



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Amy Bovee, Clerks Office
From: Chapin Spencer, Director
Date: June 11, 2015
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **June 17, 2015**
Time: 6:30 – 9:00 p.m.
Place: **53 Lavalley Lane – Main Wastewater Treatment Plant**

A G E N D A

ITEM

- 1 Agenda
- 2 10 Min Public Forum
- 3 15 Min Pearl St Corridor Study Preferred Alternative
 - 3.10 Communication, N. Losch
 - 3.20 Discussion
- 4 25 Min Tour of Main Wastewater Treatment Plant
 - 4.10 Presentation, S. Roy
- 5 20 Min Integrated Planning Presentation
 - 5.10 Oral Presentation, M. Moir
 - 5.20 Discussion

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

- 6 30 Min Upcoming Garage Capital Work & Borrowing
6.10 Communication, P. Buteau
6.20 Discussion
6.30 Decision

Traffic Requests Time Certain 8:15pm

- 7 5 Min 3-Way Stop Sign Request At Shore Rd & Balsam St
7.10 Communication, D. Roy
7.20 Discussion
7.30 Decision
- 8 10 Min Intersection Sight Distances at Pearl St & Green St
8.10 Communication, D. Roy
8.20 Discussion
8.30 Decision
- 9 10 Min Truck Loading Zone Request At 258 North Winooski Ave
9.10 Communication, D. Roy
9.20 Discussion
9.30 Decision
- 10 20 Min Approval of FY'16 Key Initiatives & Metrics
10.10 Communication, C. Spencer
10.20 Discussion
10.30 Decision
- 11 5 Min Minutes of 5-20-15
- 12 10 Min Recognition Of Service – Asa Hopkins
- 13 10 Min Director's Report
- 14 10 Min Commissioner Communications
- 15 Adjournment & Next Meeting Date – July 15, 2015



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MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: JUNE 11, 2015
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on June 17, 2015 at 6:30 PM at **53 Lavalley Lane – Main Wastewater Treatment Plant.**

1. Agenda
2. Pearl St Corridor Study Preferred Alternative
3. Upcoming Garage Capital Work & Borrowing
4. 3-Way Stop Sign Request at Shore Rd & Balsam St
5. Intersection Sight Distances at Pearl St & Green St
6. Truck Loading Zone Request at 258 North Winooski Ave
7. Approval of FY'16 Key Initiatives & Metrics
8. Minutes of 5-20-15

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MEMORANDUM

June 10, 2015

TO: Public Works Commission

FROM: Nicole Losch, Transportation Planner

RE: Downtown Pearl Street Scoping Study

At the June 15, 2015 meeting of the Public Works Commission we will present the preferred concept for the Downtown Pearl Street Scoping Study. To keep our agenda item brief during the meeting, this memo provides detail that we will not be presenting at the meeting. Please refer to this memo in advance of the meeting, allowing our agenda item time to focus on any questions or discussion.

INTRODUCTION

With assistance and leadership from the Chittenden County Regional Planning Commission (CCRPC), the City explored opportunities to reconfigure Pearl Street between Battery Street and St. Paul Street as a complete street. This study was initiated to continue streetscape improvements recently completed on Pearl Street between St. Paul Street and Winooski Avenue – while considering the unique characteristics of lower Pearl Street – and also provide a thoughtful transition to the new CCTA Downtown Transit Center on St. Paul Street. Concurrent planning efforts (the Pedestrian & Bicycle Master Plan and the Street Design Guidelines) will be considering additional improvements for Pearl Street, so this study focused on low-cost improvements for installation within the existing curblines – small but transformative improvements.

BACKGROUND

Downtown Pearl Street has been considered in several prior planning studies. PlanBTV Downtown and Waterfront, the Waterfront North Access Study, and Burlington Transportation Plan all emphasize the importance of Pearl Street for pedestrian connectivity between the downtown and waterfront. PlanBTV also describes this corridor as a barrier to connectivity between the Old North End and the downtown and acknowledges that Pearl Street, with connectivity to Colchester Avenue, is one of the main east/west corridors through Burlington – creating the potential for a continuous bike route through the city. The Transportation Plan also recognizes the importance of Pearl Street as a transit street, so careful balance is needed to accommodate transit vehicles and welcome people walking and bicycling.

These prior plans guide the city to consider infill development, bringing street-level activity, streetscape improvements, and amenities such as street trees, benches, civic art and lighting to create an appealing connection for pedestrians; bicycle facilities along Pearl Street; intersection treatments at Battery Street that

remove this obstacle for people walking and bicycling; and transit shelters, stops, sufficient travel lanes (10-12 feet), and features to facilitate efficient transit operations.

EXPLORING OPPORTUNITIES

The cross-section of Pearl Street changes block-by-block but includes sidewalks that vary in width from 5 to 14.5 feet, roadway width of 40-feet / 46-feet, on-street parking, greenbelts of varying widths, and utilities above and below ground. Crosswalks and pedestrian signals are available at all signalized intersections, but not on all approaches, and an unsignalized crosswalk provides access from George Street. The existing configuration is graphically presented on the following pages.

Concepts were developed that balanced parking, travel lane widths, CCTA buses, and bike lane designs in various configurations. With feedback from city departments, CCTA and other community stakeholders, and the community at large, a preferred alignment was identified. Locations to focus streetscape improvements were also identified, and long-term desires were noted for continued discussion in the concurrent planning studies.

In our outreach and review of prior plans, Pearl Street was described as bleak and generally underwhelming. Although a commercial corridor, the community acknowledged it is vital to some of our most vulnerable residents living at Cathedral Square and on North Champlain Street. As such, pedestrian crossings feel unsafe. For people bicycling, Pearl Street is popular because it is a comparatively flat route and does not dead-end in the downtown core. However, bicycling next to parked cars is not comfortable for many. Parking, especially handicapped parking, is important to Pearl Street, but a “parklet” or outdoor seating could be attractive west of George Street.

COMPONENTS OF THE FINAL CONCEPT

- Since an underground utility vault on the south side of Pearl Street west of North Champlain Street prevents street tree planting, utilize planter boxes or civic art to visually narrow the street and bring street-level texture for pedestrians.
- Pedestrians crossing Pearl Street at North Champlain Street can be more visible by shortening the crosswalk with paint, bollards, and planters, which can also beautify the street.
- Pedestrians crossing at George Street can be more visible with a painted curb extension. Bollards and planters could not be utilized here so that CCTA can access parking in the spaces immediately east of the crosswalk.
- Only one inbound turn lane is needed from northbound Battery Street onto Pearl Street. The easternmost turn lane on Battery Street can be reclaimed for another use, and the southeast and northeast corners can be shortened with paint, bollards, and planters to reduce the pedestrian crossing times.
- The greenbelt on the south side of Pearl Street between Pine Street and George Street should be removed and replaced with a wider sidewalk / pavers.
- Add planters, seating, and civic art as often as opportunities allow to visually spruce up the corridor.



Figure 1: Examples of crosswalk improvements with paint, bollards, and planters

Frequently asked questions & additional information

Will Pearl Street become congested without the northbound left turn lane onto North Champlain Street?

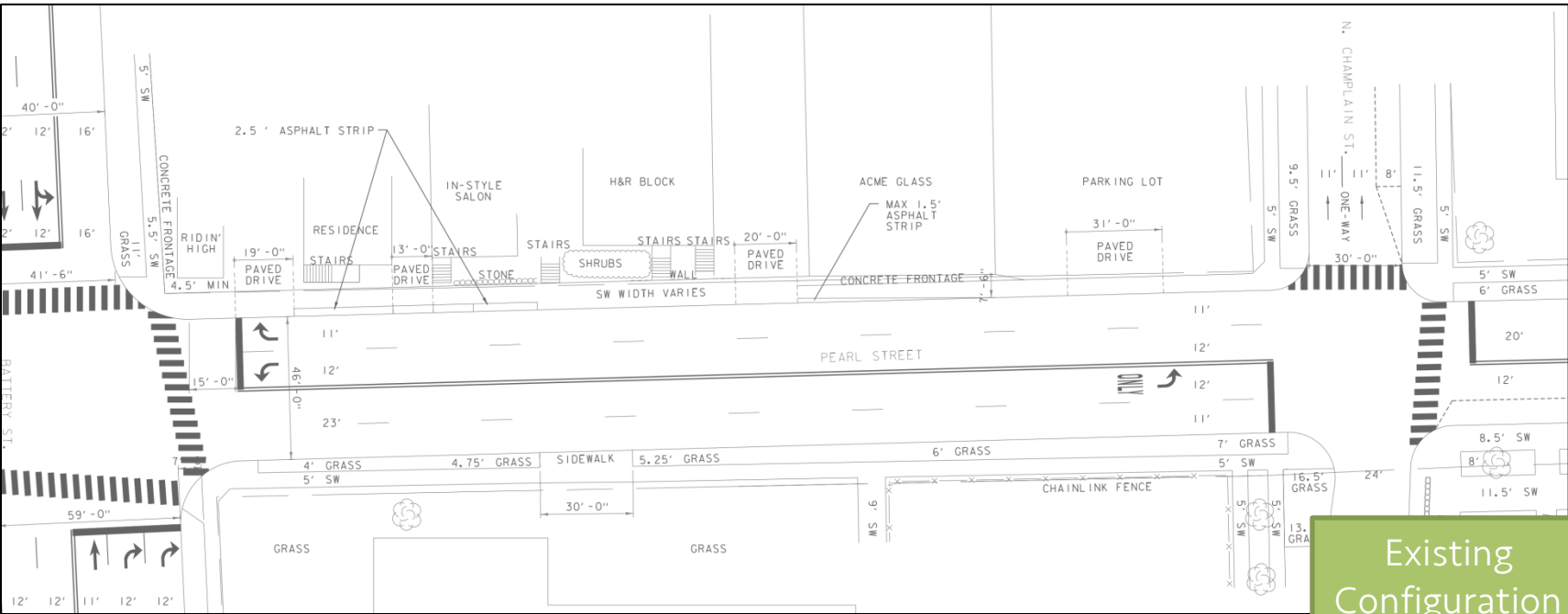
This intersection operates at a Level of Service (LOS) A in the AM and PM peak hours, with a delay of 3 seconds AM / 6 seconds PM and a vehicle-to-capacity (V/C) ratio of .22 AM / .35 PM (i.e. traffic demands are 22% and 35% below the capacity of the intersection). Accounting for future traffic operations, the intersection would operate at LOS A in the AM and PM peak hours, with a delay of 3 seconds AM / 9 seconds PM and a V/C ratio of .29 AM and .72 PM. The vehicle queue itself was calculated to be 248' with a single lane, which is still less than the 340' between North Champlain Street and Battery Street.

How will parking change?

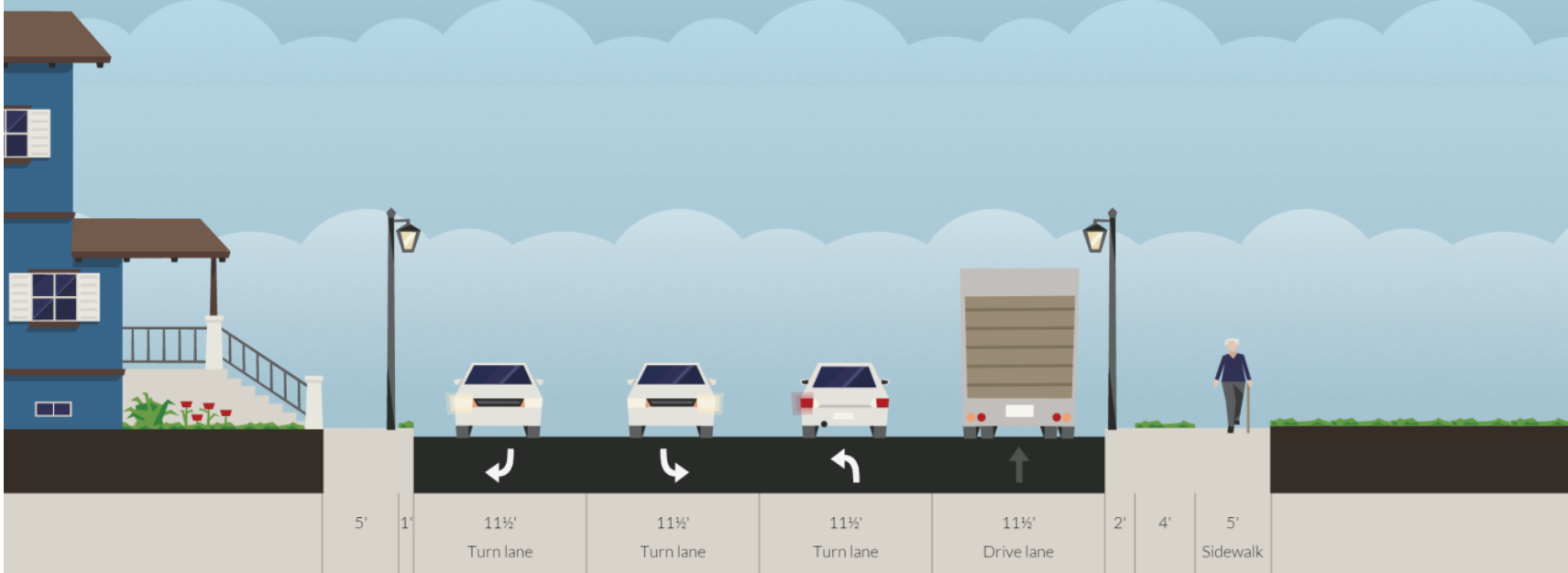
There are 28 on-street parking spaces on Pearl Street between Battery Street and George Street and 33 off-street spaces in the city's surface parking lot. The parking locations will shift with this concept, and 1 total parking space will not be replaced.

What will happen with the flashing signal at the intersection of North Champlain Street / Pearl Street?

This signal is in the current workplan through the city's annual Traffic Program improvements. The flashing signal will be replaced with a pedestrian-activated hybrid beacon, also called a HAWK signal.



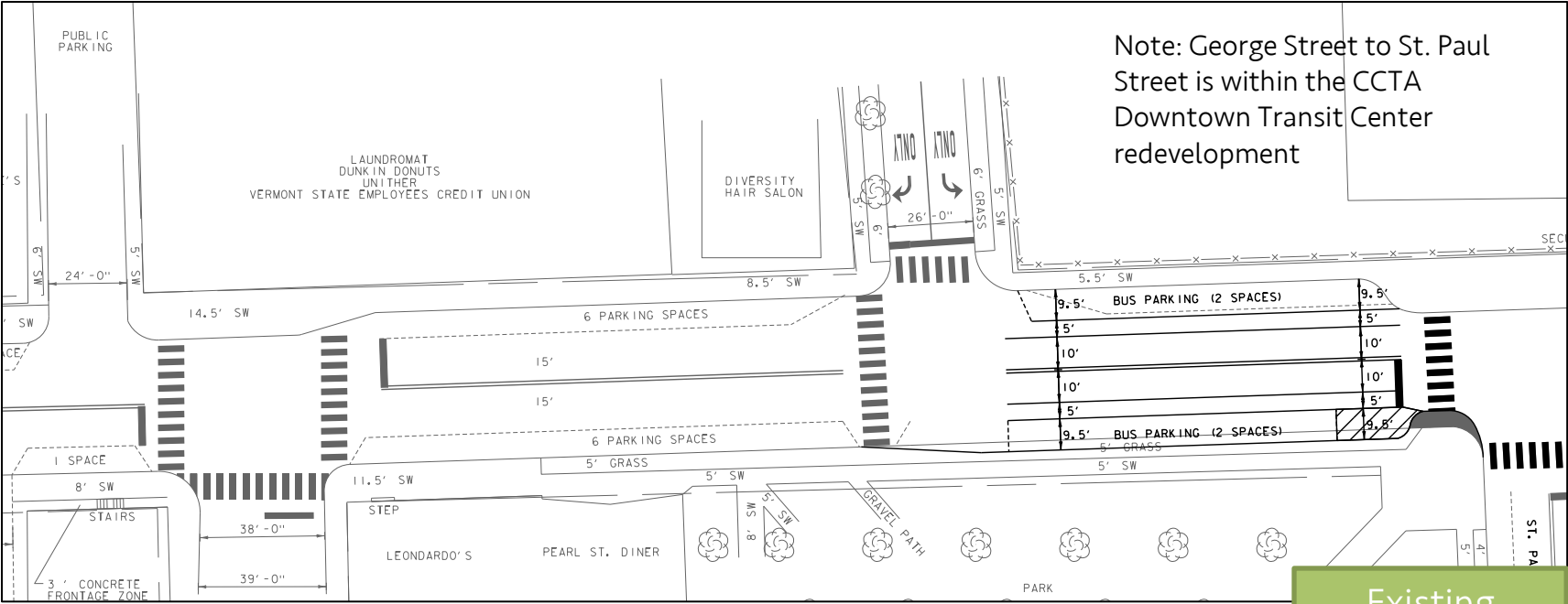
Pearl Street, Battery to North Champlain



