



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Tenzin Chokden, Clerks Office
From: Chapin Spencer, Director
Date: February 14, 2019
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **February 20, 2019**
Time: 6:30 – 9:00 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N D A

ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 5 Min Agenda
- 3 5 Min Election of Vice Chair
- 4 10 Min Public Forum (3 minute per person time limit)
- 5 5 Min Consent Agenda
 - A Parking Agreement With ICV for 100 Spaces in Lakeview Garage
 - B Parking Agreement With iMarket Solution for 10 Spaces in Lakeview Garage
 - C Killarney Drive Bike Path Access Parking Prohibition

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, crime victim 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 (802) 540-2505.

- 6 20 Min Snow & Ice Control Plan
A Communication, R. Green
B Commissioner Discussion
C Public Comment
D Action Requested –None
- 7 20 Min Parklet Pilot Introduction
A Communication, N. Losch, W. Clavelle, E. Gohringer
B Commissioner Discussion
C Public Comment
D Action Requested – None
- 8 15 Min Public Engagement Plan 1-year Review
A Oral Communication, R. Goulding & N. Losch
B Commissioner Discussion
C Public Comment
D Action Requested – None
- 9 5 Min Approval of Draft Minutes of 12-19-18 & 1-16-19
- 10 10 Min Director's Report
- 11 10 Min Commissioner Communications
- 12 **Adjournment & Next Meeting Date – March 20, 2019**



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Tenzin Chokden, Clerks Office
From: Chapin Spencer, Director
Date: February 14, 2019
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **February 20, 2019**
Time: 6:30 – 9:00 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N D A

ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 5 Min Agenda
- 3 5 Min Election of Vice Chair
- 4 10 Min Public Forum (3 minute per person time limit)
- 5 5 Min Consent Agenda
 - A Parking Agreement With ICV for 100 Spaces in Lakeview Garage
 - B Parking Agreement With iMarket Solution for 10 Spaces in Lakeview Garage
 - C Killarney Drive Bike Path Access Parking Prohibition

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, crime victim 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 (802) 540-2505.

- 6 20 Min Snow & Ice Control Plan
A Communication, R. Green
B Commissioner Discussion
C Public Comment
D Action Requested –None
- 7 20 Min Parklet Pilot Introduction
A Communication, N. Losch, W. Clavelle, E. Gohringer
B Commissioner Discussion
C Public Comment
D Action Requested – None
- 8 15 Min Public Engagement Plan 1-year Review
A Oral Communication, R. Goulding & N. Losch
B Commissioner Discussion
C Public Comment
D Action Requested – None
- 9 5 Min Approval of Draft Minutes of 12-19-18 & 1-16-19
- 10 10 Min Director's Report
- 11 10 Min Commissioner Communications
- 12 **Adjournment & Next Meeting Date – March 20, 2019**



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: DPW Commission

FROM: Chapin Spencer, Director

DATE: February 14, 2019

RE: Parking Agreement between the City and Investors Corporation of Vermont (ICV)

Recommendation:

Staff recommends that the DPW Commission approve the attached Parking Agreement between DPW and ICV and authorize DPW Director Chapin Spencer to execute the Agreement.

Background:

ICV representative David Schilling contacted the Community and Economic Development Office and DPW to explore accommodation for an area business that is considering relocating from outside the City to downtown into ICV's recently renovated property at 95 Pine Street.

The Department of Public Works (DPW) staff has negotiated a proposed Parking Agreement with ICV to provide accommodations for one hundred (100) monthly parkers, Monday-Friday, at the College St/Lakeview Garage to be used by their tenant's employees. The Agreement has a five year term with an option to renew for an additional five years. The rates and general terms are consistent with other parking agreements we have recently executed.

Please don't hesitate to reach out with any questions. Thank you.

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.



PARKING AGREEMENT
City of Burlington

This Parking Agreement (“Agreement”) is entered into by the City of Burlington (“City”), by and through its Department of Public Works (“DPW”), and Investors Corporation of Vermont (“Tenant”), a private corporation registered to conduct business in the State of Vermont and located at 30 Main Street Suite 401, Burlington, VT 05401. Tenant and the City agree to the terms of this Agreement.

1. EFFECTIVE DATE AND NOTICE OF NONLIABILITY

This Agreement shall not be valid or enforceable until the Effective Date. The City shall not be bound by any provision of this Agreement before the Effective Date and shall have no obligations for performance or expenses incurred before the Effective Date or after the expiration or termination of this Agreement.

2. RECITALS

- A. Authority.** Authority to enter into this Agreement exists in the City Charter. Required approvals, clearance, and coordination have been accomplished from and within each Party.
- B. Consideration.** The Parties acknowledge that the mutual promises and covenants contained herein and other good and valuable consideration are sufficient and adequate to support this Contract.
- C. Purpose.** Tenant seeks to lease 100 parking permits at the College Street/Lakeview parking garage owned by the City.

3. DEFINITIONS

- A. “Parking Facility”** means the parking facility known as the College Street and Lakeview Parking Garage owned by the City and located at 60 College Street in Burlington, Vermont.
- B. “Effective Date”** means the date on which this Agreement is approved and signed by the City, as shown on the signature page of this Agreement, whichever date is later.
- C. “Party”** means the City or Tenant and “Parties” means both the City and Tenant.

4. TERM AND EARLY TERMINATION

- A. Term.** This Parties respective performance shall commence on July 1, 2019 and expire on June 30, 2024, unless sooner terminated as provided herein.
- B. Renewal.** This Agreement shall automatically renew for one additional 5 year term under the same terms of this Agreement, unless either Party provides written notice to the other Party no later than 90 days prior to the expiration of this Agreement.
- C. Termination.** Either Party may terminate this Agreement upon issuing written notice to the other

Party. The notice shall specify the effective date of the termination.

5. GRANT OF LICENSE

- A. Use of Facilities.** Beginning July 1, 2019, the City shall provide Tenant with up to 100 parking licenses to be used by Tenant and its authorized permit holders at the Parking Facility for the term of this Agreement as set forth in §4.A.
- B. Timing Restrictions.** The parking licenses granted under this Agreement shall only be valid Monday through Friday of each week. No overnight parking is permitted as part of this Agreement.
- C. User Restrictions.** Only currently registered vehicles that are legally allowed to be operated on public streets and right of ways may be issued a parking license and utilize the Parking Facility privileges granted in this Agreement.
- D. Identification of License.** All persons possessing parking licenses granted under this Agreement must display the appropriate means of identification that are issued to authorized permit holders to utilize the parking privileges granted herein. Such identification may include a card, decal, hangtag, entry on a license plate registry, or other means.

