended with applications and see that they are implemented to best extent possible.

Councilor Karen Paul joins at 5:15pm.

All in favor. Passes unanimously.

Parking:

KP – The resolution says DPW will come back to council in October 2022 and April 2023 - slightly missed by coming in November. Have heard 6 spaces added is not enough to address concerns of Community Health Center of Burlington. Will take significant investment to find parking needs.

Director Chapin Spencer – The March 2022 Council resolution asked staff to work on securing publicly available parking. 6 Spaces tentatively offered to CHCB from BHA. CHCB is exploring two adjacent parcels for additional off street parking. Securing private parking for public use has not been easy. To give property owners even more clarity on how shared parking arrangements could be beneficial for them, DPW is developing specific plans for turnkey City-managed shared parking agreements. Will be working with businesses in the coming 2-3 months to see how they want the remaining on-street parking allocated and regulated (ADA, Loading, 15 min, etc). The tentative plan is to come to the DPW Commission in January 2023 for approval for the on-street regulatory changes. The City staff will work on ensuring the GMT City loop remains fare free into FY'24 per the Council resolution direction. A full update will be given at the November 7 Council.

Chair Mark Barlow – Would like CEDO to work with CHCB for Community Development Block Grant.

GB – How many spaces removed from Archibald to Riverside, adjacent to CHCB?

Phillip Peterson– Removing 22 spaces on the east side of North Winooski from Archibald to Riverside. Will look into specifics of current and proposed usage here.

MB – Small businesses will be impacted and cascade problem. Want to see impacts on the whole street.

CS – We can be creative with how parking is regulated to encourage turn over. We have talked to CATMA about grants to support a Corridor-wide TDM concept.

Item closed at 5:40PM

6. Shelburne Street Roundabout Evaluation Plan

- Laura Wheelock, Julia Ursaki
- Information

See Memo:

https://www.burlingtonvt.gov/sites/default/files/Agendas/SupportingDocuments/10.25.22%20TEUC_Roundabout%20Evaluation%20Plan.pdf

Julia Ursaki – Goes through evaluation criteria in memo.

Laura Wheelock – Current condition will create queues which is the goal to slow people down – safety improvement. Unintended congestion will be monitored. Data we are collecting will check that what we implemented is the right size and design for the volume of vehicles we have. Will be a communication that has staff's findings and recommendations. 2009 resolution said there would be biannual collection which is challenging. This plan proposes annual collection. Staff asks the Committee where they would like this to be heard. Can be dependent on the findings.

Councilor Paul – Thinks there will be a desire to see this data at the Council level particularly for South End Councilors. Proposes DPW send the report to South End City Councilors and have it appear on consent agenda. Have heard good things so far aside from the perception that there are excess signs.

LW – Signs are per MUTCD design. Opening is tentatively as early as November 3rd. Residents were cooperative and helpful with getting this done.

Chair Barlow – Is the hybrid option in the same footprint of what is there now?

LW – Yes

KP – Greatest concerns with potential queue issues were from Adams Ct where the lanes merge.

Item closes at 6:03PM

7. Recycling Toter Update

- Chapin Spencer
- Information

Director Spencer- Plan is to have toters within the next month. Working with Ordinance Committee on changes to require the use of toters. Toters will be offered at an approximate 50% discount to residents.

Councilor Bergman – Are you working with P&I for landlord communications?

CS – Will follow up.

Councilor Paul – Concerns of people with physical challenges and elderly people moving the toters. Some people are more comfortable with a bin. There is a program for side door or porch service for easier retrieval. Want to make sure residents who need to know about this do. Suggest this is shared more widely. One person at Ordinance Committee was concerned with narrow area to place toter. Multiple sizes are helpful. Bins are very accident prone for workers. Will solve issue of windblown items.

CS – We have 4 staff members for entire recycling program. We have not promoted the back door service broadly, instead responded to people who have requested such service.

Chair Barlow – If Councilors know about it then we can connect people who need to use this service.

Director Spencer agreed to have Staff update Councilors on the service so that Councilors can help constituents who reach out to them.

Item closes at 6:11PM

8. Director's Report

Director Spencer – Ribbon cutting in ~week for the Roundabout. Opening event at U Place to follow in November. Franklin Square project completed this week (issue since 1974). We are solving many legacy issues. Aged water mains are still an issue. Current Pine St water main break is a result of this. Two days of Pine St closed. Many open positions so we are working with contractors to supplement staff and fix this as timely as possible.

Councilor Paul – Did incentives for hiring bonuses help?

CS – Not as much as we needed. Had it been more successful we would have been back to Council to do it again. Personally reaching out to Burlington Tech folks. Welcome any ideas.

Item closes 6:15 PM

9. Councilors' Update

Councilor Bergman – Future agenda items sent in an email. Emissions information from GMT and a resolution that would go to the council. Airport expansion and South Burlington Chamberlin neighborhood affordable housing protection. Carshare plays vital role in transportation, not as timely but does relate to TDM work. CCRPC – want to see what their focus is and get a better understanding of how their county wide transportation view fits with our City view.

Chair Barlow – Share interest for all topics and particularly Airport.

GB – Airport next month, GMT pre legislative.

MB – North Ave progressing well. Potholes have been managed well.

Closed at 6:25PM

10. Next Meeting 11/22/22 5PM

11. Adjourn

Councilor Bergman motions to adjourn. Seconded by Councilor Paul. Passes unanimously. Meeting ends 6:27PM.

Nick Longo BTV Director – Maddy will reach out and copy Mark