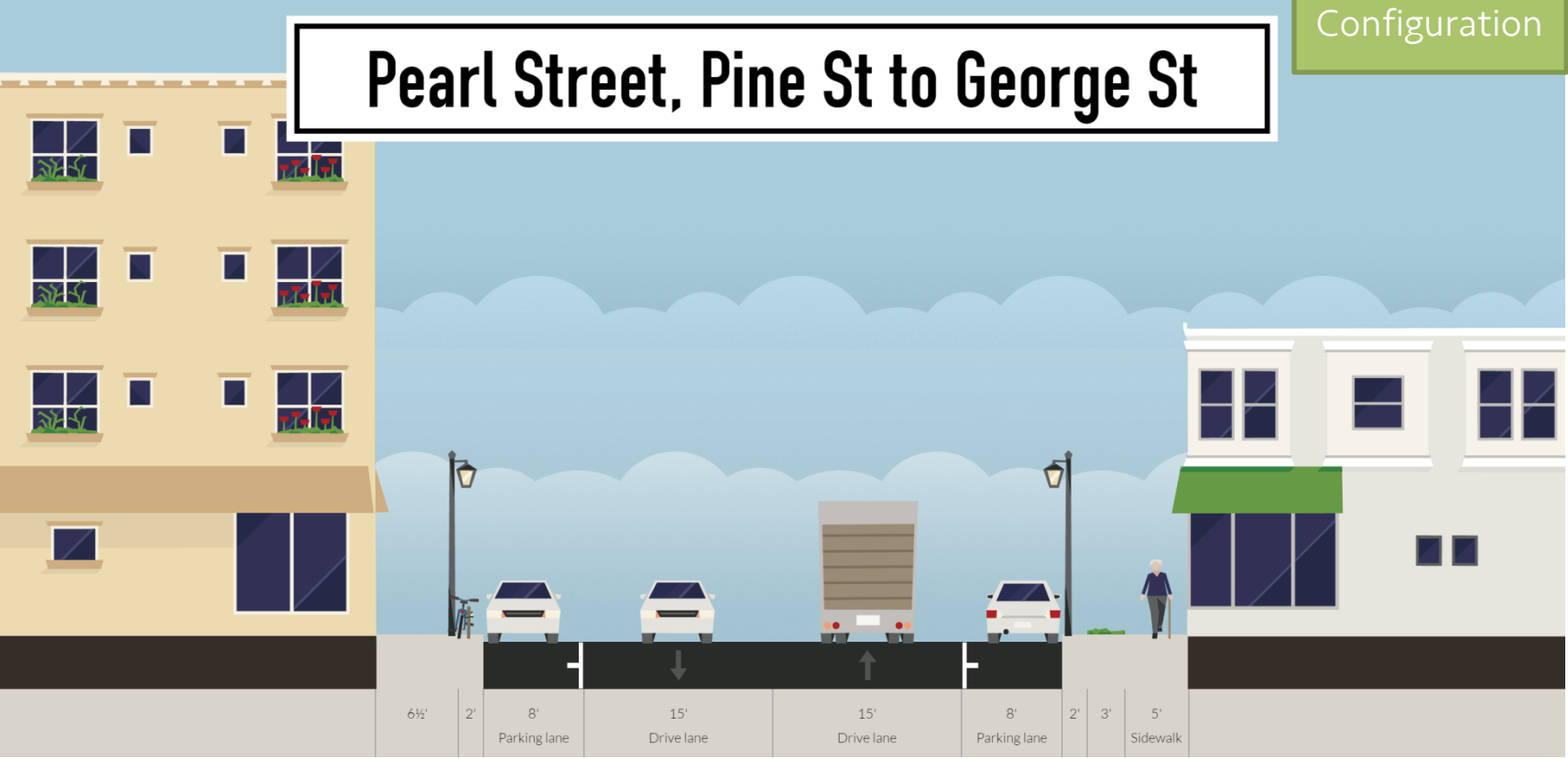
Pearl Street, Battery to North Champlain – Concept



Existing	Proposed
46' Curb-to-curb	46' Curb-to-curb
Sidewalk width varies	Sidewalk width varies
Greenbelt width varies	Greenbelts: add planters, benches
4 travel lanes	2 travel lanes
No parking	Parking, north side (8 spaces)
Bikes share the road	Bike lane (varies)



Pearl Street, Pine St to George St



Pearl Street, Pine St to George St - Concept



Existing
46' curb-to-curb
Sidewalk width varies
Greenbelt 5' south side only
2 travel lanes
Parking, both sides (12 spaces)
Bikes share the road

Proposed
40' Curb-to-curb
Sidewalk width varies
Greenbelts: add planters, consider pavers over greenbelt
2 travel lanes
Parking unchanged
5' bike lanes

Chapin Spencer
Director of Public Works

Patrick Buteau
*Assistant Director DPW
Parking & Fleet Services*



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pbuteau@burlingtonvt.gov

MEMORANDUM

To: Public Works Commission
From: Patrick Buteau, Asst. Director of Public Works
Date: June 11, 2015
Subject: Authorize borrowing for Capital Garage Repairs.

A handwritten signature in black ink, appearing to be "PB", is written over the "From:" line of the memorandum.

The Traffic Division of Public Works completed an assessment of its Downtown Parking facilities in July of 2014 indicating an estimated 9.2 million dollars in necessary repairs.

A phase I repair design contract was let in April, 2014 with Hoyle, Tanner and Associates. Working with our Downtown Parking Initiative Consultant, Desman Associates, we modified and prioritized the phasing of those repairs.

Attached you will find the proposed two phased borrowing outline as well as the prioritized work schedules used to generate the outline.

Staff is seeking Commission approval with a recommendation to City Council to borrow the phase I funds in the amount of \$3,435,831. The proposed 2016 Traffic budget proposal includes the debt service payments for this borrowing and enhanced garage maintenance funds while providing a balanced budget.

We are completing a five year pro forma for the Traffic Fund that will address the phase II borrowing and future revenues and expenses that we will be bringing to you at another meeting.

4/27/2015

Parking Garage Assessments

Required Borrowing

	Traffic Fund Balance	2015	2016-2017	2018-->	Total
College Street Garage Construction RE @20% + 5% DPW		\$ 318,610	\$ 2,234,270	\$ 642,560	\$ 3,195,440
Total		\$ 79,653	\$ 558,568	\$ 160,640	\$ 798,860
Marketplace Garage Construction RE @20% + 5% DPW		\$ 398,263	\$ 2,792,838	\$ 803,200	\$ 3,994,300
Total		\$ 779,830	\$ 2,178,790	\$ 104,850	\$ 3,063,470
Lakeview/Westlake Garage Construction RE @20% + 5% DPW		\$ 194,958	\$ 544,698	\$ 26,213	\$ 765,868
Total		\$ 974,788	\$ 2,723,488	\$ 131,063	\$ 3,829,338
GRAND TOTAL.....		\$ 1,373,050	\$ 5,894,325	\$ 1,203,213	\$ 8,470,588
Phase I Design & Bid Docs	\$ 198,400	\$ 589,200			
Phase II Design & Bid Docs		\$ 1,473,581	\$ 4,420,744		
1/4 2016/2017 Construction					
Total Borrowing	\$ 198,400	\$ 3,435,831	\$ 5,623,956		\$ 9,258,188

10 years @ 4% per RG

693,385

15 years @ 4%

505,824

20 years @ 4%

413,805

Extended life MPG 15-20 yrs: CSG 20-30 yrs:

Marketplace Parking Garage			
2015 Scheduled Improvements / Repairs			Factored Cost
JS-3	Removal of Delaminated Grout Patch Below Construction Joint at Level 1 D-E Ramp at Beam Line 4	\$855	\$1,030
CIP-3	Temporary Patch Concrete Spalls With Exposed Reinforcing Steel	\$60,000	\$72,000
CIP-4	Cover and Patch Junction Box Spalls at Cross Overs / Coord w/ ED-1	\$4,000	\$4,800
EV-1	Replace Elevators	\$380,000	\$456,000
EV-2	New Elevator Machine Room - Exterior	\$150,000	\$180,000
	Flashing at Level 1 brick wall to top of spandrel beam	\$15,000	\$18,000
SD-1	Clean out Plugged Drains (Part of Annual Maintenance)	\$5,000	\$6,000
SD-2	Replace Trench Drain	\$5,000	\$6,000
ED-1	Replace Subpanels, Conduit and Wiring - Partial - Replace Lengths of Conduit at failed lighting locations	\$30,000	\$36,000
			\$779,830

Marketplace Parking Garage			
2016/2017 Scheduled Improvements / Repairs			Factored Cost
EJ-1	Replace Expansion Joint (Column Line C9-D, All Levels)	\$29,700	\$35,640
EJ-2	Replace Expansion Joint at Transition Between Slab-On-Grade and Elevated Slabs	\$17,280	\$20,740
PC-2	Precast Spandrel Beam Replacement	\$30,000	\$36,000
JS-1	Replace Joint Sealant at Level 4 and 5	\$3,420	\$4,110
JS-2	Replace Joint Sealant at Levels 1-3	\$3,780	\$4,540
EJ-3	Replace Expansion Joint at Stair Tower Ramps (all levels)	\$18,000	\$21,600
CIP-2	Repair Surface Cracks at Entrances	\$6,000	\$7,200
CIP-5	Resurface Level 1 D-E Ramp, Level 1-2 Cross Over and Level 2 E-F Ramp	\$960,000	\$1,152,000
CIP-7	Repair Longitudinal and Transverse Cracking of Elevated Slabs	\$10,500	\$12,600
CB-1	Repair Delaminated Concrete, Reinforcing Steel Corrosion	\$6,480	\$7,780
CB-2	Repair Longitudinal Crack at Midspan of the Beam	\$5,400	\$6,480
CB-3	Repair Concrete Spalls and Reinforcing Steel Corrosion at the End of the Beam	\$3,780	\$4,540
CB-4	Repair Concrete Delamination and Reinforcing Steel Corrosion Along Length of the Beam	\$10,800	\$12,960
PC-1	Precast Spandrel Beam Crack Repair	\$20,000	\$24,000
CC-1	Repair Column Spalls at Interface of Slab and Column on Interior (Slab Side) of Spandrel Beam	\$10,500	\$12,600
CIP-6	Repair Ramp Spalls	\$30,000	\$36,000
CIP-8	Repair Concrete Spall and Exposed Post Tensioning Tendon at Bottom Face of Slab At Grid B-7, B-9 on the Second Level	\$4,000	\$4,800
MA-1	Pressure Wash Garage	\$90,000	\$108,000
SD-1	Clean out Plugged Drains	\$0	\$0
SD-2	Replace Trench Drain	\$0	\$0
SD-3	Repipe Roof Drain at Stair Tower B (Level 4)	\$2,500	\$3,000
DS-1	Replace Lengths of Failed Drainage Pipe	\$9,100	\$10,920
DS-2	Replace Elbow Joints Below Surface Drains	\$4,800	\$5,760
ST-3	Repair Stair Tread Cracks	\$30,000	\$36,000
ST-2	Repair Stair Tower Ramp Bearings	\$10,000	\$12,000
ST-4	Install Missing Guardrail at Stair Run	\$3,000	\$3,600
ST-5	Replace Rails with Code Compliant System	\$4,000	\$4,800
ED-1	Replace Subpanels, Conduit and Wiring - Partial	\$120,000	\$144,000
ELS-1	Install Missing Fire Alarm System Components	\$120,000	\$144,000
ELS-3	Add Exit Signage	\$10,000	\$12,000
MS-1	Reconnect Steel Pipe Rails	\$5,000	\$6,000
MS-2	Replace Cable Guardrails	\$12,600	\$15,120
ME-1	Install New Fan Unit	\$50,000	\$60,000
BO-1	Replace Attendant Booths	\$40,000	\$48,000
MI-1	Remove Debris in Maintenance Storage Area Holding Moisture (Lower Tier)	\$5,000	\$6,000
MI-2	Remove Debris and Garbage Collection between Spandrel Walls and Garage Fascia on Ground Levels.	\$5,000	\$6,000
EL-1	Replace Roof Level Light Fixtures	\$75,000	\$90,000
FA-1	Remove and Reset Brick Façade	\$20,000	\$24,000
FA-2	Repoint Damaged CMU and Brick Mortar Joints	\$30,000	\$36,000

\$2,178,790

Marketplace Parking Garage			
2018 and Beyond Improvements / Repairs			Factored Cost
CC-2	Repair Exposed Reinforcing Steel in Concrete Columns	\$1,200	\$1,440
CC-3	Repair Column Spalls at Construction Joint on Exterior Side of PT Beam	\$4,200	\$5,040
CC-4	Repair Surface Cracking at Top of Columns	\$4,875	\$5,850
DS-2	Replace Elbow Joints Below Surface Drains	\$0	\$0
ES-1	Replace Service Distribution and Sub-panels and Emergency Power System	\$75,000	\$90,000
EL-1	Replace Roof Level Light Fixtures	\$0	\$0
FA-1	Remove and Reset Brick Façade	\$0	\$0
FA-2	Repoint Damaged CMU and Brick Mortar Joints	\$0	\$0
CIP-1a	Repair Slab-On-Grade Surface Cracks (Unsealed Cracks)	\$600	\$720
CIP-1b	Repair Slab-On-Grade Surface Cracks (Sealed Cracks)	\$1,500	\$1,800
			\$104,850

Lakeview Parking Garage			
2016/2017 Scheduled Improvements / Repairs			Factored Cost
CG-1	Cable Guardrail Repair	\$8,000	\$9,600
CIP-2	CIP Concrete Threshold Repair	\$2,400	\$2,880
ELS-1	Install Missing Fire Alarm System Components	\$1,000	\$1,200
ST-2	Replace Stair Lengths & Connections	\$20,000	\$24,000
DT-1	Double-Tee Beam Shear Tab Repair	\$45,900	\$55,080
JS-1	Joint Sealant Replacement at Levels 2, 3, 4, & 5	\$24,100	\$28,920
WCIP-2	Westlake - Repair Concrete Roof Slab Crack	\$8,500	\$10,200
WSD-1	Westlake - Repair Membrane Connection at Drain Locations	\$12,000	\$14,400
WRM-2	Westlake - Repair Membrane Connection at Standpipe Locations	\$2,000	\$2,400
EJ-2	Replace Expansion Joint	\$9,000	\$10,800
DT-2	Double-Tee Beam Surface Spall Repair	\$1,600	\$1,920
SD-1	Flush Existing Drainage System (Unplug)	\$5,000	\$6,000
SD-2	Additional Floor Drains	\$6,000	\$7,200
ST-1	Install Door at Stair Tower Entrance on Roof Level	\$8,000	\$9,600
EJ-1a	Repair Expansion Joint	\$4,000	\$4,800
OP-1	Reseal Glazing System	\$5,000	\$6,000
ADA-1	Install Elevator Tacticle Signage	\$1,000	\$1,200
ADA-2	Raise Height of Light on Elevator Shaft	\$1,500	\$1,800
CIP-1	Cracks in CIP Concrete Wash Area	\$12,000	\$14,400
MA-1	General Cleanup of Pigeon Droppings	\$15,000	\$18,000
EL-1	Lighting System Improvements	\$50,000	\$60,000
WEL-1	Westlake Install Additional Lighting Fixtures	\$10,000	\$12,000
			\$302,400

Lakeview Parking Garage			
2018 and Beyond Improvements / Repairs			Factored Cost
WEJ-1	Westlake Install Roof Level Expansion Joint at East Wall	\$12,000	\$14,400
WCS-1	Westlake - Install 2nd Level Perimeter Sealant	\$10,000	\$12,000
WCS-2	Westlake - Repair Roof Perimeter Sealant at Slab / Wall Joint (Access Below Landscaping)	\$26,000	\$31,200
WRM-1	Westlake - Patch / Repair Membrane at Roof Level North and West Walls	\$15,000	\$18,000
WCIP-1	Westlake - Install Grout Chamfer Around Column Base	\$2,400	\$2,880
ED-1	Repair/Replace Corroded Electrical Conduit and Wiring Lengths	\$25,000	\$30,000
DT-3	Double-Tee Beam Crack Repair	\$13,000	\$15,600
PC-2	Precast Spandrel Beam Concrete Spall	\$600	\$720
MB-1	Membrane Installation	\$13,800	\$16,560
PC-1	Precast Spandrel Beam Lift Anchor Sealant Patch	\$3,000	\$3,600
EL-1	Replace Roof Level Lighting System	\$0	\$0
WEL-1	Westlake Install Additional Lighting Fixtures	\$0	\$0
SS-1	Structural Steel Repair	\$20,000	\$24,000
SD-3	Install New Floor Drain in Southwest Stair Tower Lower Level	\$5,000	\$6,000
OP-2	Replace Door Hardware (Closer)	\$1,000	\$1,200
ST-3	Replace Elevator Indicator Light	\$1,500	\$1,800
ST-4	Replace Electrical Box Covers	\$1,000	\$1,200
EJ-1b	Repair Concrete Slab Transition to Expansion Joint	\$10,000	\$12,000
ELS-2	Install Exit Signage	\$20,000	\$24,000
			\$215,160

College Street Parking Garage

2015 Scheduled Improvements / Repairs			Factored Cost
DT-8	Double-Tee Beam - Removal of Loose Overhead Concrete	\$4,778	\$5,740
DT-9	Double-Tee Beam Bearing Repair (Level 2 - Beam 2.1)	\$5,000	\$6,000
ST-1	Stair Tread Spalls and Threshold Repairs	\$16,900	\$20,280
RA-1	Concrete Ramp Repair at Level 4	\$6,400	\$7,680
ED-1	Emergency Repairs to Distribution Wiring	\$15,000	\$18,000
RM-2	Replace Elevator Roof Drain and Repair Membrane	\$3,000	\$3,600
OP-2	Replace Door and Storefront System at Elevator	\$45,020	\$54,030
JS-2	Joint Sealant Repairs at Levels 3 and 4	\$25,200	\$30,240
MB-1*	Repair Joint Sealant and Replace Membrane at Elevator on Levels 3 and 4	\$8,000	\$9,600
SD-1*	Install Additional Floor Drains and Associated Piping at Elevator on Levels 3 and 4	\$8,000	\$9,600
SD-2	Flush Existing Drainage System (Unplug)	\$5,000	\$6,000
DS-1	Replacement of Failed Lengths of Drainage Piping	\$20,000	\$24,000
FA-1	Facade Repair at Level 4, Grid D/7	\$1,200	\$1,440
FA-2	General Façade Repairs - Partial	\$8,000	\$9,600
OP-1	Repair/Replace Doors and Hardware	\$40,000	\$48,000
ST-3	Repaint Stairwell Towers / Concrete Columns	\$54,000	\$64,800
			\$318,610