6. PAYMENT

- A. License Fee.** Tenant shall pay the City \$80 per month for each parking license granted under this Agreement, for a total monthly payment of \$8,000. Beginning July 1, 2020, and every year thereafter, the City may change the fee for each parking license by providing 30 days advanced notice to Tenant.
- B. Billing.** The billable term of each issued license shall begin on the day the license is issued to Tenant. Tenant shall issue payment to the City beginning on July 1, 2019, and on the first day of each month for the term of this Agreement.

7. PARKING CONDITIONS

- A. Use of Parking Facilities.** The monthly parking permit issued under this Agreement authorizes designated Tenant and its authorized permit holders the ability to self-park and lock one vehicle for each permit in an available (i.e. not being used) parking space located within the Parking Facility. If a permit holder is unable to park in the Parking Facility due to full occupancy, the City may, at its sole discretion, offer parking to permit holders at a different City-owned parking facility. Notwithstanding the foregoing, the City does not guarantee the availability of parking spaces under this Agreement and if the Parking Facility is at capacity and the City determined that no other City-owned facilities are available, Tenant's permit holders shall either wait their turn to gain entrance or find alternative parking at their own cost.
- B. Management of Parking Facilities.** The City reserves the right to manage parking of its facilities in the best interests of the City. Tenant acknowledges and agrees that management of City facilities may require the holders of the parking permits granted under this Agreement to use another parking facility or be relocated if necessary.
- C. Removal.** The City may remove any vehicle granted parking privileges under this Agreement at the owner's sole expense if reasonable efforts were made by the City to notify the owner about the need to remove the vehicle from the premises within a reasonable time. The determination as to removal of a vehicle is at the sole discretion of City and includes, but is not limited to, leaking of chemicals, oil, gas, or antifreeze from a vehicle. Notwithstanding the foregoing, in the event of a threat of imminent danger to life or property as determined by the City, a vehicle may be

removed at the owner's sole expense without notification of the owner. Tenant is solely responsible for all losses, damages, claims, liabilities, judgments, costs, and expenses arising directly or indirectly during the term of this Agreement out of any act, omission, or negligence of Tenant or its permit holders.

- D. Acceptance of Risk.** Parking is at Tenant and its designated permit holder's sole risk. The City shall not guard, assume care, custody, or control of any vehicle or its contents. The City shall not be responsible for any loss or damage caused to vehicles or their contents utilizing the City's parking facilities including fire, theft, damage, or loss directly resulting from the willful misconduct or negligence of the City. No bailment is created under this Agreement.
- E. Reporting.** Tenant shall require that as a condition of issuing a parking permit granted herein, the permit holder shall report any damage to the Parking Facility caused by the permit holder's vehicle. Such damage includes, but is not limited to, the leaking of any chemicals, oil, gas, or antifreeze.
- F. Leaks.** If a vehicle is discovered to be leaking any chemical, oil, gas, or antifreeze, the City may temporarily suspend the parking permit privileges of the permit holder until the permit holder provides the City with written proof that necessary repairs were made to prevent further leakage. Any suspension issued under this §7.F shall not suspend Tenant's obligation to pay the fee set forth in §6.A. Any vehicle whose permit to park is suspended may be removed at the owner's expense if the vehicle is found in the Parking Facility while the license is suspended.
- G. Limitation on Use.** The parking permits granted herein are for the exclusive use of the Tenant and its authorized permit holder. Parking permits shall not be loaned, altered, transferred or sold. Tenant agrees that misuse of a permit shall be deemed as theft of services and the permit holder shall be locked out and parking privileges in the Parking Facility rescinded.
- H. Compliance.** Tenant shall inform its permit holders that compliance with instructions for the use of permits is a condition of its use. If a permit holder fails to properly comply with use instructions, the maximum daily fee will be assessed.
- I. Insurance.** Tenant shall ensure that all permit holders possess minimum levels of automobile insurance as required by law.

8. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the Parties with respect to the subject matter of this Agreement. All prior representations and understandings of the Parties, oral or written, are merged into this Agreement. Prior or contemporaneous additions, deletions, or other changes to this Agreement shall not have any force or effect whatsoever, unless embodied herein.

9. MODIFICATION

Except as otherwise provided by this Agreement, any modification to this Agreement shall only be effective if agreed to in a formal amendment to this Agreement, properly executed and approved by the Parties.

10. THIRD PARTY BENEFICIARIES

This Agreement does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Enforcement of this Agreement and all rights and obligations hereunder are reserved solely for the Parties. Any services or benefits which third parties receive as a result of this Agreement are incidental to the Agreement and do not create any right for such third parties.

11. WAIVER

A Party's failure or delay in exercising any right, power, or privilege under this Agreement, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.

12. CHOICE OF LAW

Vermont law shall be applied in the interpretation, execution, and enforcement of this Agreement. Any provision included or incorporated herein by reference which conflicts with Vermont law shall be null and void. Any provision rendered null and void by operation of this provision shall not invalidate the remainder of this Agreement, to the extent capable of execution.

13. JURISDICTION

All suits or actions related to this Agreement shall be filed and proceedings held in the State of Vermont.

14. ASSIGNMENT

Tenant's rights and obligations under this Agreement are personal and may not be transferred or assigned without the prior written consent of the City. Any attempt at assignment or transfer without such consent shall be void. Any assignment or transfer of Tenant's rights and obligations approved by the City shall be subject to the provisions of this Agreement.

— Signature Page Follows —

15. SIGNATURE PAGE

Persons signing for the Parties hereby swear and affirm that they are authorized to act on behalf of their respective Party and acknowledge that the other Party is relying on their representations to that effect.

The Parties hereto have executed this Parking Agreement

TENANT

Investors Corporation of Vermont
30 Main Street, Suite 401, Burlington, VT 05401

By: _____
David Schilling
Director of Business Development

Date: _____

CITY OF BURLINGTON Department of Public Works

By: _____
Chapin Spencer, Director
Department of Public Works

Date: _____



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: DPW Commission

FROM: Chapin Spencer, Director

DATE: February 14, 2019

RE: Parking Agreement between the City and iMarket

Recommendation:

Staff recommends that the DPW Commission approve the attached Parking Agreement between DPW and iMarket and authorize DPW Director Chapin Spencer to execute the Agreement.

Background:

Downtown business iMarket contacted the Burlington Business Association (BBA) through the ParkBurlington website seeking parking for 10 of their employees. The BBA referred the iMarket representative to us to explore accommodation in one of our downtown municipal garages.

The Department of Public Works (DPW) staff has negotiated a proposed Parking Agreement with iMarket to provide accommodations for ten (10) monthly parkers, Monday-Friday, at the College St/Lakeview Garage to be used by their employees who work at their 150 South Champlain St location. The Agreement has a one year term with an option to renew for an additional year. The rates and general terms are consistent with other parking agreements we have recently executed.

Please don't hesitate to reach out with any questions. Thank you.

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.



PARKING AGREEMENT
City of Burlington

This Parking Agreement ("Agreement") is entered into by the City of Burlington ("City"), by and through its Department of Public Works ("DPW"), and iMarket Solutions, Inc. ("Tenant"), a for profit corporation registered to conduct business in the State of Vermont and located at 150 S. Champlain St., 3rd Floor, Burlington, VT 05401. Tenant and the City agree to the terms of this Agreement.

1. EFFECTIVE DATE AND NOTICE OF NONLIABILITY

This Agreement shall not be valid or enforceable until the Effective Date. The City shall not be bound by any provision of this Agreement before the Effective Date and shall have no obligations for performance or expenses incurred before the Effective Date or after the expiration or termination of this Agreement.

2. RECITALS

- A. Authority.** Authority to enter into this Agreement exists in the City Charter. Required approvals, clearance, and coordination have been accomplished from and within each Party.
- B. Consideration.** The Parties acknowledge that the mutual promises and covenants contained herein and other good and valuable consideration are sufficient and adequate to support this Contract.
- C. Purpose.** Tenant seeks to lease 10 parking permits at the College Street/Lakeview parking garage owned by the City.

3. DEFINITIONS

- A. "Parking Facility"** means the parking facility known as the College Street and Lakeview parking garage owned by the City and located at 60 College Street in Burlington, Vermont.
- B. "Effective Date"** means the date on which this Agreement is approved and signed by the City, as shown on the signature page of this Agreement, whichever date is later.
- C. "Party"** means the City or Tenant and "Parties" means both the City and Tenant.

4. TERM AND EARLY TERMINATION

- A. Term.** This Parties respective performance shall commence on April 1, 2019 and expire on March 31, 2020, unless sooner terminated as provided herein.
- B. Renewal.** This Agreement shall automatically renew for one additional 1-year term under the same terms of this Agreement, unless either Party provides written notice to the other Party no later than 90 days prior to the expiration of this Agreement.
- C. Termination.** Either Party may terminate this Agreement upon issuing written notice to the other

Party. The notice shall specify the effective date of the termination.

5. GRANT OF LICENSE

- A. Use of Facilities.** Beginning April 1, 2019, the City shall provide Tenant with up to 10 parking licenses to be used by Tenant and its authorized permit holders at the Parking Facility for the term of this Agreement as set forth in §4.A.
- B. Timing Restrictions.** The parking licenses granted under this Agreement shall only be valid Monday through Friday of each week. No overnight parking is permitted as part of this Agreement.
- C. User Restrictions.** Only currently registered vehicles that are legally allowed to be operated on public streets and right of ways may be issued a parking license and utilize the Parking Facility privileges granted in this Agreement.
- D. Identification of License.** All persons possessing parking licenses granted under this Agreement must display the appropriate means of identification that are issued to authorized permit holders to utilize the parking privileges granted herein. Such identification may include a card, decal, hangtag, entry on a license plate registry, or other means.

6. PAYMENT

- A. License Fee.** Tenant shall pay the City \$80 per month for each parking license granted under this Agreement, for a total monthly payment of \$800. The City may change the fee for each parking license by providing 30 days advanced notice to Tenant.
- B. Billing.** The billable term of each issued license shall begin on the day the license is issued to Tenant. Tenant shall issue payment to the City beginning on April 1, 2019, and on the first day of each month for the term of this Agreement.

7. PARKING CONDITIONS

- A. Use of Parking Facilities.** The monthly parking permit issue under this Agreement authorizes designated Tenant and its authorized permit holders the ability to self-park and lock one vehicle for each permit in an available (i.e. not being used) parking space located within the Parking Facility. If a permit holder is unable to park in the Parking Facility due to full occupancy, the City may, at its sole discretion, offer parking to permit holders the ability to park at a different City-owned parking facility. Notwithstanding the foregoing, the City does not guarantee the availability of parking spaces under this Agreement and if the Parking Facility is at capacity and the City determined that no other City-owned facilities are available, Tenant's permit holders shall either wait their turn to gain entrance or find alternative parking at their own cost.
- B. Management of Parking Facilities.** The City reserves the right to manage parking of its facilities in the best interests of the City. Tenant acknowledges and agrees that management of City facilities may require the holders of the parking permits granted under this Agreement to use another parking facility or be relocated if necessary.
- C. Removal.** The City may remove any vehicle granted parking privileges under this Agreement at the owner's sole expense if reasonable efforts were made by the City to notify the owner about the need to remove the vehicle from the premises within a reasonable time. The determination as to removal of a vehicle is at the sole discretion of City and includes, but is not limited to, leaking of chemicals, oil, gas, or antifreeze from a vehicle. Notwithstanding the foregoing, in the event of a threat of imminent danger to life or property as determined by the City, a vehicle may be removed at the owner's sole expense without notification of the owner. Tenant is solely

responsible for all losses, damages, claims, liabilities, judgments, costs, and expenses arising directly or indirectly during the term of this Agreement out of any act, omission, or negligence of Tenant or its permit holders.