College Street Parking Garage			
2016/2017 Scheduled Improvements / Repairs			Factored Cost
MA-1	Debris Cleaning on all Levels	\$80,500	\$96,600
MA-2	Powerwash all Levels	\$161,000	\$193,200
PC-3	Spandrel Beam Bearing Issue - Column Corbel Damage	\$40,000	\$48,000
PC-6	Inverted-Tee Beam - Extensive Beam Damage Repair	\$180,000	\$216,000
PC-1a	Spandrel Beam Support Shelf Spall Repair	\$20,900	\$25,080
PC-1b	Spandrel Beam Support Shelf Crack Repair	\$79,380	\$95,260
DT-4	Double-Tee Beam Flange Connection Repair - Level 2	\$163,800	\$196,560
DT-6	Double-Tee Beam End Spall Repair	\$47,628	\$57,160
PC-5	Inverted-Tee Beam - Steel Restraint Repair	\$9,000	\$10,800
CIP-1	Wash Area Repair	\$192,000	\$230,400
SD-1	Additional Floor Drains	\$45,000	\$54,000
SD-3	Replace Failed Storm Drains	\$22,500	\$27,000
SD-4	Replace Failed Trench Drains	\$19,750	\$23,700
DS-1	Piping Replacement and Piping Installation for New Drains	\$123,830	\$148,600
ST-4	Replace Stair Tower Handrails	\$28,500	\$34,200
JS-1	Joint Sealant Replacement at Level 2	\$18,000	\$21,600
ED-2	Replace Distribution Conduit and Wiring	\$200,000	\$240,000
EL-1	Replace Lighting Fixtures	\$150,000	\$180,000
CS-1	Floor Level Perimeter Sealant Repairs	\$34,740	\$41,690
DT-1	Double-Tee Beam Flange Grout Patch Repair	\$14,400	\$17,280
DT-3	Double-Tee Beam Surface Spall Repair	\$800	\$960
PC-7	Column Corner Spall Repair	\$3,600	\$4,320
PC-8	Column Face Spall Repair - Vertical Patch	\$24,300	\$29,160
CIP-2	Foundation Wall Spalls - Vertical Patch	\$40,176	\$48,220
ES-1	Electrical Service Panel	\$20,000	\$24,000
ADA-1	Install ADA Accessible Parking Spaces	\$3,060	\$3,680
ME-1	New Fan Units at Levels 1 and 2	\$100,000	\$120,000
ELS-1	Install Emergency Power System	\$24,000	\$28,800
ELS-2	Add Exit Signage	\$15,000	\$18,000
			\$2,234,270

College Street Parking Garage			
2018 and Beyond Improvements / Repairs			Factored Cost
ST-2	Stair Tread and Landing Crack Repairs	\$24,000	\$28,800
ME-2	CMU Wall Grout Patch Repair	\$5,400	\$6,480
MB-1	Membrane Replacement	\$82,400	\$98,880
PC-2	Spandrel Beam Web Shear Crack Repair	\$15,000	\$18,000
FA-4	Facade Repair at Level 4, Grid D/7	\$0	\$0
DT-2	Double-Tee Beam Flange Crack Repair	\$13,000	\$15,600
BO-1	Attendant Booth Replacement	\$40,000	\$48,000
OP-4	Repair/Replace Doors and Hardware	\$0	\$0
CS-3	4" Diameter Sealant Patch Replacement	\$17,640	\$21,170
ST-3	Repaint Stairwell Towers	\$0	\$0
RM-1	Replace Roofing Membranes	\$36,000	\$43,200
CS-2	Slab-on-Grade Joint Sealant Replacement	\$32,224	\$38,670
ST-5	Stairwell Ventilation Improvements	\$10,000	\$12,000
DT-7	Replace Double-Tee Bearing Pads	\$42,800	\$51,360
FA-2	General Façade Repairs - Partial	\$12,000	\$14,400
NE-1	Infill Floor Levels at Northeast Elevator Shaft	\$30,000	\$36,000
EV-1	Elevator Replacement	\$175,000	\$210,000
			\$642,560



MEMORANDUM

May 28, 2015

TO: Public Works Commission

FROM: Damian Roy, DPW Engineer Technician *DR2*

CC: Norman Baldwin, City Engineer

RE: 3-Way Stop Sign Request at Shore Road and Balsam Street

Background:

The Department of Public Works received a request from Mark Fraser of 140 Shore Road to install 3-Way stop control at the intersection of Shore Road and Balsam Street.

In 2003 DPW evaluated a citizen driven request to install multi-way stop control at Balsam Street and Shore Road. Staff performed the Multi-Way Stop Warrant Analysis per MUTCD 2B.07 and determined the installation of multi-way stop control was not warranted or recommended given it did not meet volume thresholds and the intersection did not have balanced entering volumes from the Balsam and Shore approaches as a three-way stop.

Shore Road is a collector street with various local streets feeding into it. Balsam Street is one of these local streets with less traffic. On Balsam and Shore there are many homes who's only means of accessing the street network is by entering and passing through the intersection.

Observations:

Staff visited the Shore Road/Balsam Street intersection on the morning and evening of May 27th from 7:00am to 9:00am, and from 4:00pm to 6:00pm to conduct a Stop Sign Warrant Analysis as prescribed by MUTCD 2B.07 Multi-way Stop Applications (see attached). This form is the first step in determining if stop control is warranted at an intersection as adopted by DPW. Traffic volumes were observed at these times and are as follows:

NB 6/11/15

- 7:00am through 9:00am
 - Shore Road: 233 Vehicles, 17 Pedestrians, 13 bicyclists
 - Balsam Street: 14 Vehicles, 3 Pedestrians, 0 bicyclists
- 4:00pm through 6:00pm
 - Shore Road: 276 Vehicles, 6 Pedestrians, 2 bicyclists
 - Balsam Street: 4 Vehicles, 0 Pedestrians, 0 bicyclists

The MUTCD Multi-way Stop Application states that vehicular volumes entering the intersection from the major street approaches (total of both approaches) must average at least 300 vehicles per hour for any 8 hours on an average day, for traffic approaching from the minor streets the average vehicles per hour must meet at least 200 vehicles. Traffic counts for vehicles approaching the intersection from Shore Road and from Balsam Street averages 127 vehicles per hour and 5 vehicles per hour during peak times respectively. Staff contacted the Burlington Police Department to request all accident reports for the intersection within the previous twelve month period. BPD responded with a report indicating that no accidents have taken place at this location which falls below the minimum 5 or more reported crashes within a 12-month period required to warrant a stop sign as indicated by the MUTCD Multi-way Stop Application.

Conclusions:

The Stop Sign Warrant Analysis takes into account the volume of entering traffic from both major and minor street approaches to determine if stop signs are necessary to provide safe and clear right of way assignments. Multi-way stop control is applied in conditions where there are nearly balanced entering volumes of traffic for both major and minor street approaches. Our traffic counts during peak hours were well below the warrant threshold without performing counts throughout the full 8-hour period. In addition there is no accident history that would suggest the need for stop control. Staff is recommending the denial of Mr. Fraser's request to adopt multi-way stop control at Shore Road and Balsam Street.

Recommendations:

Staff recommends that the Commission:

- Deny Mr. Fraser's request to install 3-way Stop Control at the intersection of Shore Road and Balsam Street.

Shore Rd + Balsam St.

STOP SIGN WARRANT

MUTCD 2B.07 Multi-way Stop Application

01. Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.

02. The restrictions on the use of STOP signs described in Section 2B.04 also apply to Multi-way stop applications.

03. The decision to install multi-way stop control should be based on an engineering study.

04. The following criteria should be considered in the engineering study for a multi-way STOP sign installation:

A. Where the traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.

n/a

B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.

Zero accidents reported

C. Minimum Volumes:

1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages 300 vehicles per hour for any 8 hours of an average day; and

7-9am = 233 4-6pm = 276

2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but

7-9am = 17 4-6pm = 4

3. If the 85th percentile approach speed of the major street exceeds 40 MPH, the minimum vehicular volume warrants are 70 percent of the volumes provided in Items 1 and 2.

D. Where no single criterion is satisfied, but criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this criterion.

n/a

Option:

Other criteria that may be considered in an engineering study include:

A. The need to control left-turn conflicts

B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;

C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and

D. In intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve operational characteristics of the intersection.



91544319

7a-9a

Shore Road - Vehicles

Bikes

Peds

233 vehicles

100

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17 units

Balsam St - Vehicles

Bikes

Peds

|||| ||| |||

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Damian Roy

From: Hackley, Jane R. <jhackley@bpdvt.org>
Sent: Wednesday, May 27, 2015 10:21 AM
To: Damian Roy
Subject: RE: Accident Reports.

Good morning,
No reports of accidents at that location. I ran the search for one year.

Jane

From: Damian Roy [<mailto:droy@burlingtonvt.gov>]
Sent: Friday, May 22, 2015 10:16 AM
To: Hackley, Jane R.
Subject: RE: Accident Reports.

Apologies Jane, one more location, same criteria:

- The intersection of Shore Road and Balsam Street.

Thank you!

Damian Roy, Engineering Technician
Burlington Public Works Department
645 Pine St. Burlington VT 05401
Desk: 802.865.5832
Cell: 802.598.8356
Email: droy@burlingtonvt.gov
Web: www.burlingtonvt.gov/dpw

From: Damian Roy
Sent: Friday, May 22, 2015 10:00 AM
To: Hackley, Jane
Subject: Accident Reports.

Hi Jane,

I am in need of accident reports in two locations for the last two years:

- Shelburne Road between Home Avenue and the on-ramp to 189
- Pine Street between South Crest Drive and Queen City Park Road

I'll need the full reports to be able to determine cause.

Thanks Jane, and have a great long weekend!

Damian Roy, Engineering Technician
Burlington Public Works Department
645 Pine St. Burlington VT 05401

Shore Rd. Traffic Calming
Steering Committee Meeting – 1/7/03
Submitted by Kara Buchanan

Attendees:

Kara Buchanan
Michael Crane
Pat Davis
Margaret Gallant
Robert Montgomery
Joel Fitzgerald
Renee Vincent
Larry Walters
Tom McKeown
Bart Sponseller

Norm Baldwin, DPW
Bruce _____, facilitator

Agenda:

- 1) To finish last segment of Shore Rd. proposal
- 2) Put together written proposal to send to larger neighborhood
- 3) Next Steps - Discuss plan for large group meeting and how vote will work

Finishing Shore Road Proposal:

Balsam/Shore Intersection

Norm B. presented results of Balsam St. survey.

9 residences were surveyed. 1 was in favor of the proposal, 2 were in favor of a modified plan, 6 believed that proposed installation was unnecessary.

Renee V. explained her process of conducting the survey and the materials provided to residents.

Kara B. commented that she felt that residents' responses were not based on an understanding of how this intersection fit into the bigger picture and that they were not well educated about the traffic calming measures proposed. She spoke to two neighbors after reading the survey results to better understand their points of view against the proposal. She believes that this section of Shore road needs to be slowed and to be consistent with a plan for keeping traffic slowed throughout the route.

Larry W. felt that this corner really needed measures installed because drivers' vision was impeded here. Rob M. and Bart S. agreed.

Renee V. proposed rejecting Norm's proposal as stated in survey and putting no measures at this intersection in order to honor the wishes of Balsam St. residents. Kara pointed out that residents she'd spoken to deemed the proposal unnecessary, they were not

necessarily opposed. Renee disagreed with this and said that a 3-way stop sign there was also mentioned as an acceptable option to most residents.

Larry W. proposed that the steering committee accept Norm's proposal as part of overall plan without consensus of entire group, as 8 to 3 of those at the previous meeting were in favor of the proposal. (See 12/2/03 minutes)

Joel F. suggested taking the proposal apart to find pieces we could compromise on.

Three proposals were then drafted:

- 1) 3-way stop sign at intersection
- 2) textured median on Shore rd. either side of Balsam intersection running between Wildwood and Glenwood Streets.
- 3) A similar median starting further away from Balsam intersection in either direction.

There was much discussion about the pros and cons of each proposal.

Pat Davis arrived late to the meeting at this point and was brought up to speed.

The group facilitator suggested a straw pole to get each persons opinion on the options:

Bart S. – A stop sign would make Brierwood more susceptible to cut-off drivers. Therefore he was not in favor or else we would need to adjust measures there.

Kara B. – In lieu of Norm's proposal being accepted, stop sign seemed like only other acceptable option to slow traffic turning onto Balsam from Shore, but thought that medians are still needed on this section of Shore as well.

Joel F. – Questioned whether medians would be in line with (affective enough) compared to rest of neighborhood measures proposed (such as on Dale).

Larry W. – Finds Balsam intersection treacherous

Pat D. – Wants nothing done here.

The group questioned Norm at this time about whether a stop sign here would be approved by the commission. He replied that this intersection did not meet the requirements for installation. He wouldn't recommend it to them. They might be inclined to consider it if the entire neighborhood was clearly in favor of it. Tom M. expressed his concern that the neighborhood (particularly those living west of this point) would NOT be in favor and that we might be risking acceptance of the proposal so far by inserting this. Kara B. suggested that we should have a back up plan for this intersection should stop sign not go through.

After some time, the moderator suggested that we move on to try to finish our agenda. The group finally resigned to include the 3-way stop at Balsam St. as this was the only proposal the group was able to compromise on in order to finish the proposal.

Bart expressed opposition to the 3-way stop at Balsam 3-way stop at Balsam but so as not to stifle the greater plan, agreed to compromise on this point. Bart, as a result of the decision to accept the 3-way stop at Balsam St, will go back to his Brierwood and Fern street neighbors to discuss options to modify the original Brierwood/Fern proposal. The original plan for Brierwood and Fern consisted of 3 rumble strips and a median on the corner of Brierwood and Fern.

At this point, Norm brought up the commission's plan to include a much larger group than previously involved in the large group decision making. The plan was to send flyers to the Woodlawn, Woodbury and Staniford Rd. neighborhoods as well. The committee was shocked, confused and angered by this unexpected and ill-timed information. Heated conversation ensued about the inequity of these people being involved in our decisions when we had not been included in theirs and that the whole project we had undertaken here was to correct those previous inequities and the resulting negative effect on traffic in our own neighborhood. Some committee members expressed feeling that all this hard work and all the time at these meeting was in vain if these other neighborhood s were included as they could not be in favor of any measures that might send more traffic back onto their streets even if it was fairly spreading the burden. Members explained that they were in support of the DPW having a more comprehensive approach to traffic calming but that this was not at all the right time to instate this policy.

The group refocused and moved on to discuss the next steps of the process.

First on the list was writing a description of the proposal to be sent out to all residents. Tom M. had drafted an initial draft and outline of such a document. Members talked of the need to have a map of good quality and large enough detail and that people needed a couple of weeks to digest the material before the meeting. It was suggested that a large map, such as we had been using, should be on display somewhere. It was agreed that the best venue would be to have it at St. Marks on town meeting day.

Tom M. agreed to take on writing the mailing. He planned to finish a draft by Jan. 21st in order to send it to all steering committee members for comments which need ed to be returned to him by Jan. 28th.

The committee discussed an appropriate timeline of events working backward from a large group meeting date. The date chosen for this meeting was March 10th or 11th. Residents should receive a reminder of the meeting @ March 2nd and alerted to check out the map on display at town meeting day.

It was deemed that residents should receive the mailing at least 2 weeks prior to meeting which would be @ Feb. 24th. This is during the school winter vacation, therefore receiving the mailing a little earlier would be good for those leaving town. One week earlier would be Feb. 17th. It was not discussed just how long would be needed to print, assemble and distribute these mailings. But it appears that the document should be ready @ Feb. 10th.

Next discussed was how the large neighborhood meeting will actually work.

- 1) All committee members should be present and a spokes person or persons would present our proposal
- 2) Committee would be seated up front to address questions and comments.
- 3) Steve Goodkind and Norm Baldwin should be present
- 4) Bruce ? should be present as group moderator.

Lastly, the group questioned what would constitute a clear majority when the group voted on acceptance of the proposal.

Tom. M. suggested 70-80%

Margaret and Renee felt it should be more like 90%

Kara suggested that the government goes on 2/3 majority = 67%

Norm suggested that 60 % was the figure DPW was looking at.

The meeting concluded approximately 55 minutes late.



MEMORANDUM

June 2, 2015

TO: Public Works Commission

FROM: Damian Roy, Engineer Technician *DRR*

CC: Norman Baldwin, City Engineer

RE: Pearl Street and Greene Street Intersection Sight Distances

Background:

In April of 2014 DPW staff received a request from resident Elizabeth Lane regarding difficulty entering Pearl Street from Greene Street due to inadequate sight distances caused by vehicles parked too close to the intersection.

Observations:

Pearl Street is classified as an arterial roadway serving a high volume of traffic; Greene Street is classified as a local street serving a small residential neighborhood with a low volume of traffic. This intersection has no stop control. Staff visited the intersection to measure its geometry and resulting sight distances. Currently there are line stripping setbacks on Pearl Street from the east and west corners of the intersection resulting in sight distances of 101 feet to the west and 122 feet to the east from the perspective of an operator of a stopped vehicle on Greene Street as depicted in the attached drawing. AASHTO's "A Policy on Geometric Design of Highways and Streets, 6th Edition" indicates a minimum Stopping Sight Distance of 155 feet for entering a roadway with a set speed limit of 25 MPH. The grade of Pearl Street at this location is negligible. Staff obtained accident reports from the Burlington Police Department showing that within the past year one accident had been recorded for this intersection.

Conclusion:

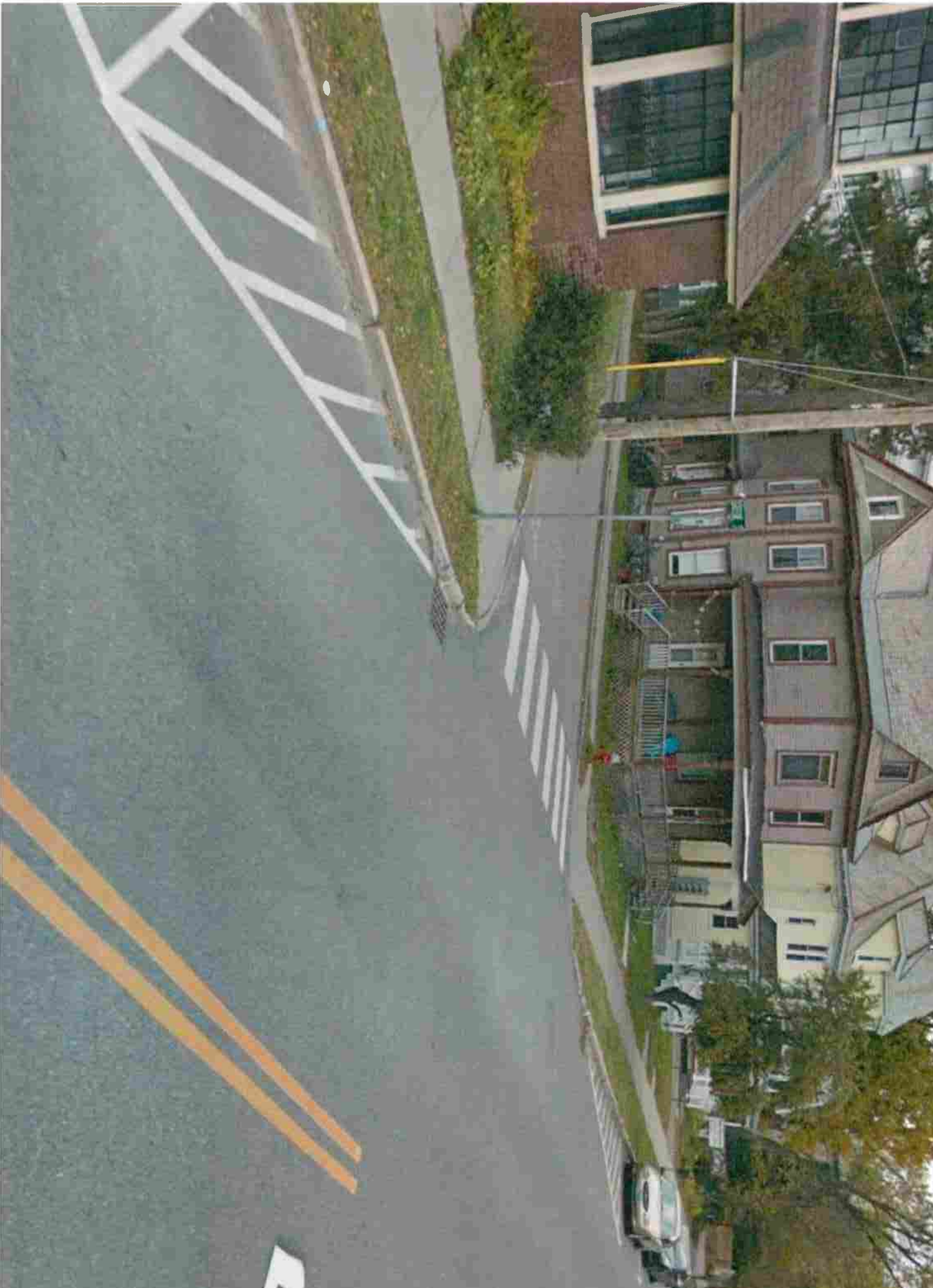
Sight distances at the Pearl Street and Greene Street intersection and the stopping distances they provide for traffic along Pearl Street are considered to be inadequate according to AASHTO's "A Policy on Geometric Design of Highways and Streets, 6th Edition". On-street parking on Pearl Street would have to be reduced by two spaces to the west of Greene Street and

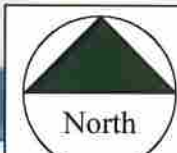
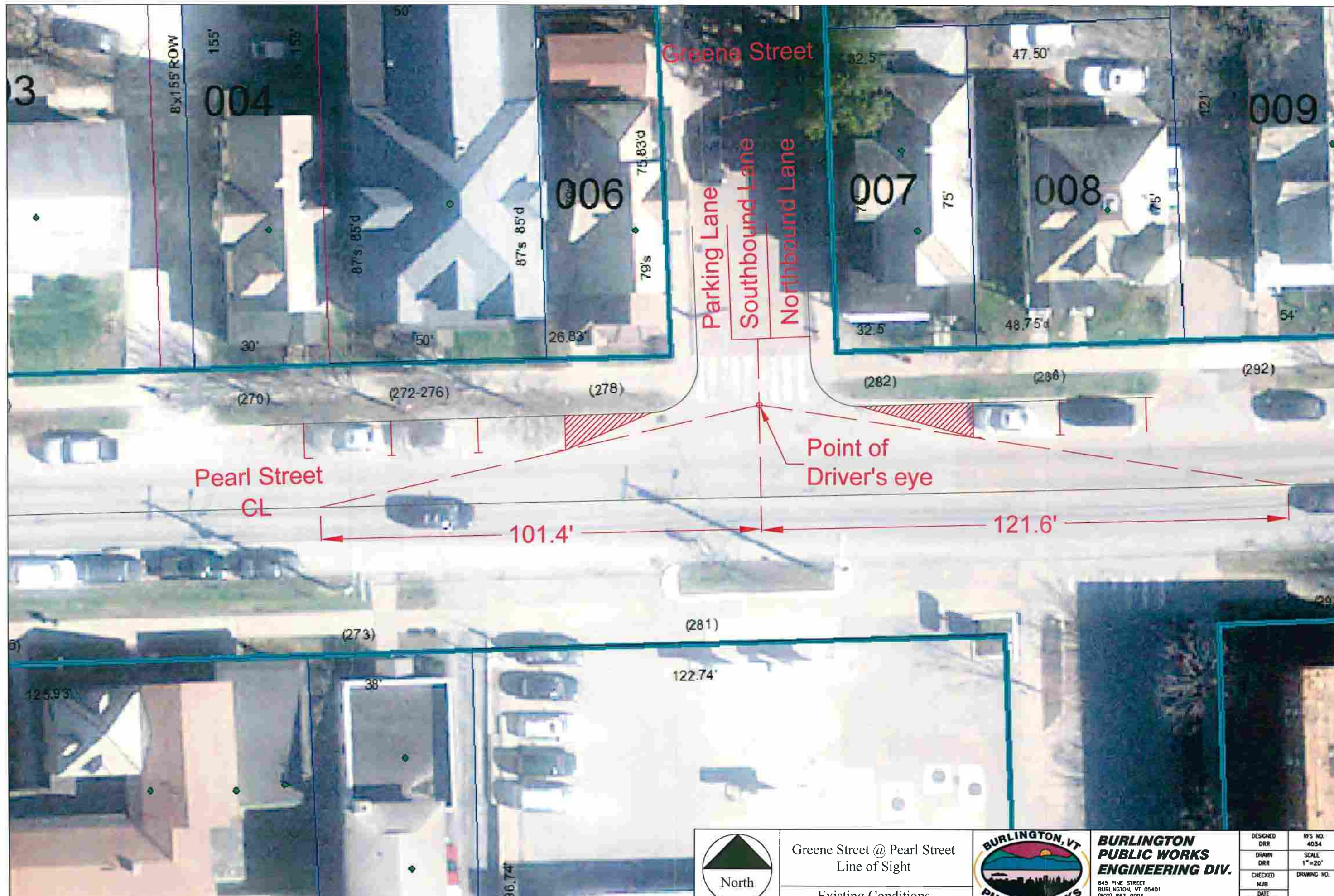
one space to the east of Greene Street to achieve 155 feet of sight distance in each direction. Due to the lack of accidents at this location and the impact of restricting this much on-street parking on Pearl Street, Staff is recommending restricting on-street parking on Pearl Street by one space in each direction. This will yield Stopping Sight Distances of 144 feet to the west and 174 feet to the west.

Recommendation:

Staff recommends that the commission adopt:

- The removal of on-street parking by one space to the east and west on the north side of Pearl Street to increase the sight distances for vehicles entering Pearl Street from Greene Street.





Greene Street @ Pearl Street
Line of Sight

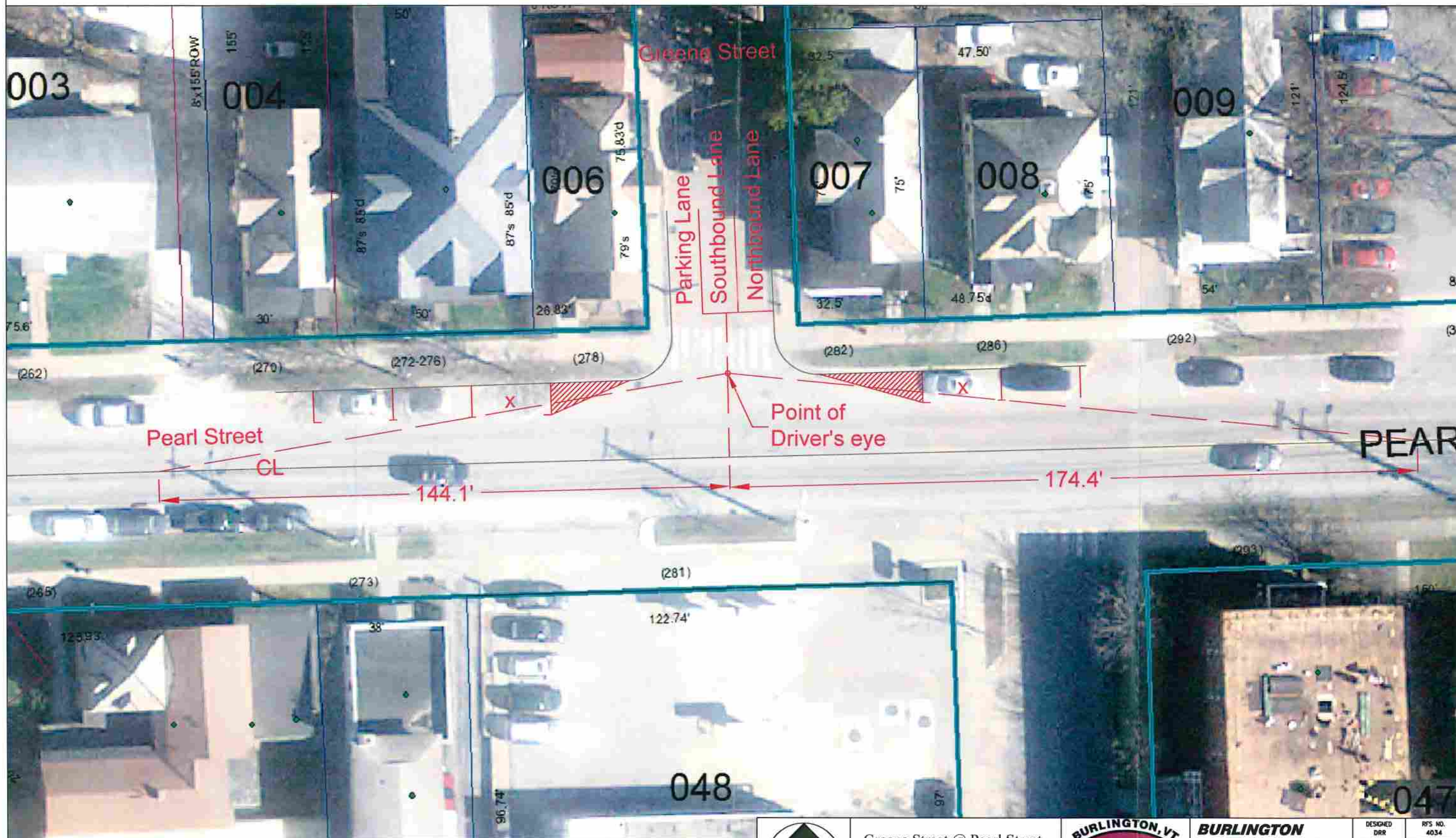
Existing Conditions



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 255-7001

DESIGNED DRR	RF'S NO. 4034
DRAWN DRR	SCALE 1"=20'
CHECKED HJB	DRAWING NO.
DATE	



Greene Street @ Pearl Street
Line of Sight

Proposed Conditions



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094

DESIGNED DRR	RFS NO. 4034
DRAWN DRR	SCALE 1/2"=1'
CHECKED NJB	DRAWING NO.
DATE	



MEMORANDUM

June 3, 2015

TO: Public Works Commission

FROM: Damian Roy, DPW Engineering Technician *DR*

CC: Norman Baldwin, City Engineer

RE: 258 North Winooski Loading Zone Request

Background:

The Department of Public Works received a call from Justin Dextrateur of Redstone Vermont Developers representing Kortnee Bush, owner of Butch & Babes restaurant located on the first floor of 258 North Winooski Avenue, requesting the installation of a Loading/Unloading Zone in front of her business on the east side of the street. Ms. Bush states that delivery trucks serving her business have been using the parking lot between 258 N. Winooski Ave and the Vermont Legal Aid building at 264 N. Winooski Ave causing challenges for upstairs tenants of 258 N. Winooski Ave and employees of Vermont Legal Aid. 264 No. Winooski Ave is a historic building and delivery trucks parking adjacent to it has raised concern for possible damage to the building. Ms. Bush states that within the first two weeks opening her business that an incident occurred with a delivery truck striking the historic building resulting in property damage. As Vt. Legal Aid owns a portion of the parking lot next to their building they will no longer allow commercial delivery trucks to enter the parking lot.

Observations:

North Winooski Ave is a mixed use, forty (40) foot wide two-way arterial street running in a southwest to northeast direction with moderate to high traffic volumes with unrestricted parking on both sides. On-street parking is heavily utilized by residents and area businesses. There are seven (7) commercial buildings on the block of North Winooski Avenue between Decatur Street and Archibald Street and ten (10) residential buildings. One of these residential buildings includes twenty-four (24) units and provides twenty-four (24) off-street parking spaces for the tenants. Another similar residential building is currently in construction with the same number of units and provides the same number of off-street parking. All on-street parking on this block is unrestricted with the exception of two (2) accessible spaces and one (1) 15-minute

KJB 6/11/15

space. There is no existing loading zone to serve the businesses on this block of North Winooski Avenue.

The parking lot between 258 and 264 North Winooski Avenue has a twenty-four (24) foot travel lane which immediately abuts the Vt. Legal Aid building. Vt. Legal Aid's property line is located nine (9) feet from the building accounting for nine (9) feet of this travel lane. Champlain Housing who owns 264 N. Winooski had initially agreed to let delivery trucks enter the parking lot and park on their portion of the travel lane. When delivery trucks parked as close as possible to the Vt. Legal Aid building tenants of 258 N. Winooski could just barely manage to enter and exit their parking spaces. The Butch & Babes restaurant has been in operation for one year, in this time there has been one incident where a delivery truck has struck the Vt. Legal Aid building causing damage. This has resulted in Champlain Housing no longer allowing delivery trucks to use their portion of the parking lot. Ms. Bush states that her business receives four (4) to five (5) deliveries a day from eight (8) different vendors, some vendors using large delivery trucks over fifty (50) feet long.

Public outreach has shown a mix of support and opposition for an on-street loading/unloading zone from both residents and businesses. *Please see the attached drawings showing the current on-street parking, parking lot layout, and the attached email documents from residents.*

Conclusion:

The Champlain Senior Center, Dolan's Automotive, and Butch & Babes restaurant have all expressed support and a need for installing the truck loading zone. Currently the only way for the Champlain Senior Center and Butch & Babes to receive deliveries is for the delivery truck to double-park in the street. Residents who have responded to Staff have expressed their increasing difficulty with on-street parking on this section of North Winooski Avenue. They state that the new apartment buildings, along with the increasing commercial presence, have inflicted an unacceptable level of pressure on them for parking. And with last month's adoption of a parking prohibition adjacent to the Champlain Senior Center's driveway, this pressure on residential parking will be further increased.

Due to the mixed-use nature of this section of North Winooski Ave, Staff is of the position that on-street parking should reflect the balance of residential and commercial use. Therefore Staff is in support of installing the truck loading zone in front of 258 North Winooski Avenue as it is centrally located and will best serve all businesses on this block.

Recommendation:

Staff recommends that the commission adopt:

- The installation of a sixty (60) foot Truck Loading Zone in effect from 8:00am to 5:00pm Monday through Friday in front of 258 North Winooski Avenue.



CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Justin Dextradeur

Request Date: 04/06/2015

10:28 AM

Due Date: 4/13/2015

Address: 210 College St, Ste 201

Phone Number: 734-9217

Email Address: justin@redstonevt.com

Request

Location: 258 No. Winooski Ave

Request Description: Hi Joel – I'm writing because one of Redstone's new retail tenants (Butch & Babe's Restaurant) would like to request a part-day (8-2pm) truck loading space designated in front of their business at 258 North Winooski Avenue. The larger delivery trucks are finding it difficult to find contiguous street parking spaces near the building, and with a historic brick building sitting right up against our shared driveway with Vermont Legal Aid so it's not ideal to receive deliveries there (one careless driver could do some real damage). The tenant currently has two deliveries per week from a 52 ft long trailer and 8 deliveries from smaller vehicles 32 & 42ft each week, almost all of which are during the morning, with only the beer deliveries happening in the early afternoon. I've attached a site plan with the street parking in front of the building highlighted for context but hoping you can confirm the next steps for us to formally make this request of the Public Works Commission. Thanks – Justin

Assign History

Date	Assigned To	Description
4/6/2015 10:28:49 AM	Damian Roy	Request Assigned

Work History

Date	Staff Person	Description
05/26/2015	Damian Roy	Staff has been in contact with Mr. Dextradeur via email (attached). Staff will work to have this item presented to the June PWC (Entered on 5/26/2015 10:57:24 AM by Damian Roy)

RFS#6597 Truck Loading Zone Request @ 258 No. Winooski Ave.

Phone Conversations / Meetings:

Pamela Smith, 257 N. Winooski Ave

Ms. Smith called to say that she has no issue with installing a loading zone in front of 258. She says that she has witness trucks parking in the accessible space in front of legal aid (and partially blocking the driveway entrance) to make their deliveries. She speculates that they do this because it is faster and easier.

Howard Dolan, Dolan Auto, 250 N. Winooski Ave

Mr. Dolan called to state that he is very opposed to granting the proposed loading zone. He states that on-street parking is at a premium and feels that the new development should have accounted for delivery services in its design and not rely on taking parking away from the neighborhood to correct this shortcoming.

Mr. Dolan called again (6/11/15) to state that he has changed his mind regarding the loading zone. He now can see how the loading zone would benefit Childrens Center, Butch&Babes, and his own business and would like to have the zone in effect for as long a duration as appropriate.

Robert Tanneburger, 246 N. Winooski Ave. 373-2469 rgtvt@aol.com

Mr. Tanneburger met with staff at 645 Pine Street to convey his feelings regarding on-street parking. He is strongly opposed to reducing any on-street parking to residents as he has experienced a continuing pattern of new businesses and apartment complexes being built in the immediate area with inadequate consideration for parking. He states that on-street parking is currently over-stressed and removing any more will only make the situation worse. Mr. Tanneburger had further comments regarding the crosswalk located in front of his residents, stating that it proximity to his driveway, the maple tree, and Carquest Auto makes it dangerous for him to enter and exit his driveway, and dangerous also for pedestrians.

Damian Roy

From: Justin Dextrateur <jdextrateur@redstonevt.com>
Sent: Thursday, June 11, 2015 9:11 AM
To: Damian Roy; Kortnee Bush
Subject: RE: Loading Zone

Damian – Kortnee and I met with Howard Dolan again last night and he's actually come around to supporting the loading zone request since it could also be of value to his business deliveries. He should also be contacting you today to confirm but after further consideration he'd like us to go with longer hours (at least 10-2 or possibly longer if possible). Hopefully this helps make the request easier for the Commission to approve but just let us know if you need any additional info ahead of the meeting next week. Thanks - Justin

Justin Dextrateur
Development Manager
Redstone
210 College Street, Ste 201
Burlington, VT 05401
C: (802) 734-9217
F: (802) 860-3594
justin@redstonevt.com
www.redstonevt.com

From: Justin Dextrateur
Sent: Wednesday, June 10, 2015 3:28 PM
To: Damian Roy; Kortnee Bush
Cc: Justin Dextrateur
Subject: Re: Loading Zone

CHT has yet to return my call but their position was pretty clear the last time it came up (when we hit their building and they said to stop using the driveway for deliveries) so safe to assume that hasn't changed. I met with Dolan yesterday and got the sense his position might soften if the hours were reduced but I'm down in Montpelier and won't be able to sit down with him until close to 5:00. I think for purposes of finishing your staff write-up today you should just say the applicant has reduced the hours requested and is in conversation with Dolans to try to mitigate their concerns...

Justin Dextrateur
Development Manager
Redstone
210 College Street, Ste 201
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----- Reply message -----

From: "Damian Roy" <droy@burlingtonvt.gov>

To: "Kortnee" <kortnee.bush@gmail.com>
Cc: "Justin Dextrateur" <jdextrateur@redstonevt.com>
Subject: Loading Zone
Date: Wed, Jun 10, 2015 12:33 PM

It can't hurt. Any word yet from Champlain Housing or Dolan Auto?

Damian Roy, Engineering Technician
Burlington Public Works Department
645 Pine St. Burlington VT 05401
Desk: 802.865.5832
Cell: 802.598.8356
Email: droy@burlingtonvt.gov
Web: www.burlingtonvt.gov/dpw

From: Kortnee [<mailto:kortnee.bush@gmail.com>]
Sent: Wednesday, June 10, 2015 12:14 PM
To: Damian Roy
Cc: Justin Dextrateur; Norm Baldwin
Subject: Re: Loading Zone

11am - 2pm window will work for us.

Hopefully that helps.

Kortnee

Sent from my iPhone

On Jun 4, 2015, at 3:09 PM, Damian Roy <droy@burlingtonvt.gov> wrote:

Dear Kortnee and Justin,

I have flyered the neighborhood in an attempt to gauge public support for installing this loading zone. The results have not been positive. Requests like this can escalate very quickly as area residents who already experience parking challenges are very reluctant to support a change that will result in even less parking.

I'd like to further discuss the specific challenges created by delivery trucks using the parking lot at 258. Kortnee has indicated she receives delivery from three trucks, one being a full sized rig with a length of 50+ feet, the others being considerably smaller(?). If that is the case then this loading zone would really only serve the one larger truck, can there be a discussion with the vendor about using a smaller truck? Or can a different vendor be considered? In regards to the VT Legal Aid building, installing bollards would sufficiently protect the building from incurring further damage. This could be a design revision to be installed on good faith by the developers given the lack of incorporating any consideration to commercial delivery. And how extensive is the difficulty of 258's tenants in entering/exiting their parking lot while a delivery truck is parked in the lot? Can I get some metrics showing the tenant's level of distress caused by this?

As I said, this can escalate very quickly and become political and now that I'm immersed it's become apparent that we must present each side of this issue as thoroughly as possible. I am willing to meet in person to discuss this further if email proves inadequate.

Sincerely,
Damian

Damian Roy, Engineering Technician
Burlington Public Works Department
645 Pine St. Burlington VT 05401
Desk: 802.865.5832
Cell: 802.598.8356
Email: droy@burlingtonvt.gov
Web: www.burlingtonvt.gov/dpw

Damian Roy

From: Morgan Lamphere <morganlamphere125@hotmail.com>
Sent: Tuesday, June 09, 2015 12:59 PM
To: Damian Roy
Subject: Loading zone n. winooski ave

Absolutely no on giving a loading/unloading zone... I have lived in this neighborhood for 5 years and have seen these two new buildings ruin this neighborhood with all the construction making noise and disturbing traffic and especially parking. This used to be a mellow family neighborhood and now it is ruined. The extra amount of people and their guests in the new building have made it so there is no available on street parking for the previous tenants and their guests... Add to that commercial businesses and we are totally without available parking. Add to that the new building and this neighborhood will drive out any previous tenants and make it miserable for new ones... Any new buildings should have to provide more off-street or underground parking for their tenants and businesses. To even think about taking away 3 more parking spaces is ridiculous! A strong no for a loading/unloading zone! This neighborhood can't support it. Thank you for asking our opinions and I hope u consider the residents of the street before the business interests. Morgan Lamphere

Sent from my iPhone

Damian Roy

From: dolans auto <dolansauto@gmail.com>
Sent: Monday, June 08, 2015 2:18 PM
To: Damian Roy
Subject: Howard Dolan

To Whom It May Concern:

I am contacting you in response to the recent letter I received in reference to the three parking spots next door to my home and business at 250 North Winooski Avenue. The letter states that these three spots that have been always available to residents in our neighborhood will now no longer be available from 10:00 a.m. to 3:00 p.m. in the afternoon due to the request made from the owner of Butch and Babes. This is concerning because parking in our neighborhood is very limited and the restaurant has a large parking lot that is part of the business. Losing these spots will drastically impact my business and rental property which has been a part of the neighborhood for over thirty five years. It is more simply a convenient option for the owner of Butch and Babes which has been open for less than a year. I am asking you to think again about this decision and understand that it will impact all of the local businesses and residents.

Thank you for your time,

Howard Dolan
Owner of Dolan's Auto

Mr. Dolan is now in favor of the loading zone
according to Mr. Dextradeur and a phone conversation
w/ Mr. Dolan

Damian Roy

From: Paul Schnabel <pschnabel@gmail.com>
Sent: Tuesday, June 09, 2015 10:01 AM
To: Damian Roy
Subject: Re: Loading zone at 258 N Winooski Ave

Hi Damian...

I hope you are making progress in figuring out a solution to the loading zone situation on N Winooski. I regret a little the tone of my last email...I felt pretty steamed and am sorry if it was a little harsh.

I hope you have heard from some other folks in our neighborhood but in case you haven't, here is a solution I heard that may be worth mentioning: Convert the handicap space in front of Legal Aid into a loading zone. I know there must be a slew of ADA requirements to consider, but if that spot is for legal aid, I believe they already have one in their lot and there is another across the street at the Wellness Co-op next to me.

I thought it might be worth a mention, though I'm pretty sure you have considered all these options anyway.

We are suddenly so crowded here and taking away these three public spaces, even for limited hours during the week is going to negatively impact those of us living on this street and guests to our neighborhood.

Again sorry if I was a little p.o'd in my last email. I assure you it was not aimed at you and more a symptom of the frustration being felt over here on N. Winooski Ave.

Best,
Paul

On Thu, Jun 4, 2015 at 3:13 PM, Paul Schnabel <pschnabel@gmail.com> wrote:

Damian thank you for your response. I appreciate your attempting to minimise impact in terms of limiting hours for the loading zone but I have to say on record even this is unacceptable. Our little hood has been taking repeated and rapid hits from the city and developers, and to now expect us to sacrifice more to make up for the shortsighted rush to grab and expand, is too much.

Bottom line, this building has a big lot with plenty of room to do what they need to do, but they would rather inconvenience the rest of the neighborhood than themselves. I know everybody wants what they want, but this is greedy and unfair.

I appreciate your careful consideration on this matter.

Sincerely,
Paul

On Thu, Jun 4, 2015 at 2:36 PM, Damian Roy <droy@burlingtonvt.gov> wrote:

Dear Paul,

Thank you for your response, I understand your position on this matter. Know that I share your point of view and I am trying to figure out what, if any, considerations were made regarding large truck delivery for this building. It is my job to bring every complaint/request before the Public Works Commission having fully investigated the issue in a hope of finding a resolution that maximizes benefits for as many people as possible while mitigating any negative impact. I am talking with the business owner to try to narrow down the delivery times even further to lessen the impact for on-street parking. And if at all possible, keep the delivery trucks off the street all together.

I will keep you apprised on this request as it develops.

Regards,

Damian

Damian Roy, Engineering Technician

Burlington Public Works Department

645 Pine St. Burlington VT 05401

Desk: [802.865.5832](tel:802.865.5832)

Cell: [802.598.8356](tel:802.598.8356)

Email: droy@burlingtonvt.gov

Web: www.burlingtonvt.gov/dpw

From: Paul Schnabel [<mailto:pschnabel@gmail.com>]

Sent: Thursday, June 04, 2015 10:37 AM

To: Damian Roy

Subject: Loading zone at 258 N Winooski Ave

Dear Mr Roy,

I have owned and live in a house at 269 N. Winooski Ave for the last 15 years. I am absolutely against the idea of turning 3 spaces into a loading zone in front of 258 N. Winooski Ave. This is the epitome of backwards city planning and I can't support it. The city gave a huge waiver on required parking for that building and it has caused undue pressure on the neighborhood parking situation. The developers and the city should have thought this through before they erected a building with so many units and a business...and I expect the parking situation to get much worse once the Maiden Lane building opens. The city should not be trying to solve a problem they created by taking even more away from our neighborhood.

There is a solution and that is for delivery trucks to use the large parking facility at that building. There is plenty of room for them to pull in, unload, turn around and go. Many businesses in town take deliveries this way. Let the developers and the city take responsibility for their shortsightedness, not our neighborhood.

Please keep me posted on the developments surrounding this issue and let me know if there are other avenues open to voice my concerns.

Sincerely,

RFS#6597 Truck Loading Zone Request @ 258 No. Winooski Ave.

Phone Conversations / Meetings:

Pamela Smith, 257 N. Winooski Ave

Ms. Smith called to say that she has no issue with installing a loading zone in front of 258. She says that she has witness trucks parking in the accessible space in front of legal aid (and partially blocking the driveway entrance) to make their deliveries. She speculates that they do this because it is faster and easier.

Howard Dolan, Dolan Auto, 250 N. Winooski Ave

Mr. Dolan called to state that he is very opposed to granting the proposed loading zone. He states that on-street parking is at a premium and feels that the new development should have accounted for delivery services in its design and not rely on taking parking away from the neighborhood to correct this shortcoming.

Robert Tanneburger, 246 N. Winooski Ave. 373-2469 rgtvt@aol.com

Mr. Tanneburger met with staff at 645 Pine Street to convey his feelings regarding on-street parking. He is strongly opposed to reducing any on-street parking to residents as he has experienced a continuing pattern of new businesses and apartment complexes being built in the immediate area with inadequate consideration for parking. He states that on-street parking is currently over-stressed and removing any more will only make the situation worse. Mr. Tanneburger had further comments regarding the crosswalk located in front of his residents, stating that it proximity to his driveway, the maple tree, and Carquest Auto makes it dangerous for him to enter and exit his driveway, and dangerous also for pedestrians.



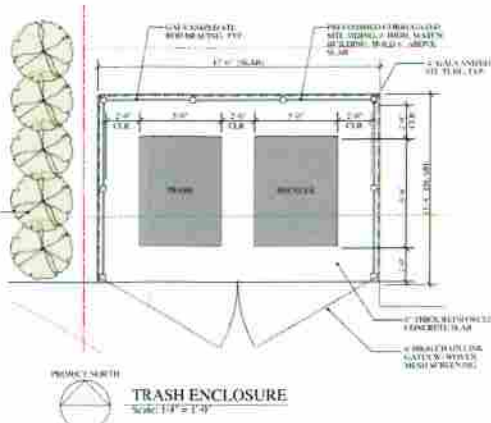
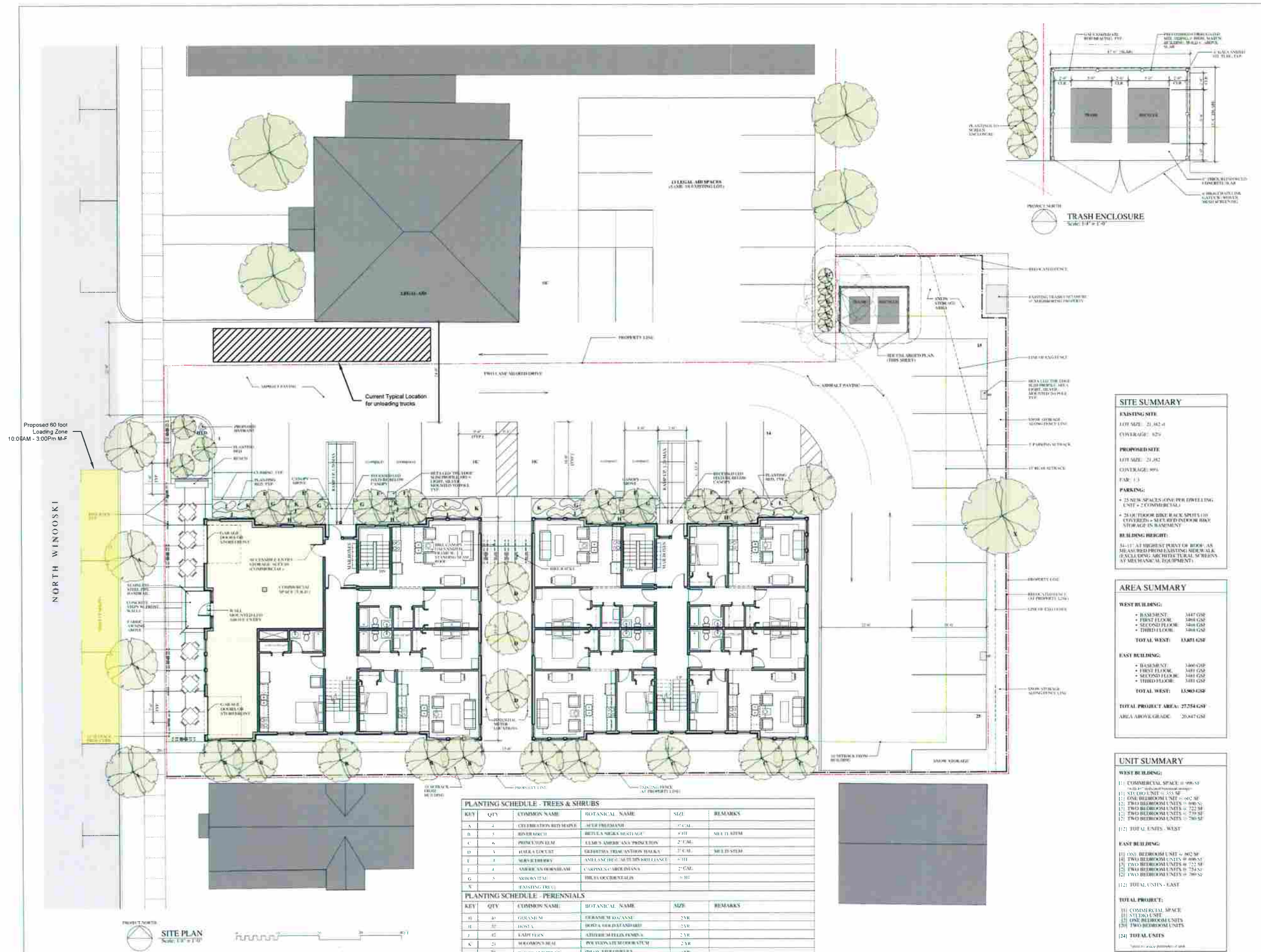
North Winooski Ave
Existing On-Street Parking