- D. Acceptance of Risk.** Parking is at Tenant and its designated permit holder's sole risk. The City shall not guard, assume care, custody, or control of any vehicle or its contents. The City shall not be responsible for any loss or damage caused to vehicles or their contents utilizing the City's parking facilities including fire, theft, damage, or loss directly resulting from the willful misconduct or negligence of the City. No bailment is created under this Agreement.
- E. Reporting.** Tenant shall require that as a condition of issuing a parking permit granted herein, the permit holder shall report any damage to the Parking Facility caused by the permit holder's vehicle. Such damage includes, but is not limited to, the leaking of any chemicals, oil, gas, or antifreeze.
- F. Leaks.** If a vehicle is discovered to be leaking any chemical, oil, gas, or antifreeze, the City may temporarily suspend the parking permit privileges of the permit holder until the permit holder provides the City with written proof that necessary repairs were made to prevent further leakage. Any suspension issued under this §7.F shall not suspend Tenant's obligation to pay the fee set forth in §6.A. Any vehicle whose permit to park is suspended may be removed at the owner's expense if the vehicle is found in the Parking Facility while the license is suspended.
- G. Limitation on Use.** The parking permits granted herein are for the exclusive use of the Tenant and its authorized permit holder. Parking permits shall not be loaned, altered, transferred or sold. Tenant agrees that misuse of a permit shall be deemed as theft of services and the permit holder shall be locked out and parking privileges in the Parking Facility rescinded.
- H. Compliance.** Tenant shall inform its permit holders that compliance with instructions for the use of permits is a condition of its use. If a permit holder fails to properly comply with use instructions, the maximum daily fee will be assessed.
- I. Insurance.** Tenant shall ensure that all permit holders possess minimum levels of automobile insurance as required by law.

8. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the Parties with respect to the subject matter of this Agreement. All prior representations and understandings of the Parties, oral or written, are merged into this Agreement. Prior or contemporaneous additions, deletions, or other changes to this Agreement shall not have any force or effect whatsoever, unless embodied herein.

9. MODIFICATION

Except as otherwise provided by this Agreement, any modification to this Agreement shall only be effective if agreed to in a formal amendment to this Agreement, properly executed and approved by the Parties.

10. THIRD PARTY BENEFICIARIES

This Agreement does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Enforcement of this Agreement and all rights and obligations hereunder are reserved solely for the Parties. Any services or benefits which third parties receive as a result of this Agreement are incidental to the Agreement and do not create any right for such third parties.

11. WAIVER

A Party's failure or delay in exercising any right, power, or privilege under this Agreement, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.

12. CHOICE OF LAW

Vermont law shall be applied in the interpretation, execution, and enforcement of this Agreement. Any provision included or incorporated herein by reference which conflicts with Vermont law shall be null and void. Any provision rendered null and void by operation of this provision shall not invalidate the remainder of this Agreement, to the extent capable of execution.

13. JURISDICTION

All suits or actions related to this Agreement shall be filed and proceedings held in the State of Vermont.

14. ASSIGNMENT

Tenant's rights and obligations under this Agreement are personal and may not be transferred or assigned without the prior written consent of the City. Any attempt at assignment or transfer without such consent shall be void. Any assignment or transfer of Tenant's rights and obligations approved by the City shall be subject to the provisions of this Agreement.

— Signature Page Follows —

15. SIGNATURE PAGE

Persons signing for the Parties hereby swear and affirm that they are authorized to act on behalf of their respective Party and acknowledge that the other Party is relying on their representations to that effect.

The Parties hereto have executed this Parking Agreement

TENANT

iMarket Solutions, Inc.

150 S. Champlain Street, 3rd Floor, Burlington, VT 05401

By: _____

Andrew Allen
Chief Technical Officer

Date: _____

CITY OF BURLINGTON

Department of Public Works

By: _____

Chapin Spencer, Director
Department of Public Works

Date: _____



City of Burlington
Department of Public Works

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

Memo

Date: February 12, 2019

To: Public Works Commission

From: Madeline Suender, Associate Engineer

CC: Phillip Peterson, Associate Engineer
Susan Molzon P.E., Senior Public Works Engineer

Subject: Killarney Drive Bike Path Access Parking Prohibition

Recommendations to the DPW Commission:

7 No-parking area.

No person shall park any vehicle at any time in the following location:

- On the west side of Killarney Drive in front of the access ramp for the Island Line Trail and for two (2) feet north and south of the access ramp.

Purpose & Need:

The purpose of the recommended traffic regulation amendment is to allow better access to the bike path and minimize safety concerns that may arise from visibility concerns. Creating a parking prohibition at the access ramp and 2-feet on either side of the ramp will address the need to minimize obstructions to the path.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		MUTCD
Aligns with City plans?	X			
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

Staff received a request (see Attachment-1) in June 2018 from a local resident, asking staff to restrict parking at the Island Line Trail access ramp located at the cul de sac at the west end of Killarney Drive. Staff conducted a site visit and recommends a 2-foot parking prohibition on either side of the bike path access ramp to improve access and allow for adequate visibility (see Attachment-2). Staff collaborated with Parks and Recreation to ensure the proposed design would integrate well into the system currently in place, as there were no planned upgrades to the path.

Public Engagement:

In preparation for the 02/20/19 DPW Commission Meeting, staff placed flyers at properties along the west end of Killarney Drive most impacted by the proposed parking restriction. Staff received four (4) emails and one (1) phone call in regards to this matter (see Attachment-3). All correspondence was in favor of restricted parking

Attachments:

1. Initial request.
 2. Site map.
 3. Public correspondence.
-

SECLICKFIX ID
4524033

PRIORITY
Normal

REQUEST TYPE
Transportation and
Parking
Improvement Request

ADDRESS
199 Killarney Drive Burlington, Vermont

ASSIGNEE
DPW Engineering
MS

SLA EXPIRES
11/15/2019 -
04:43PM
9 months left

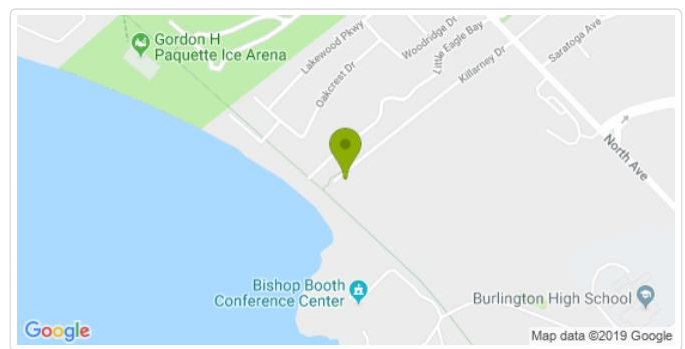
REPORTED
06/04/2018 - 04:43PM

SECONDARY QUESTIONS

What type of infrastructure are you requesting?
other

Please enter a contact phone number or email address so that we can follow-up and ask additional questions as part of our Standard Operating Procedure for this category.