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094

DESIGNED N/A	RTS NO. 6597
DRAWN DRR	SCALE 1"=50'
CHECKED NJB	DRAWING NO.
DATE 6/2/2015	



SITE SUMMARY

EXISTING SITE
LOT SIZE: 21,862 sq ft
COVERAGE: 82%

PROPOSED SITE
LOT SIZE: 21,862 sq ft
COVERAGE: 89%

PARKING
• 25 NEW SPACES (ONE PER DWELLING UNIT + 2 COMMERCIAL)
• 25 BIKE RACK SPOTS (10 COVERED + 15 UNCOVERED BIKE STORAGE IN BASEMENT)

BUILDING HEIGHT
31'-11" AT HIGHEST POINT OF ROOF, AS MEASURED FROM EXISTING SIDEWALK (EXCLUDING ARCHITECTURAL SCREENS AT MECHANICAL EQUIPMENT)

AREA SUMMARY

WEST BUILDING
• BASEMENT: 3447 GSF
• FIRST FLOOR: 3488 GSF
• SECOND FLOOR: 3488 GSF
• THIRD FLOOR: 3488 GSF
TOTAL WEST: 13911 GSF

EAST BUILDING
• BASEMENT: 3480 GSF
• FIRST FLOOR: 3481 GSF
• SECOND FLOOR: 3481 GSF
• THIRD FLOOR: 3481 GSF
TOTAL EAST: 13903 GSF

TOTAL PROJECT AREA: 27754 GSF
AREA ABOVE GRADE: 20447 GSF

UNIT SUMMARY

WEST BUILDING
11) COMMERCIAL SPACE @ 996 SF
12) STUDIO UNIT @ 555 SF
13) ONE BEDROOM UNIT @ 602 SF
14) TWO BEDROOM UNITS @ 722 SF
15) TWO BEDROOM UNITS @ 722 SF
16) TWO BEDROOM UNITS @ 722 SF
17) TWO BEDROOM UNITS @ 722 SF
112) TOTAL UNITS - WEST

EAST BUILDING
11) ONE BEDROOM UNIT @ 602 SF
12) TWO BEDROOM UNITS @ 722 SF
13) TWO BEDROOM UNITS @ 722 SF
14) TWO BEDROOM UNITS @ 722 SF
15) TWO BEDROOM UNITS @ 722 SF
112) TOTAL UNITS - EAST

TOTAL PROJECT:
11) COMMERCIAL SPACE
12) STUDIO UNIT
13) ONE BEDROOM UNITS
14) TWO BEDROOM UNITS
124) TOTAL UNITS

PLANTING SCHEDULE - TREES & SHRUBS				
KEY	QTY	COMMON NAME	BOTANICAL NAME	SIZE
A	2	CELEBRATION RED MAPLE	ACELEBRATION	2" CAL
B	5	ROXBURY HEDERA	ROXBURY HEDERA	8" H
C	6	PRINCE OF WALES YEW	PRINCE OF WALES YEW	2" CAL
D	3	YARROW CLIMBER	YARROW CLIMBER	2" CAL
E	3	YARROW CLIMBER	YARROW CLIMBER	2" CAL
F	4	YARROW CLIMBER	YARROW CLIMBER	2" CAL
G	5	YARROW CLIMBER	YARROW CLIMBER	2" CAL
H	5	YARROW CLIMBER	YARROW CLIMBER	2" CAL
PLANTING SCHEDULE - PERENNIALS				
KEY	QTY	COMMON NAME	BOTANICAL NAME	SIZE
I	20	GERANIUM	GERANIUM	2" X 8"
J	20	GERANIUM	GERANIUM	2" X 8"
K	20	GERANIUM	GERANIUM	2" X 8"
L	20	GERANIUM	GERANIUM	2" X 8"

**SMITH
ALVAREZ
SIENKIEWYCZ**
ARCHITECTS
117 St. Paul Street
Burlington, VT 05401

P: 802.863.2227
F: 802.863.0093

PROJECT TEAM

OWNER
260 NORTH WINOOSKI LLC
100 MAIN ST.
BURLINGTON, VT 05401
P: 802.488-8888

**CONSTRUCTION
MANAGER**
KREBS & LANSING
100 MAIN ST.
BURLINGTON, VT 05401
P: 802.488-8888

CIVIL
KREBS & LANSING
100 MAIN ST.
BURLINGTON, VT 05401
P: 802.488-8888

STRUCTURAL
RICHARD M. DOHERTY, P.E.
80 DORSET STREET, JR.
SUITE 200
BURLINGTON, VT 05401
P: 802.488-8888

PROJECT

**260 NORTH
WINOOSKI
AVENUE**

BURLINGTON, VT

DATE: JUNE 18, 2013
SCALE: AS NOTED
CHECKED:
DRAWN:

REVISIONS

ZONING SUBMISSION

**SITE PLAN /
GROUND FLOOR PLAN**

L-1.0

Draft FY'16 Key Initiatives -- Burlington Department of Public Works

	DIVISION	KEY INITIATIVE	Operational Excellence	Exemplary Cust. Serv.	Culture of Innovation	EXPECTED OUTCOMES & NOTES	COMMISSION ROLE	DRAFT METRICS
1	CT Office	Streamline procurement (RFQ, purchasing policies) and project accounting (multi-year capital budgets, grant reimbursements, etc)	✓			More efficient procurement of goods and services and more efficient management of capital projects.		Updated policies.
2	DPW-wide	Develop asset management plan to advance City's capabilities and lay the foundation for the implementation of a CMMS (computerized maintenance management system) with geo-referenced in-field data collection functionality	✓	✓	✓	Create asset mgmt plan mainly for the Water Resources, but that also includes a city-wide needs assessment. Funded from Water Division, CIP, and other departments (if they engage). Prepare procurement of the CMMS tool in FY'17.	Provide feedback on draft plan	Completion of plan. Number of service interruptions. % of water loss. Electricity/fuel use. City assets are better maintained. Will develop and refine operational metrics through plan development.
3	DPW-wide	Close capital funding gaps across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by developing and implementing strategies with stakeholders	✓			The city-wide capital plan shows optimal funding targets. Adequate capital funding levels will replace assets on schedule, increase service reliability and reduce costly emergency repairs. Advance strategies to close the funding gap between the capital plan and actual annual expenditures.	Evaluate and recommend funding sources	Annual capital expenditures vs.the total annual capital needs for each asset class
4	DPW-wide	Manage finances within policy and budgetary parameters	✓	✓		Budget targets are met and there are no major audit findings.		Financials meet or exceed budgeted targets across all funds, Fund balances % of goal
5	DPW-wide	Strengthen operational policies and procedures (whether through APWA accreditation or not)	✓		✓	Outcome should be smooth internal operations with clear policies and procedures. Clear expectations about engaging other divisions and departments. Most of the cost will be existing staff time.		At least 10 new written policies / procedures approved by Director or Assistant Directors
6	DPW-wide	Enhance professional development program	✓	✓	✓	Further increase productivity of workforce, staff morale and internal promotions. Expectation is that every employee will take advantage of at least one prof. development opportunity each year.		% of staff that took advantage of professional development opportunity over last year
7	DPW-wide	Refine key performance indicators (KPI's) and summarize results in annual report.	✓	✓		Staff managing to metrics and a public that is aware of our successes. Initial KPI's developed at end of FY'15. Small professional services contract to develop annual report.	Review, modify and monitor KPI's	Existence and use of KPI's
8	DPW-wide	Increase commitment to the City's diversity and equity goals	✓	✓	✓	DPW staff, Commission, and engaged community members reflect the diversity of our city. Staff continues to serve on City's Core Team for diversity and equity issues.	Help diversify commission	Utilize metrics developed by City's Diversity & Equity Core Team
9	DPW-wide	Strengthen safety program	✓	✓		Continue dept-wide safety committee efforts.		Number of workdays lost to work-related injuries
10	DPW-wide, CEDO	Participate in city-wide public engagement and communications plan		✓	✓	Develop public engagement policies and procedures (incl. social media, NA News) to achieve a more informed and engaged community. May wait until FY'17 if not a FY'16 city priority.	Recommend Commission-related communication improvements	Completion of plan (may be in FY'17)
11	DPW-wide	Begin to measure department-wide customer service		✓	✓	More responsive department.		Response time for a subset of Request For Service categories
12	IT Dept, P&Z, Asessor, DPW	Develop document management system that enables DPW to efficiently store and retrieve plans, permits, documents	✓			Greater protection of city records. Reduced staff time spent filing and searching.		Electronic document management system for plans, permits
13	ROW, Tech Services	Begin budgeted preventative maintenance program of pavement, guardrails, railings, fences and other infrastructure that has not been traditionally funded	✓			Better maintenance of all infrastructure within the ROW. Reference these costs in the city-wide capital plan.		Activities are budgeted for and completed
14	Tech Services	Develop engineering standards and street design guidelines	✓		✓	Contract out development of standards, guidelines that will efficiently direct future investments. May initially focus on downtown for TIF streetscape investments.	Recommend adoption of standards to Council	Adoption of standards
15	DPW-wide	Complete departmental re-organization and support teams through transition to best position DPW to respond to current and future needs	✓	✓	✓	High performing department effectively delivers projects and services. Be an employer of choice. Revised job descriptions and org charts will go to Board of Finance for approval.		Re-organization accomplished

Draft metrics highlighted in blue are the proposed KPI's for the Department's annual report.

Draft FY'16 Key Initiatives -- Burlington Department of Public Works

16	Tech Services, Water Res.	Increase technical staff capacity in Technical Services and Water Resources	✓	✓		Teams have resources to tackle additional capital projects (incl downtown TIF) identified in the City's capital plan.		New staff hired
17	Traffic	Advance major capital repairs in garages	✓	✓		Assessment-recommended capital repairs underway to extend lifespan of aging municipal garages. Plan for \$5M+ investments by end of 2016 construction season.	Review and provide input on funding strategy	Short term capital repairs completed
18	Traffic	Implement downtown parking improvements -- Phase II policy and funding recommendations from Downtown Parking Study	✓	✓		Improve the customer experience while also enhancing the sustainability of our parking system. Phase II proposed changes will be proposed by Fall 2015.	Review and approve changes	Phase II policy and rate changes implemented
19	Tech Services	Assist in permit reform planning process	✓	✓	✓	Led by CEDO. Inspection Services will be actively engaged.		Plan substantially complete
20	Traffic, Tech Services	Upgrade CNG filling station with larger compressor.	✓			Longer lifespan. Quicker fill-ups. Funded by existing FTA grant and matched by UVM.		CNG upgrades completed
21	Traffic	Conduct a successful leadership transition in the Traffic Division when Pat retires.	✓			Goal is to provide a smooth transition with some overlap for Assistant Directors.		New Assistant Director hired
22	Traffic, CT office, Parks	Explore City-wide fleet model for managing City's vehicles			✓	Consultant reviews existing structure and makes recommendations for future to Administration & Council. May also include review of City's facility management structure. Need to determine who is project manager.	Review provide feedback on study	Study of fleet (and facility?) structure underway in FY'16
23	Traffic, Water Resources, CT office, Schools	Improve cost allocations between DPW and other departments (ie. have Water credited for fire protection service, end payment for parking enforcement, transfer crossing guard program to schools)	✓			More appropriate cost allocations between departments / funds. Would enable Traffic and Water divisions to better reinvest in their systems.		FY'17 budget has fairer allocation of costs
24	Water Resources	Revise Chapter 26 Ordinance and Stormwater manual	✓			Be transparent, fair and flexible with development, without missing op's for capture and mitigation; incentivize management on private properties. Adoption of stormwater standards, with alternative compliance mechanisms; creation of Stormwater Manual.		Manual updated
25	Water Resources	Develop capital plans for stormwater and wastewater infrastructure -- including a comprehensive assessment of existing assets and future biosolids handling/processing needs	✓			Stormwater portion can be CWSRF funded. Hire consultant to prioritize capital reinvestment. This will allow project, rate planning and coordination of work for collection system with capital street program. Work with CSWD to determine biosolids approach.	Review as part of City capital plan	Capital plans complete for Wastewater and Stormwater
26	Water Resources	Complete impervious billing update ; develop process/protocol for maintenance of impervious database	✓			Ensure that we have captured SW customers impervious correctly (as of 2013 fly over)		Completed billing update
27	Water Resources	Carry out EPA-funded Integrated Planning Initiative with consultant Tetra Tech	✓		✓	Develop project templates for an integrated planning implementation toolbox. EPA wants transferable tools for other communities. Will be helpful to know what the final TMDL requirements are before public process.		Substantially completed plan
28	Water Resources	Replace large aging water meters (can be done once ordinance is updated)	✓			Greater equity for water customers. Greater revenue stream for W/WW funds. This should generate revenue. Upfront cost will be staff time and purchase of new meters.		Water meters replaced
29	Water Resources	Project and establish sustainable rate structure for Water, Wastewater and Stormwater	✓	✓		Develop a multi-year rate structure that will balance future budgets while accomplishing the division's goals. Most of the cost will be existing staff time.	Review proposed rate structure, recommend to Council	Rates clearly tied to need and adopted
30	Water Resources	Begin planning to comply with TMDL regulations (Total Maximum Daily Load) for phosphorous reduction	✓		✓	Regulatory changes expected and will need consultant to work through implementation decision making	Monitor policy and understand cost impact	Compliance plan part of draft FY'17 budget

Draft metrics highlighted in blue are the proposed KPI's for the Department's annual report.

BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION MEETING
DRAFT MINUTES, MAY 20, 2015
645 Pine Street
(DVD of meeting may be on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Jim Barr, Asa Hopkins, Solveig Overby, Jeff Padgett. **COMMISSIONER ABSENT:** Tiki Archambeau and Tom Simon.
Commissioner Hopkins called the meeting to order at 6:35 p.m.

ITEM 1 - AGENDA

Commissioner Hopkins suggested we move Item 8 to 4.5.
Commissioner Padgett motioned for agreement
Commissioner Barr seconded.
Unanimous approval

ITEM 2 - PUBLIC FORUM

Rory Malone lives at 1143 Pine Street has an issue with parking on Pine Street and South Crest Drive. Most of the parking there is from employees of the Baird School making the street very congested and unsafe; it is hard to see vehicles coming on Pine street pulling out of driveways and the cars are partially blocking driveways.

There are three other residents that live in the same area making the same complaints about the parking of cars in this area. One resident stated there should be no parking on South Crest. There is a parking lot for the employees of Baird School on the premises and an overflow where the old Champlain Parkway was that is blocked off for parking.

Director Spencer explained that Damien Roy will review these requests and get an analysis done and then will make a recommendation to the commission.

Barbara Headrich of South Prospect street is seeking a parking ordinance and has suggested that Commissioner Barr excuse himself from the vote as he is the manager of parking at the University of Vermont and she stated that people who work at UVM are the one parking in this area. She stated that Redstone Circle has a bus transporting students and her and her neighbors counted that this bus ran 100 times a day around the circle. She stated the students should be encouraged to walk or ride bikes. She stated that UVM has created zones and they own no property in the area.

Dawn Dorey is a resident at 205 North Winooski Avenue and her driveway is constantly blocked by patrons of the bakery and she is unable to get out of her driveway. It would be appreciated if No Parking signs could be put in place. Her driveway is narrow and she has a hard time seeing when backing out of

driveway. She stated there is a 15 minutes parking space at the furthest door of the bakery which is no longer a parking space. There should be a Do Not Block Driveway sign on the greenbelt in front of the bakery. This has been an issue for many years.

Jason Van Driesche stated he felt that the first meeting of the Technical Commission for Walk/Bike went well.

Project Champlain School funding for improvement at Birchcliff Parkway.

How does the city approach cars slowing down and two of three streets are not included in the complete street. Caroline Street and Locust Street walk is being taken out.

Bump outs and curbs which are broader than the existing curbs make no sense in these neighborhoods as there is no truck traffic and we want to keep the neighborhood the way it is as an older one.

There is no connection of sidewalks made to Callahan Park and would like to see the connection carried through as lots of people walk to the park on a daily basis.