LOCATION



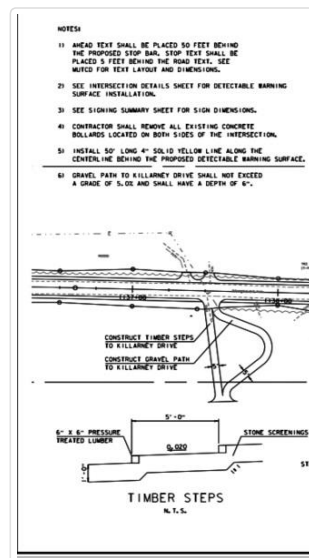
SUMMARY & DESCRIPTION

Transportation and Parking Improvement Request

No Parking signs and yellow striping should be placed at the end of Killarney Dr. The City has just made major improvements to the access from Killarney Dr to the Bike Path. The curbing has been removed and a ramp installed for bikers and wheelchair users. Signage should be placed to stop car drivers from parking and blocking the access ramp.

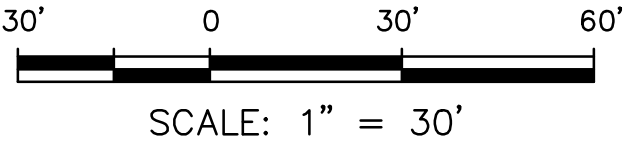
Reported by: Ed Lucey 06/04/2018 - 04:43PM

MEDIA





NOTES:
Staff recommends amendment of the following ordinance:
Appendix C: Rules and Regulations of the Traffic Commission
7 No-parking area. No person shall park any vehicle at any time in the following location: On the west side of Killarney Drive in front of the access ramp for the Island Line Trail and for two (2) feet north and south of the access ramp.



KILLARNEY DRIVE
PROPOSED BIKE PATH ACCESS
PARKING PROHIBITION



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED MES	SCF NO. 4524033
DRAWN MES	SCALE 1"=30'
CHECKED SM	DRAWING NO.
DATE 01/29/19	SHEET 1 OF 1

Attachment 3: Public Correspondence

1/29/19

Hello Madeline,

I am writing on behalf of myself and my husband and 2 young children (3 and 5 years old) who live 2 houses from the end of the cul de sac at 193 Killarney Drive in Burlington. I am strongly in favor of restricting parking in these areas and to even a larger extent than what is being proposed-I think restricting the whole cul de sac area is appropriate. Parking is blocking access to the bike path and I assure you most who who park in these areas are not using the bike path and are accessing our private beach and trespassing. Many of these parkers speed down our streets (despite signs to slow down due to children at play) with open alcohol containers etc. I think restricting parking in these areas will help with the multiple issues that are occurring here and the constant loitering that goes on in these areas while parked in the cul de sac area. (It has become a hangout for young kids to meet in there cars, smoke, and then drive away at fast speeds). It is not in the spirit of this street and the kid friendly environment we are trying to encourage. Please feel free to call me and discuss issues and thank you so much to you and the neighbor who are addressing this issue with us.

Best regards,
Warmly,
Margaret and Stephen Scimone

1/31/19

Dear Madeline,

Yes! I would be strongly in favor of restricting parking adjacent to the ramp access.

With best wishes,
Marla Emery
169 Killarney Drive

2/4/19

Madeline, I think yellow markings at the access to the bike path would be helpful to remind drivers not to park and block the access.

I must admit that blockage of the access rarely occurs.

Thank you for following up on this request, Ed Lucey

Sent from my iPad

Phone call received 2/4/2019 9:26 AM
Resident from 147 calling in favor of restricting parking.

2/8/19

We live on the culdesac and would have no objection to improving access to the bike path via removing one parking space. We were glad to have that access ramp go in so that bikers wouldn't have to go over the rough sidewalks we currently have.

Bronwyn Rider
214 Killarney Drive



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine St. Suite A
Burlington, VT 05401
802.865.7200 VOX
802.863.0466 FAX
802.863.0450 TTY

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Rob Green
*ASSISTANT DIRECTOR
RIGHT OF WAY*

Memo

February 14, 2019

To: Burlington Public Works Commission

From: Rob Green, Assistant Director DPW

Re: Snow and Ice Control Plan

Attached you find a copy of the DPW Snow and Ice Control Plan for your review, along with a sample of a weather update we receive from the National Weather Service before major winter events.

I will have a small power point briefing at the next commission meeting and look forward to your questions and any suggestions you may have.



BURLINGTON PUBLIC WORKS

SNOW AND ICE CONTROL PLAN

SNOW AND ICE CONTROL PLAN

The purpose of this plan is to define the operational procedures and best management practices (BMP's) for storing and utilizing snow and ice control materials, and for performing winter maintenance activities. It defines the level of service that Burlington Public Works will strive to provide on our 95 miles of streets and 127 miles of sidewalks.

Since storms vary dramatically and occur during a variety of traffic conditions, this Snow and Ice Control Plan is intended to be flexible. It is a guide structured to fit average conditions, but able to accommodate the wide variety of conditions that will be encountered by maintenance crews who are working to maintain safe roads and conditions.

STORM WARNING NOTIFICATION

The Department of Public Works Right of Way uses multiple weather services available online, such as National Oceanic and Atmospheric Administration (NOAA) and the Weather Channel. DPW will issue storm related public service announcements via the local media, Facebook, Twitter, and any City website <http://www.burlingtonvt.gov/>

Text messages:

GovDelivery <https://public.govdelivery.com/accounts/VTBURLINGTON/subscriber/new>

Facebook: <https://www.facebook.com/BTVDPW>

Twitter: @btvdpw

Phone: 802-658-SNOW

Burlington Public Works has also invested in (4) new traffic message boards stationed along North Avenue and the intersection of Main Street and Prospect Street that will warn residents of any winter parking bans.

PERSONNEL SCHEDULING

Our Right of Way crew of (17) full time Street Maintenance Workers and (2) seasonal employees maintain the streets and sidewalks. Large storms may require around the clock coverage. This will require help from outside work groups and departments. The Street Maintenance Manager will find volunteers during the normal workday and create a plan based on the available manpower and weather conditions. The plan will be reviewed by the Assistant Director of Right of Way before implementing.

MOBILIZATION

When the decision has been made to react to a storm, the Street Maintenance Manager will mobilize the crew. Since all trucks, tractors and routes are assigned, all the employees need is the call to deploy. If a storm event is predicted after normal business hours, the personnel will be put “on-call” per the union contract and the on-call employees will make themselves available by telephone. The department is aware that employees may have personal needs that may arise and may not be able to be “on call” at all times. If an employee has a personal issue, they may address it with their direct supervisor.

While DPW Street Maintenance is tasked specifically with the staffing for snow and ice control operations, the employees of the Fleet Maintenance group have a responsibility to assist with equipment repairs. Once the decision has been made to respond to a storm event, during normal working hours the street Maintenance Manager will notify the Fleet Manager. The Fleet Manager will then schedule his employees to provide maintenance assistance. After normal working hours, if the foreman in charge determines that the streets and sidewalks need to be plowed he will call the “on-call” maintenance team.

SNOW AND ICE CONTROL MATERIALS

Road salt (NaCl) is the primary snow and ice control material. The salt is purchased under the State of Vermont contract. FY19 the contract was awarded to Cargill; the local distributor is Barrett's Trucking in Burlington @ 863-1311. DPW uses approximately 3500 tons of road salt per year. The Street Maintenance Manager is responsible for the ordering and inventory of the salt. The entire salt inventory is stored at 645 Pine Street. Liquids like magnesium chloride (MgCl₂) and Promelt Magic Minus Zero are being used to reduce the amounts of salt needed to clear the roads. Safety Data Sheets (SDS) are available in a binder in every truck and in the SDS binder located in the Street Maintenance area.

Burlington Residents are permitted to take (1) 5-gallon bucket of salt per winter season. This courtesy is extended to single family residents only; sorry no property managers are authorized to take any salt.

EQUIPMENT INSPECTION

All City equipment; to include all plow trucks, loaders, and sidewalk tractors will be operator level inspected before any snow operations. Immediately following a storm on the next regular business day, all equipment will be cleaned, greased, fluids levels checked, and a proper preventive maintenance check per the manufactures operator manual. All deficiencies will be reported immediately to DPW Fleet Services.

EQUIPMENT CALIBRATION

Every November, all truck spreaders and computerized spreader controls will be calibrated with salt (NaCl) per the manufactures operation manual. After every storm event, each truck will have the mileage and pounds per lane mile recorded. This task will be assigned to a working foreman and one other street maintenance worker.

TRAINING OF PERSONNEL

Training is a key part to our snow plans success. All operators are properly trained before using any equipment utilizing operator manuals, manufacturers trainers, our in house trained employees, and on the job training. All employees will be able to properly operate, and maintain the equipment before actually plowing snow. Before the first snow storm, all operators will drive their route, getting familiar with obstacles such as high manholes, trees, narrow roads, mailboxes, etc. Any reported obstructions will be reported to the Right of Way Inspector for further action. Every truck has a binder with all route maps, bike routes, CCTA emergency routes, and the list of dead end roads.

SNOW ROUTE ASSIGNMENT

All operators will be assigned a route, whether it is in a truck or a sidewalk tractor. Continuity is important in assigning routes and equipment. Operators will learn the best way to battle snow and ice if they are doing the same streets every storm and will know areas that need special attention such as bridges, on and off ramps, hills, curves, and school zones. The same with the equipment, the operators in the same truck or tractor will know how it handles and what the vehicles limits are.

The sizes of the routes are designed for the City's fleet of trucks and tractors. There are 10 large trucks, 1 small truck for dead ends and narrow streets, and 11 tractors. Of the 10 large trucks, 1 is a spare in case of a break down. With the 11 tractors, 2 are spares. Depending on the accumulation of snow, it could take an operator with a large truck approximately 5-7 hours to plow their route once. An operator on a sidewalk route will take approximately 6 hours to plow their route, if they are salting at the same time it will take 8-9 hours to complete once.



LOADING PROCEDURES

The loading of salt in all trucks will be by the oldest available loader in the fleet. The operation will be conducted by qualified City employees only. The trucks will be loaded to their max GVWR and not overloaded. The loader will have operator level preventive maintenance after every storm event and all loading procedures will be supervised by an assigned working foreman.



SALTING AND PLOWING PROCEDURES

Salting Operations

Streets will be salted during light storms where minor accumulations of snow are expected. This requires the use of 6 large trucks that will salt the primary streets with priorities going to the routes coming into and exiting the City, primary roads leading into neighborhoods, school zones, downtown, and intersections. Not every street is salted unless there is a prediction of ice.

Plowing Operations

Plowing of the streets is the same regardless of the amount of snow predicted. The City owns (10) large plow trucks with (1) being used as a spare in case of break down and (1) small truck for dead ends and narrow streets. We can add plows to (1) front end loader for additional help in major storms.

The (9) large plow trucks are assigned a route and each route starts with its primary street, leading to its secondary main, and then into the neighborhood streets. (Truck route maps appendix B.) The (1) small plow

truck is assigned a list of narrow and dead end streets. (Narrow and dead street list appendix B.)



Sidewalk Plowing and salting

There are (9) sidewalk routes and are plowed during the day concurrently with street plowing. Extra attention is given to the downtown, Old North End, areas around schools and school crossing guard locations.

During a night time snow push back or any night time plowing operation, sidewalk plowing usually starts around 3 a.m. so that the sidewalks are open when school begins. This time could vary depending on the size of the storm.

If the storm exceeds 12" of snow and there are snow banks along the sidewalk, we will have to snow blow every sidewalk. This will take considerable time and manpower. This operation could take up to 24 hours or more. Again the priorities are downtown, Old North End, and school zones. We normally have many equipment failures while snow blowing, so having fleet services available is key.

We routinely plow, scrape, and sometimes salt the sidewalks during the day to maintain a safe environment.



Accessibility (Handicapped) Parking Spaces

Burlington has a large amount of handicapped parking spaces that must be cleared of snow. This will take place once the streets and sidewalks have been cleared. After the storm, the department will start clearing the spaces starting from the downtown, working their way to the outskirts of the city. With the limited amount of manpower available it may take many days before all spaces can be cleared of snow. If a resident has a particular handicap parking space that needs immediate attention, please call DPW Customer Service @ 863-9094.