Karen Paul stated driveways are a significant issue as they are narrow, long, short driveway entrances/exits. If cars are parking too close and encroaching on the driveways signage would be appreciated. She also stated that any parking talks should be open to the city residents to keep them informed on what is going on with these issues. Resident only parking needs to be decided on on a street by street basis.

Commissioner Hopkins proposed to move Item 4.5 to 3.5.

Commissioner Alberly made a motion to second.

Commissioner Padgett Seconded.

Unanimous approval.

ITEM 3.5 DRIVEWAY ENCROACHMENT

City Engineer Norm Baldwin stated that nine out of ten requests in the RFS system are request for driveway issues. I would like to suggest we suspend any decisions until we look for and find a better solution. There are meetings set up with police, public works, traffic operations to figure out a solution to these issues.

Jen Adrian Ms. Adrian feels that this is a combine issue. There is no triangle of sight in either direction while exiting her driveway. Traffic on the street depends on the day, how many cars and how fast these cars are traveling and we are unable to see if a pedestrian is coming down the street or a vehicle. We have to call the police every time it happens and if I'm not home that's fine but when I return home I want to be able to get into my driveway. I have to go in and make a call to the police and they stated once well you got in your driveway

right? (This was a person in a green uniform). The point is if we get stuck we have to call the police and the police come but there has to be other solutions - is it a sign? Is it lines? This is an issue that should take years to fix. This is let's try something and see what happens? We sometimes have two cars parked between two driveways and there should only be one car parked there if there was that triangle of sight it would be that one car. I would like some solutions so let's try something and revisit it. Let the public know and talk about it and figure it out. We have no curbs in our neighborhood, they have disintegrated because it is over parked, would like curbs and feels it would be part of the solution to parking issues. I am open to suggestions - what can we do and how can we do this? Thank you for any solutions and options that we can come up with soon.

Ms. Dorey stated she has called cops on numerous occasions to have cars towed from her driveway and it is a forever process.

Maria Scianalger - Resident of North Williams Street and stated that they did petition to have their street for residents only but this petition was denied.

Cathy Cain is a resident of Maple Street and stated that she bought her own sign for not blocking driveway. She feels that people need to be educated - there is no common courtesy for other people. She has one spot in front of her house and the house is next to Handy's Lunch which means that space is usually taken for people going to Handy's Lunch. Parking is random and the street is busy with traffic.

ITEM 2 - CONSENT AGENDA

Commissioner Alberly motioned for acceptance of the Consent Agenda.

Commissioner Hopkins seconded.

Unanimous acceptance.

ITEM 4 - FISCAL YEAR 16 BUDGET (Director Spencer)

(See video)

Laurie Adams presented a slide show for water, waste water and storm water rates for 2016. The aging meters need to be replaced, reinvest into system, healthy funds for wastewater. Water Capital Plan (see charts).

We would like to prioritize the improvements to the system and we would also like to add another engineer to the staff.

Commissioner Overby stated that all of this does not have to be done in one year but is on a 30 year plan and we will be updated periodically.

Laurie Adams shows a chart for average increase in rates. (See video)

Martha Keenan stated that there is a 2.3 million dollar shortfall for the FY16 budget and that there are two potential revenues - when audits are done may show a surplus and the sale of Brown's Court Lot to Champlain College. There is a possibility of 1.3 million dollar deficit but we will not know until December.

Commissioner Overby made a motion to accept the increase for the water as proposed.

Commissioner Alberry seconded.

Commission Padgett stated he believes it needs to be done but wants feedback on the sense of the impact.

Unanimous approval.

Commissioner Padgett made a motion to agree with the approach that staff is taking and endorse the staff's plan.

Commissioner Alberry seconded.

Commissioner Hopkins proposed that the commission be kept in the loop for revenue and they can weigh in on the prioritization piece for recommendation.

Unanimous decision.

ITEM 5 - DRIVEWAY ENCROACHMENT (D. Roy)

257 North Winooski Avenue - Mr. Smith states there are inadequate site lines as he lives next door to the Senior Center. As per the department's policy I went over to the scene and did a vehicle count. He noted that more than twenty vehicles were exiting the premises - thresholds were met.

Suggestion is to remove two parking spots which would create 105 feet of site distance southbound and 120 feet of sight distance northbound. This is an adequate solution for sight distance. People use the driveway of the senior center to drop off and pick up.

Motion for acceptance.

Seconded

Unanimous approval.

ITEM 6 - DRIVER AWARENESS OF YIELD CONDITIONS

The issues is while existing the Price Chopper shopping center to get onto Shelburne Street heading south that the drivers are not yielding to the oncoming traffic on Shelburne Street. This area supports the yield sign.

Commissioner Hopkins stated that the signage is conflicting.

Mr. Baldwin stated that Shelburne Street in this area is a high volume traffic area and dominates the merge lane from Price Chopper. I suggest we keep the yield signs and merge signs.

Commissioner Padgett made a motion to keep W4-3 signs but no yield sign.

Commissioner Alberry stated that you would see a yield sign, a stop sign would be dangerous they need to slow down.

Mr. Baldwin stated that he could come back with a merge ahead and solid white line.

Commissioner Hopkins stated that he would like to see investigation on a merge ahead sign with the line. The motion has not been seconded.

Commissioner Padgett withdrew his motion for re-evaluation.

ITEM 7 - CHAMPLAIN PARKWAY

Mr. Baldwin stated that the speed limits are inconsistent.

Commissioner Padgett stated the speed limit before 35 be brought down to 30 and then 25.

Commissioner Padgett motion to accept speed change and accept 55 to 35 to 25.

Commissioner Hopkins seconded.

Unanimous decision.

ITEM 9 - REVIEW DRAFT (Director Spencer)

(See video)

Develop goals for FY16 draft was added and the blue matrix I recommend to include commission managed activities. Asset management plan.

For the June meeting I hope to have this adopted.

ITEM 10 - APRIL MINUTES

Commissioner Alberry moved for approval

Commissioner Barr seconded.

Unanimous approval

ITEM 11 - DIRECTOR'S REPORT

- Clean Sweep produced 57 cubic yards of debris
- Groundbreaking for the new CCTA Transit Center - we have a 40 year easement deal with them
- Parking updates
- Parking convention I will be attending this Thursday and Friday
- Hired a new engineer Martin Lee who will start on June 8th.

ITEM 12 - COMMISSIONER'S COMMUNICATION

Commissioner Overby stated that she attended Wards 2 and 3 NPA meetings and talked a little bit on the adopt a drain program and most of the residents were unaware of this program.

Commissioner Overby feels this needs to be publicized more.

They also wanted to know the status of the sidewalk assessment.

Edmunds School is looking to put in an amphi-theater in their side yard but there are some issues with storm water elements.

They are also going to be looking to do some fundraising for this project.

Commissioner Padgett asked Jim about his excusing himself from the parking vote and Commissioner Barr stated that he would not on the residential side as he lives in a residential area where there are a lot of college kids living. He stated he has no parking jurisdiction off campus.

Commissioner Padgett also feels the Baird School issue would be taken care of through the RFS system.

Commissioner Hopkins feels that the South Crest Drive issue also has to be put in the RFS system. The downtown parking pieces - in about six weeks a steering committee will be developed to oversee this project.

He also stated he would not be returning to the commission next year as he is expecting his second child in August and feels he needs to be home helping with the two young children.

Commissioner Barr stated the traffic lights on Colchester Avenue, Riverside Avenue, and Barrett Street need to be rest on the timers to go off earlier in the morning an later at night as there is still a lot of traffic in this area.

The hill section of Colchester Avenue need to be paved the road is uneven.

Commissioner Hopkins stated he would also like to see the lights at the intersection of Pine Street and Flynn Avenue timing for blinking changed as well.

Commissioner Barr motioned for the meeting to end.

Commissioner Alberry seconded.

Unanimous decision.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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www.burlingtonvt.gov/dpw

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: June 10, 2015

TRYING A NEW FORMAT

For the June meeting, we are going to meet in a new location and try restructuring the agenda a bit. Responding to input from some Commissioners who have expressed concern that the traffic requests take up a significant amount of time and limit opportunity for big picture policy matters, we are going to push the traffic requests later into the evening and tackle other items first. In addition, we will be hosting a quick tour of the wastewater treatment plant as a lead in to the stormwater/wastewater integrated planning agenda item.

FY'16 BUDGET

Thank you for your guidance on our proposed FY'16 budget at the last meeting. Your input was captured in the minutes and shared with the Board of Finance for their deliberations.

- **General Fund:** I'm pleased to report that the FY'16 General Fund capital budget gap has been reduced from \$2.3M to \$1.2M with additional revenue secured. That additional revenue will cover an additional \$225K of sidewalk reconstruction work in FY'16 and additional bike path rehabilitation work. The capital projects not yet funded are itemized in the attached document and will be added, if and when, additional funding is secured. The Board of Finance has advanced to the draft budget as recommended by the Mayor to the City Council for their consideration at the June 15th meeting.
- **Water Resources:** The Board of Finance has advanced the Mayor's recommended budget for water, wastewater and stormwater. This proposed budget includes the Commission-recommended rate increases that will significantly expand our capital budgets and begin reducing the backlog of deferred capital investment in our water, wastewater and stormwater systems. The Council will also review these budgets at their June 15th meeting.

FY'16 KEY INITIATIVES

We are looking for the Commission's approval of the department's FY'16 Key Initiatives at the Commission's June meeting. The document has been in development with the Commission since February and the version in your packet is the same as was distributed at the May Commission meeting. These initiatives comprise our workplan for the year. In the document we've identified a number of high-level metrics (in blue) that we want to include for the Commission's oversight and include in our annual reports.

PARKING STUDIES

The final drafts of the residential and downtown studies are in production. We expect to have the draft reports in the Commission's July packet and to reserve substantial time at the July meeting to review the recommendations. From emails sent to Commissioners and other public input, we have heard the desire to refine Residential Parking Program recommendations that consider neighborhood-specific strategies. We have been compiling the public input and sharing it with the city and consultant team. We are expecting to have the revised recommendations ready for review in 3-4 weeks.

QUICK UPDATES

- Constructing long-standing projects: **Cliff Street sidewalk** is under construction and the Board of Finance approved the **Flynn Avenue sidewalk** construction at its 5-8-15 meeting.
- Comprehensively cleaned the **College Street Garage** was completed this week. The contractor pressure washed garage. We were able to re-open 80% of the clogged floor drains and get them flowing again. The rain prevented line striping but we'll do it soon.
- Briefed the Free Press on our **2015 construction season activities** and got a positive [article](#) on our efforts.
- Refined the GF capital plan and for the first time presented a city-wide, united **GF capital plan** to the City Council a couple of weeks ago.
- Hired a new **engineer Martin Lee** who started today – filling Guillermo Gomez's vacancy.

See everyone next Wednesday.



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Department of Public Works

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Martha Q. Keenan
Capital Improvement Program Manager

Date: June 8, 2015
To: Board of Finance
From: Martha Keenan, CPM
Capital Improvement Program Manager
Department of Public Works
Subject: Fiscal Year 16 Capital Plan Budget

I am proposing the following revisions to the Fiscal Year 16 Capital Budget due to conversations with the Board of Finance and the input from the commissions and committees to whom I have made presentations.

If the Board of Finance will consider the following scenario:

- An overall budget of \$19,638,662
- Revenues from Impact fees, General Fund Operating Budgets, CIP Bond, Penny for Parks, Street Capital Tax, Property Tax Revenues, Grants & Donations
- Additional Revenues of \$1,100,000 from BED overpayment and the sale of land to Onion River Coop
- \$1,227,201 of Capital Projects postponed until after FY 15 audit and the sale of Browns Court is completed
- Any unassigned dollars from the FY 15 audit and any unencumbered and/or remaining funds from the sale of Browns Court will be designated to the Capital Budget via a City Council Resolution
- The Postponed Projects are addressed as funding comes from the above options
- The possibility that other revenues may be found and some projects may still need to be postponed depending on the results of the audit and other needs that may arise within the General Fund in Fiscal Year 16

Attached, please find the proposed Fiscal Year 2016 Capital Plan Budget that reflects the above components.

	Capital Plan Budget FY 2016	
Revenues		FY 2016
	Impact Fees	\$ 324,520
	General Fund Department Operating Budgets	\$ 1,132,338
	CIP Bond	\$ 2,000,000
	Penny for Parks	\$ 350,000
	Street Capital Tax	\$ 2,046,783
	Property Tax Revenues	\$ 3,230,740
	Grants - Donations - Restricted funding	\$ 9,554,281
	Total Revenues	\$ 18,638,662
Proposed Revenues		
	BED	\$ 750,000
	Sale of land to Onion River Coop	\$ 350,000
	After FY 15 audit available unassigned funds	?
	Sale of Browns Court	?
	Total Potential Revenues	\$ 1,100,000
Total FY 16 Proposed Revenues		\$ 19,738,662
Expenditures		
	Debt Service	\$ 3,232,151
	Fleet	\$ 902,514
	Facilities	\$ 1,959,380
	Roads & Sidewalks Maintenance	\$ 3,302,506
	Roads & Sidewalks Enhancement (WAN \$5.198M)	\$ 6,770,690
	Additional Sidewalks maintenance	\$ 225,000
	Police Department	\$ 149,000
	Parks & Recreation (\$775K for bike path)	\$ 3,050,000
	Administration	\$ 676,622
	New Operational Expenses	\$ 318,000
	Expansion Needs	\$ 380,000
Total Expenditures		\$ 20,965,863
Budget shortfall		\$ (1,227,201)
Postponed Projects - completed as funding available		
	Cliff Street Phase #3	\$ -
	Additional Streets maintenance	\$ 250,000
	Bike path rehabilitation	\$ 225,000
	Curbs ties to Street work	\$ 200,000
	Facilities Projects	\$ 222,201
	Manhattan Drive Slope Failure 2	\$ 75,000
	City Hall Fountain Repair	\$ -
	Building Controls	\$ 65,000
	New Sidewalks (design)	\$ 100,000
	Parks Improvements	\$ 25,000
	Flynn Parcel Purchase	\$ 20,000
	BCA reinvestment 339 Pine Street	\$ 45,000
Total Postponed Expenditures		\$ 1,227,201
Net Budget		\$ -

The Capital Planning Committee believes all the projects within the FY16 Capital Plan are important to complete. An integral part of a capital plan is minimizing the overall risk to the City by addressing the most pressing needs in a proactive manner.

If you have any questions, please feel free to contact me at mkeenana@burlingtonvt.gov or 802-540-0701.

Martha Keenan

BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION MEETING
DRAFT MINUTES, JUNE 17, 2015
53 Lavalley Lane (Main Wastewater Treatment Plant)
(DVD of meeting may be on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Tiki Archambeau (via cell phone), Jim Barr, Asa Hopkins, Solveig Overby, Jeffrey Padgett and Tom Simon

Commissioner Hopkins called the meeting to order at 6:35 p.m.

ITEM 1 – AGENDA

(Refer to Packet)

Item 9 (Truck Loading Zone Request at 258 No Winooski Ave) was stricken from the Agenda, postponed to the July meeting. **Commissioner Barr moved** to accept the Agenda as amended; Commissioner Padgett seconded. Unanimous.

ITEM 2 – PUBLIC FORUM

Caryn Long: 1) Dissatisfied with lack of parking enforcement in the vicinity of the Henry St Market (vehicles often not using the loading zone and short-term metered parking spaces); has taken several pictures. Ms. Long has spoken with the business owner and called the police department for enforcement. 2) Concerned about lost green space, its contribution to stormwater problems, and the lack of enforcement for non-compliant properties, particularly in Ward 1. Ms. Long has sent pictures of such instances to Director Spencer.

ITEM 3 – PEARL ST CORRIDOR STUDY PREFERRED ALTERNATIVE

(Refer to Packet)

(Communication, Nicole Losch, Transportation Planner)

Ms. Losch's presentation will be on the DPW Web page. The inexpensive, easy-to-administer streetscape improvements to the section of Pearl St between Battery and Saint Paul Sts (e.g., paint/stripping and planters), are in keeping with *Complete Streets* standards, supporting all modes of transportation. Next steps: Finalizing the plans and working up a budget, with all work hopefully completed by next year. Emily Boedecker, Executive Director of LocalMotion, expressed support and gratitude for the project, and encouraged the Commission to accept the use of planters as a physical separation between vehicles and bicyclists. She informed the Commission of the use of stenciling using green paint as a standard visual cue for bicyclists when coming upon congested areas.

ITEM 4 – TOUR OF MAIN WASTEWATER TREATMENT PLANT

(Presentation, Steve Roy, P.E., Project Engineer)

The meeting was paused to allow attendees to participate in a tour of the facility, led by Project Engineer Steve Roy. The meeting resumed at 7:50 p.m.

ITEM 5 – INTEGRATED PLANNING PRESENTATION

(Oral Presentation, Megan Moir, Stormwater Administrator)

Ms. Moir gave a presentation on Integrated Water Quality Planning: Municipal Stormwater and Wastewater. Integrated stormwater/wastewater planning is a mechanism that the Environmental Protection Agency (EPA) has been promoting which allows communities with numerous Clean Water Act obligations to:

- 1) Examine all of the obligations as a whole;
- 2) Identify the community's relative priorities for addressing human health and water quality improvements...and

- 3) Address the priorities through appropriate sequencing and scheduling of work based on implementing the projects with the highest cost benefit...first.

Burlington's grant application for technical assistance, put together by Ms. Moir, was one of five selected for funding out of 28 proposals submitted from communities across the U.S. The EPA is providing Burlington with \$67,000 worth of an EPA contractor's (Tetra Tech) services to support the proposed scope of work.