Bike lanes

Burlington has 7.75 miles of dedicated bike lanes throughout the City. They are all on major truck routes and the lane will be plowed to the curb. After the roads and sidewalks are cleared, DPW will dispatch a sidewalk tractor and clean the bike lane free of snow. (Appendix A)



CCTA Bus Routes

Burlington is a major hub for public transportation. Many of the priority routes are also major routes for the CCTA public transportation system. The operators are familiar with their routes and understand the importance of the public transportation system. We routinely review the routes with the DPW Drivers.

Performance Capabilities

As stated earlier, Burlington has 95 miles of roads and 127 miles of sidewalks. During the average year we receive 80 inches of snow. Of course this is only an average and what really matters is when it falls, and how many snow events we have to deal with. Generally speaking, the length of the storm rather than the amount of snow determines how we deal with it. Our plans are built around these capabilities.

Street plowing routes	10
Hours to plow every street once	5 to 7
Hours to salt all streets @ 500 lbs. mile	4
Sidewalk plow routes	9
Hours to plow every sidewalk once	8
Hours to snow blow every sidewalk once	24
Hours to salt every sidewalk	12

SNOW STORAGE

Snow removed from the City streets, greenbelts, parking lots, and parking meter spaces will be stored at 702 Lake Street in Burlington. This area is for the storage of City removed snow and not for any private contractor, unless contracted by a City department. This site is a former oil tank farm near the waterfront and has been an ideal storage area as the berm keeps contaminants from reaching the lake. This storage area will be cleaned of any trash and debris every spring.

SNOW OPERATION DAMAGES

1. Mailboxes and other structures within the Right-of-Way

Occasionally mailboxes and other property may be damaged by snow plowing operations due to poor visibility, the mailbox being buried in a snow bank or the weight /volume of snow being plowed. The damage is not deliberate and in most cases unavoidable. Burlington Public Works is not responsible for damage and does not repair, replace or re-erect mailboxes that are located within the right-of-way unless physically struck by a DPW plow truck. In these cases, the property owner shall submit a claim to the City for reimbursement. All mailboxes must be installed to the USPS standards.

Many residents have basketball nets in the right of way, these not only interfere with plowing to the curb, but during inclement weather the plow operator may not see the basketball net and damage the basketball net and City equipment. The City will not be responsible for any damages to basketball nets within the right of way. If any basketball nets are found in the right of way, the DPW Excavation Inspector will be notified and will have it removed.

While removing the snow from the sidewalks we find many fences, borders and decorative landscaping close to the sidewalk. This presents quite a challenge for the department to operate the tractors safely. We ask that all landscaping be built at least 12" from the sidewalk in order to minimize damage to private and city property. Burlington Public Works will not be responsible for any damages to landscaping or fences that are within 12" of the sidewalk. All reported damage will be inspected by our Right of Way Inspector, and if the inspection finds the City responsible, an insurance claim will be made with our agent.

2. Plantings in the right of way

Snow removal from the streets and sidewalks are a challenging task and there are many obstacles that the operators have to maneuver around, and the major items being trees and shrubs. While great care is taken not to damage the tree or shrubbery, the property owner must maintain the vegetation so it does not impede the right of way. While the City equipment may damage the vegetation, the trees and shrubbery may also damage the equipment. **The department will not be responsible for any damage to any plantings encroaching on the right of way.**

3. Accident Protocol

Plowing snow in a large truck with a wing plow takes a special skill. Public Works employees are highly skilled and properly trained before they operate any commercial vehicle. Vehicle accidents will happen, and when they do, the following must happen:

- a. Stop vehicle in a safe area.
- b. Check all people involved for injuries. Call 911 if needed.
- c. The DPW employee will call their supervisor either by cell phone or by 2-way radio and inform him of the situation.
- d. Supervisor will call the Burlington Police Department. A police report will be taken, the DPW employee will receive a copy of the report, if the report is not available, you are required to obtain the incident number.
- e. If the vehicle is able to be driven, it must report to DPW Fleet Services for an evaluation before continuing on with snow plow operations.
- f. All accidents must be reported to the Right of Way Assistant Director and the insurance company. The or Assistant Director will report all the proper information on the Travelers Insurance Portal.



PARKING LIMITATIONS

Burlington does not have a seasonal parking ban like most towns in our region. It is the responsibility of the Public Works Director to declare a winter parking ban. Parking bans are declared on a case by case basis. Criteria for a parking ban include length of storm, amount of snow during the storm and how much snow is already on the streets and has not been plowed to the curb. By City ordinance **20-56** the ban must be declared by 3p.m. in order to be in effect by 10 p.m. that evening until 7 a.m. the following morning.

Parking Ban Notification

Parking bans are warned in the following manner:

- 1.** Using the City maintenance light system
- 2.** Sending a press release to all local radio and television stations, and the Burlington Free Press
- 3.** Posting alerts on social media, such as Facebook, Twitter, and Front Porch Forum.
- 4.** Sending out text messages and e-mails via GovDelivery
- 5.** An up to date recording on 658-SNOW

Once the Director calls a ban, the street maintenance foreman will notify the parking enforcement supervisor, who is responsible for the enforcement of the winter parking ban. Second, he will activate up to 90 plus flashing parking ban lights. These lights are located at the entrances of the City, important intersections, and throughout the City's neighborhoods. They are a visual warning to the residents that a parking ban is in effect.

The DPW foreman in charge of the plowing crew will meet with the parking enforcement crew at 9:30 p.m. at the police department to review and cover any last details.

Vehicles must be off of the streets during these hours if a ban is declared or they will be towed. While parking bans make it easier to plow snow, it is difficult for some people to find alternative parking. DPW does offer free parking in the City owned parking garages as an option. Parking is available in the Marketplace and the Cherry St Parking Garages on the lower decks only. Vehicles must be removed by 7:30 am or they will be charged the full day's rate. Additional information can be found at <http://www.burlingtonvt.gov/>.

While a winter parking ban is not called for every storm, if residents have access to off street parking, we urge them to use it. Additional information can be found at <http://www.burlingtonvt.gov/Police/Winter-Parking>.

The City has 3 designated tow areas.

Lake St. Extension: Vehicles towed from the Old North End and west of Willard St. from Pearl St. to Maple St.