Opportunities for input include Neighborhood Planning Assembly (NPA) meetings, a public input survey and a stakeholders meeting.

Ms. Moir will try to get a Webinar on public access television/Channel 17.

For more information, click on the following link: www.burlingtonvt.gov/DPW/Stormwater/IMSWP

Commissioner Simon requested a list of all problems caused by stormwater.

ITEM 6 – UPCOMING GARAGE CAPITAL WORK & BORROWING

(Communication, Patrick Buteau, Assistant Director)

(Refer to Packet)

Commissioner Hopkins deferred this Item until later in the meeting.

ITEM 7 – 3-WAY STOP REQUEST AT SHORE RD & BALSAM ST

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet)

Staff recommends that the Commission deny Mr. Fraser's request to install 3-way Stop Control at the intersection of Shore Rd and Balsam St. **Commissioner Alberry moved** to accept staff's recommendation; Commissioner Barr seconded. Unanimous.

This is the second request, the first of which came to DPW in 2003. The conclusion now is the same as in 2003. Commissioner Hopkins encouraged staff to ask more questions about the *reason* behind a specific requested solution to a citizen's request to get to the core issue.

ITEM 8 – INTERSECTION SIGHT DISTANCES AT PEARL ST & GREENE ST

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet)

Staff recommends that the Commission adopt the removal of on-street parking by one space to the east and west, on the north side of Pearl St, to increase the sight distances for vehicles entering Pearl St from Greene St. The addition of a STOP sign had been discussed by Assistant Director Baldwin and Mr. Roy. **Commissioner Overby moved** to accept staff's recommendation, *including the addition of a STOP sign*; Commissioner Simon seconded. Unanimous.

NOTE: The Commission requested that this particular intersection be remembered during the Pearl St Corridor Study.

ITEM 9 – TRUCK LOADING ZONE REQUEST AT 258 NO WINOOSKI AVE

(Communication, Damian Roy, Engineering Technician)

DEFERRED UNTIL THE JULY MEETING.

ITEM 6 – UPCOMING GARAGE CAPITAL WORK & BORROWING

(Communication, Patrick Buteau, Assistant Director)

(Refer to Packet)

The 2016 Traffic Budget was passed by the City Council. Assistant Director Buteau outlined the information in the packet, noting that the highlighted scheduled improvements/repairs have been moved up from their original order. The Commission is being asked for approval with a recommendation to the City Council to borrow the Phase I funds amounting to \$3,435,831. The proposed 2016 Traffic Budget proposal includes the debt service payments for this borrowing and enhanced garage maintenance funds while providing a balanced budget.

Commissioner Alberry moved to approve with a recommendation to City Council to borrow the Phase I funds in the amount of \$3,435,831; Commissioner Barr seconded. Unanimous.

Note: The funds will be paid back from the traffic and garages revenue.

ITEM 10 – APPROVAL OF FY’16 KEY INITIATIVES & METRICS

(Communication, Chapin Spencer, Director)

(Refer to Packet)

The FY’16 budget was built to deliver on these initiatives. For #11, department-wide customer service, it was noted that some requests for service by nature take longer to implement (e.g., traffic calming requests) than other service requests (e.g., potholes).

The Commission is being asked to approve and endorse the Draft FY’16 Key Initiatives. **Commissioner Barr moved** to accept the Initiatives as written; Commissioner Padgett seconded. Unanimous.

Commissioner Padgett recognized that this is a dynamic document.

ITEM 11 – MINUTES OF 5/20/15

(Refer to Packet)

Director Spencer recommended one correction: Item 11, Director’s Report, 1st bullet: Clean Sweep produced 570 (instead of 57) cubic yards of debris.

Commissioner Barr moved to accept the Minutes as amended; Commissioner Alberry seconded. Unanimous.

ITEM 12 – RECOGNITION OF SERVICE – ASA HOPKINS

Director Spencer and Commissioner Padgett expressed gratitude for Commissioner Hopkins’ leadership, and presented him with a plaque with the following wording: “In grateful appreciation of Asa Hopkins for his dedicated service as Public Works Commissioner from 2012 – 2014 and Commission Chair from 2014 – 2015.”

ITEM 13 – DIRECTOR’S REPORT

(Refer to Packet)

- The City Council passed the FY’16 budget last Monday. The proposed increases in capital funding for the General Fund which the Commission reviewed at the last meeting were included in the Budget *as funding was available*; the \$2.3 million gap was reduced to \$1.2 million, with new funding being secured, so additional sidewalk and bike path work, will get done in addition to the \$18 million worth of projects also reviewed at the last meeting. The rate adjustments and increases for the Water Division were also approved, which will provide sufficient, sustainable capital for improvements.
- Parking Studies: A large portion of the July Commission meeting will be dedicated to the parking studies. Draft reports will be provided in the Commission Packets.
- Cliff Street sidewalk: Under construction.
- Flynn Avenue sidewalk: Underway next month.
- New Engineer has been hired: Martin Lee. The Plangineering group is now fully staffed. The FY ’16 budget includes funding for additional staff for pushing downtown TIF projects forward, as well as enhanced street and sidewalk work.
- DPW will be presenting the 1st Phase of staff reorganization, to the Board of Finance this coming Monday and then to the City Council the following Monday. Oversight of Equipment Maintenance will be transferred from one Assistant Director (Patrick Buteau) to another (Rob Green). This will enable Assistant Director Buteau’s replacement (Mr. Buteau is retiring) to focus more time on parking changes. The 2nd Phase proposals will be brought before the Commission at a later date.

ITEM 14 – COMMISSIONER COMMUNICATIONS

Commissioner Barr

- Per discussion by Ward 1 attendees, requesting an adjustment in the evening and morning automated flashing of some of the traffic lights: The attendees are asking that this request be considered City-wide.
- See “Residential Parking Program” handout distributed by Commissioner Barr: Many residents are requesting that Commissioner Barr recuse himself from participation in the Residential Parking Study because of his employment with the University of Vermont (Director of Transportation and Parking). The handout explains Commissioner Barr’s presence on the Commission as a Burlingtonian and commissioner (*no* as a UVM employee), and hopefully dispels some of the misinformation some of the residents have about possible benefits to UVM by his participation. Commissioner Barr has not yet decided whether he will recuse himself. Commissioner Simon suggested that the City Attorney be consulted on a possible conflict.

Commissioner Overby

- Would like to see regular reports on the Request for Service (RFS) program used by DPW, indicating open/closed/time-consuming projects, which might assist her when approached by residents about the length of time a request is taking. Assistant Director Baldwin would be glad to provide regular reports for the Commission; however, he cautions that the basic report would lead to questions about the work needed that the commissioners may not be able to explain to their constituents. Commissioner Overby feels that a basic report by category will give people an idea of the magnitude of requests that come through DPW.

Commissioner Simon

- Regarding Caryn Long’s parking concerns Henry Street Market area: Is there anything the Commission can do? Assistant Director Baldwin and former Engineer Joel Fleming had met with the neighborhood and came up with the solution of adding a little more parking in that vicinity by shortening the prohibited sections and adding bump-outs, more 15-minute parking spaces, etc. Unfortunately, due to a lapse between Mr. Fleming’s departure and Damian Roy’s hire, the project is only beginning next week.

ITEM 15 – ADJOURNMENT & NEXT MEETING DATE – JULY 15, 2015

Commissioner Barr moved to adjourn the meeting at 9:30 p.m.; Commissioner Alberry seconded. Unanimous.

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

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Commissioners Archambeau and Hopkins asked Mr. Roy to provide the Commission with a total number of spaces lost and gained in the past year as a result of ordinance changes (such as this site distance issue).

NOTE: The Commission requested that this particular challenging intersection be noted during the Pearl St Corridor Study.

ITEM 9 – TRUCK LOADING ZONE REQUEST AT 258 NO WINOOSKI AVE

(Communication, Damian Roy, Engineering Technician)

DEFERRED UNTIL THE JULY MEETING.

ITEM 6 – UPCOMING GARAGE CAPITAL WORK & BORROWING

(Communication, Patrick Buteau, Assistant Director)

(Refer to Packet)

The 2016 Traffic Budget was passed by the City Council. Assistant Director Buteau outlined the information in the packet, noting that the highlighted scheduled improvements/repairs have been moved up from their original order. The Commission is being asked for approval with a recommendation to the City Council to borrow the Phase I funds amounting to \$3,435,831. The proposed 2016 Traffic Budget

proposal includes the debt service payments for this borrowing and enhanced garage maintenance funds while providing a balanced budget.

Commissioner Alberry moved to approve with a recommendation to City Council to borrow the Phase I funds in the amount of \$3,435,831; Commissioner Barr seconded. Unanimous.

Note: The funds will be paid back from the traffic and garages revenue.

ITEM 10 – APPROVAL OF FY’16 KEY INITIATIVES & METRICS

(Communication, Chapin Spencer, Director)

(Refer to Packet)

The FY’16 budget was built to deliver on these initiatives. For #11, department-wide customer service, it was noted that some requests for service by nature take longer to implement (e.g., traffic calming requests) than other service requests (e.g., potholes).

The Commission is being asked to approve and endorse the Draft FY’16 Key Initiatives. **Commissioner Barr moved** to accept the Initiatives as written; Commissioner Padgett seconded. Unanimous.

Commissioner Padgett recognized that this is a dynamic document.

ITEM 11 – MINUTES OF 5/20/15

(Refer to Packet)

Director Spencer recommended one correction: Item 11, Director’s Report, 1st bullet: Clean Sweep produced 570 (instead of 57) cubic yards of debris.

Commissioner Barr moved to accept the Minutes as amended; Commissioner Alberry seconded. Unanimous.

ITEM 12 – RECOGNITION OF SERVICE – ASA HOPKINS

Director Spencer and Commissioner Padgett expressed gratitude for Commissioner Hopkins’ leadership, and presented him with a plaque with the following wording: “In grateful appreciation of Asa Hopkins for his dedicated service as Public Works Commissioner from 2012 – 2014 and Commission Chair from 2014 – 2015.”

ITEM 13 – DIRECTOR’S REPORT

(Refer to Packet)

- The City Council passed the FY’16 budget last Monday. The proposed increases in capital funding for the General Fund which the Commission reviewed at the last meeting were included in the Budget *as funding was available*; the \$2.3 million gap was reduced to \$1.2 million, with new funding being secured, so additional sidewalk and bike path work, will get done in addition to the \$18 million worth of projects also reviewed at the last meeting. The rate adjustments and increases for the Water Division were also approved, which will provide sufficient, sustainable capital for improvements.
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focus more time on parking changes. The 2nd Phase proposals will be brought before the Commission at a later date.

ITEM 14 – COMMISSIONER COMMUNICATIONS

Commissioner Barr

- Per discussion by Ward 1 attendees, requesting an adjustment in the evening and morning automated flashing of some of the traffic lights: The attendees are asking that this request be considered City-wide.
- See “Residential Parking Program” handout distributed by Commissioner Barr: Many residents are requesting that Commissioner Barr recuse himself from participation in the Residential Parking Study because of his employment with the University of Vermont (Director of Transportation and Parking). The handout explains Commissioner Barr’s presence on the Commission as a Burlingtonian and commissioner (*not* as a UVM employee), and hopefully dispels some of the misinformation some of the residents have about possible benefits to UVM by his participation. Commissioner Barr has not yet decided whether he will recuse himself. Commissioner Simon suggested that the City Attorney be consulted on a possible conflict.

Commissioner Overby

- Would like to see regular reports on the Request for Service (RFS) program used by DPW, indicating open/closed/time-consuming projects, which might assist her when approached by residents about the length of time a request is taking. Assistant Director Baldwin would be glad to provide regular reports for the Commission; however, he cautions that the basic report would lead to questions about the work needed that the commissioners may not be able to explain to their constituents. Commissioner Overby feels that a basic report by category will give people an idea of the magnitude of requests that come through DPW.

Commissioner Simon

- Regarding Caryn Long’s parking concerns Henry Street Market area: Is there anything the Commission can do? Assistant Director Baldwin and former Engineer Joel Fleming had met with the neighborhood and came up with the solution of adding a little more parking in that vicinity by shortening the prohibited sections and adding bump-outs, more 15-minute parking spaces, etc. Unfortunately, due to a lapse between Mr. Fleming’s departure and Damian Roy’s hire, the project is only beginning next week.

ITEM 15 – ADJOURNMENT & NEXT MEETING DATE – JULY 15, 2015

Commissioner Barr moved to adjourn the meeting at 9:30 p.m.; Commissioner Alberry seconded. Unanimous.

Non-Discrimination

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**BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION MEETING
FINAL MINUTES, JUNE 17, 2015
53 Lavalley Lane (Main Wastewater Treatment Plant)
(DVD of meeting may be on file at DPW)**

COMMISSIONERS PRESENT: Bob Alberry, Tiki Archambeau (via cell phone), Jim Barr, Asa Hopkins, Solveig Overby, Jeffrey Padgett and Tom Simon

Commissioner Hopkins called the meeting to order at 6:35 p.m.

ITEM 1 – AGENDA

(Refer to Packet)

Item 9 (Truck Loading Zone Request at 258 No Winooski Ave) was stricken from the Agenda, postponed to the July meeting. **Commissioner Barr moved** to accept the Agenda as amended; Commissioner Padgett seconded. Unanimous.

ITEM 2 – PUBLIC FORUM

Caryn Long: 1) Dissatisfied with lack of parking enforcement in the vicinity of the Henry St Market (vehicles often not using the loading zone and short-term metered parking spaces); has taken several pictures. Ms. Long has spoken with the business owner and called the police department for enforcement. 2) Concerned about lost green space, its contribution to stormwater problems, and the lack of enforcement for non-compliant properties, particularly in Ward 1. Ms. Long has sent pictures of such instances to Director Spencer.

ITEM 3 – PEARL ST CORRIDOR STUDY PREFERRED ALTERNATIVE

(Refer to Packet)

(Communication, Nicole Losch, Transportation Planner)

Ms. Losch's presentation will be on the DPW Web page. The inexpensive, easy-to-administer streetscape improvements to the section of Pearl St between Battery and Saint Paul Sts (e.g., paint/stripping and planters), are in keeping with *Complete Streets* standards, supporting all modes of transportation. Next steps: Finalizing the plans and working up a budget, with all work hopefully completed by next year. Emily Boedecker, Executive Director of LocalMotion, expressed support and gratitude for the project, and encouraged the Commission to accept the use of planters as a physical separation between vehicles and bicyclists. She informed the Commission of the use of stenciling using green paint as a standard visual cue for bicyclists when coming upon congested areas.

ITEM 4 – TOUR OF MAIN WASTEWATER TREATMENT PLANT

(Presentation, Steve Roy, P.E., Project Engineer)

The meeting was paused to allow attendees to participate in a tour of the facility, led by Project Engineer Steve Roy. The meeting resumed at 7:50 p.m.

ITEM 5 – INTEGRATED PLANNING PRESENTATION

(Oral Presentation, Megan Moir, Stormwater Administrator)

Ms. Moir gave a presentation on Integrated Water Quality Planning: Municipal Stormwater and Wastewater. Integrated stormwater/wastewater planning is a mechanism that the Environmental Protection Agency (EPA) has been promoting which allows communities with numerous Clean Water Act obligations to:

- 1) Examine all of the obligations as a whole;
- 2) Identify the community's relative priorities for addressing human health and water quality improvements...and

- 3) Address the priorities through appropriate sequencing and scheduling of work based on implementing the projects with the highest cost benefit...first.

Burlington's grant application for technical assistance, put together by Ms. Moir, was one of five selected for funding out of 28 proposals submitted from communities across the U.S. The EPA is providing Burlington with \$67,000 worth of an EPA contractor's (Tetra Tech) services to support the proposed scope of work.

Opportunities for input include Neighborhood Planning Assembly (NPA) meetings, a public input survey and a stakeholders meeting.

Ms. Moir will try to get a Webinar on public access television/Channel 17.

For more information, click on the following link: www.burlingtonvt.gov/DPW/Stormwater/IMSWP

Commissioner Simon requested a list of all problems caused by stormwater.

ITEM 6 – UPCOMING GARAGE CAPITAL WORK & BORROWING

(Communication, Patrick Buteau, Assistant Director)

(Refer to Packet)

Commissioner Hopkins deferred this Item until later in the meeting.

ITEM 7 – 3-WAY STOP REQUEST AT SHORE RD & BALSAM ST

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet)

Staff recommends that the Commission deny Mr. Fraser's request to install 3-way Stop Control at the intersection of Shore Rd and Balsam St. **Commissioner Alberry moved** to accept staff's recommendation; Commissioner Barr seconded. Unanimous.

This is the second request, the first of which came to DPW in 2003. The conclusion now is the same as in 2003. Commissioner Hopkins encouraged staff to ask more questions about the *reason* behind a specific requested solution to a citizen's request to get to the core issue.

ITEM 8 – INTERSECTION SIGHT DISTANCES AT PEARL ST & GREENE ST

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet)

Staff recommends that the Commission adopt the removal of on-street parking by one space to the east and west, on the north side of Pearl St, to increase the sight distances for vehicles entering Pearl St from Greene St. The addition of a STOP sign had been discussed by Assistant Director Baldwin and Mr. Roy. **Commissioner Overby moved** to accept staff's recommendation, *including the addition of a STOP sign*; Commissioner Simon seconded. Unanimous.

Commissioners Archambeau and Hopkins asked Mr. Roy to provide the Commission with a total number of spaces lost and gained in the past year as a result of ordinance changes (such as this site distance issue).

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