Gosse Court, North Ave to the end: Vehicles towed from the New North End.

Oakledge Park parking lot: Vehicles towed from the south end and west of Willard St. from Maple St. south.

When the lots are full, vehicles found on the street could also be towed to the nearest street the Public Works Department designates as a drop-off point. This would be a street that has been cleared of snow. For car owners to find their vehicle, please call (802) 540-2380.

AFTER STORM RESPONSIBILITIES

It is expected that 12 hours after a snow storm that every City street will have been plowed. The Street Maintenance Foreman will inspect every City street to ensure that the streets are cleared and passable. The department will continue to patrol the streets and maintain them to be safe and passable. It is possible that the downtown and some narrow streets may have to have the snow removed. If this service is needed, it will happen approximately 2-3 days after the storm using City owned equipment. Snow removal downtown usually happens in the early morning hours. For the narrow and dead end streets, we will post the streets for “no parking” and remove the snow during the day.

SNOW RELATED CITY ORDINANCES

27-84 Throwing snow into street prohibited.

No person shall throw or put, or cause to be thrown or put, snow or ice in the part of the street known as the travel portion nor on a sidewalk of a street.

(Rev. Ords. 1962, § 4303; 1969 Cum. Supp., § 4303)

27-2 Enclosing highway; erecting fence or encroachment; nuisance.

No person shall enclose a part of the highway or street, or erect a fence, building or other encroachment, or make **obstructions**, or create a nuisance on a highway or street, or continue such enclosure, fence, building, encroachment or nuisance on a highway or street.

(Rev. Ords. 1962, § 4209)

Appendix A - Bike Lanes

- 1. South Winooski Ave. 6’-** West side, Maple St. to Howard St.- 2250 Linear Ft.
- 2. Pine Street** – West side, Flynn Ave. to Maple Street. – 5750 Linear Ft.
- 3. South Union Street 6’ lane** - East side, Main Street to Pearl Street. – 11440 Linear Ft.
- 4. North Union Street 6’ lane** - East side, Pearl Street to North Winooski Ave. – 1980 Linear Ft
- 5. North Winooski Ave. 7’ lane** - West Side, Decatur Street to North Street - 700 Linear Ft.
- 6. North Winooski Ave. - 7’ lane** - West side – North St. to Pearl St. 1380 Linear Ft.
- 7. South Willard Street** – East side, Main Street to Pearl Street. – 1500 Linear Ft.
- 8. North Willard Street** – East side, Pearl Street to North Street. – 1260 Linear Ft.
- 9. Mansfield Ave.** – East side, Colchester Ave. to North Street. – 1440 Linear Ft.
- 10. East Ave. 4’**– West side, Colchester Ave. to Carrigan Drive. – 2260 Linear Ft.
- 11. Main Street** – South side, University Hts. to City line. – 1421 Linear FT.
- 12. Main Street** – North side, City line to University Hts. – 1421 Linear Ft.
- 13. North Ave.** – East side, North Street to Institute Road. – 4600 Linear Ft.
- 14. North Ave.** – West side, Institute Road to Berry Street. – 3300 Linear Ft.

Appendix B – Narrow and Dead End Street List

DEAD END AND NARROW STREETS

MAIN ST AND SOUTH END

CROSS ROAD AND SPECIAL DIRECTIONS

ADAMS CT	SHELBURNE RD, AT LEFT TURN, CLEAN RIGHT SIDE DRIVEWAY ENTRANCE
LUDWIG CT	HOOVER ST, BACKDRAG AND PLOW ACROSS HOOVER ST
REDSTONE TERR	HOOVER ST
ALFRED ST	SHELBURNE RD
PEROTTA PL	HOOVER ST
GOVE CT	SHELBURNE RD
GOLDEN PL	HOWARD ST
SPRUCE CT	SPRUCE ST
ELM TERR	S. WINOOSKI AVE
BROWNS CT	KING ST
BEECH ST	WILLARD AND SOUTH UNION
KINGSLAND TERR	SOUTH UNION
UNIVERSITY TERR	MAIN ST, BACKDRAG AND PLOW OUT
PINE PLACE	PINE ST, NO SIDEWALK, SALT AND CLEAN WELL
LEDGEMERE ST	MARIAN ST
CATHERINE ST	LOCUST AND ST. PAUL

MAIN ST TO MANHATTEN DR

THIBAULT PKWY	COLCHESTER AVE
NASH PLACE	COLCHESTER AVE
LATHAM COURT	COLCHESTER AVE
CALARCO CT	COLCHESTER AVE
COLCHESTER CT	COLCHESTER AVE
CHASE LANE	CHASE ST
RUMSEY LANE	CHASE ST
CHASE ST	BARRETT ST, BACK DRAG END OF ST.
VERMONT PARK	HILLSIDE TERR, RIVERSIDE AVE
HYDE ST	ARCHIBALD ST
GERMAIN ST	ARCHIBALD ST
CHARLES ST	NORTH WILLARD

RUSSELL ST	NORTH WILLARD	
CONVERSE COURT	HICKOK PL	
LAFAYETTE PL	PEARL ST	
ORCHARD TERR	BUELL ST	
CLOAREC CT	INTRVALE AVE	
ALLEN ST	ELMWOOD AVE	
MYTRLE ST	PARK ST	
POPLAR ST	NORTH CHAMPLAIN ST	
CROWLEY ST	NORTH AVE	
SUNSET CT	NORTH AVE	
VOLTZ ST	MANHATTEN DR	OVER →

NEW NORTH END

POIRIER PL
 PLATTSBURG AVE EXT (GRIT PIT RD)
 RIVERVIEW DR (CAMP DAISY RD)
 NORTH COVE ROADS (2)

APPLETREE PT ROAD
 SUNSET CLIFF RD
 LORI LANE
 WEST ST

CROSS ROADS AND SPECIAL INSTRUCTIONS

NORTH AVE, **BACK DRAG END OF STREET AND PLOW OUT**
 PLATTSBURG AVE, **PLOW PAST THE LAST HOUSE**
 NOTHVIEW DR
 NORTH AVE EXTENSION, **RIGHT BRANCH OF ROAD NEEDS TO**
PLOWED OUT
DIRT ROAD, PLOW TO THE END
DIRT ROAD, PLOW TO END
ONLY PLOW ROTARY ON LEFT SIDE
 NORTH AVE

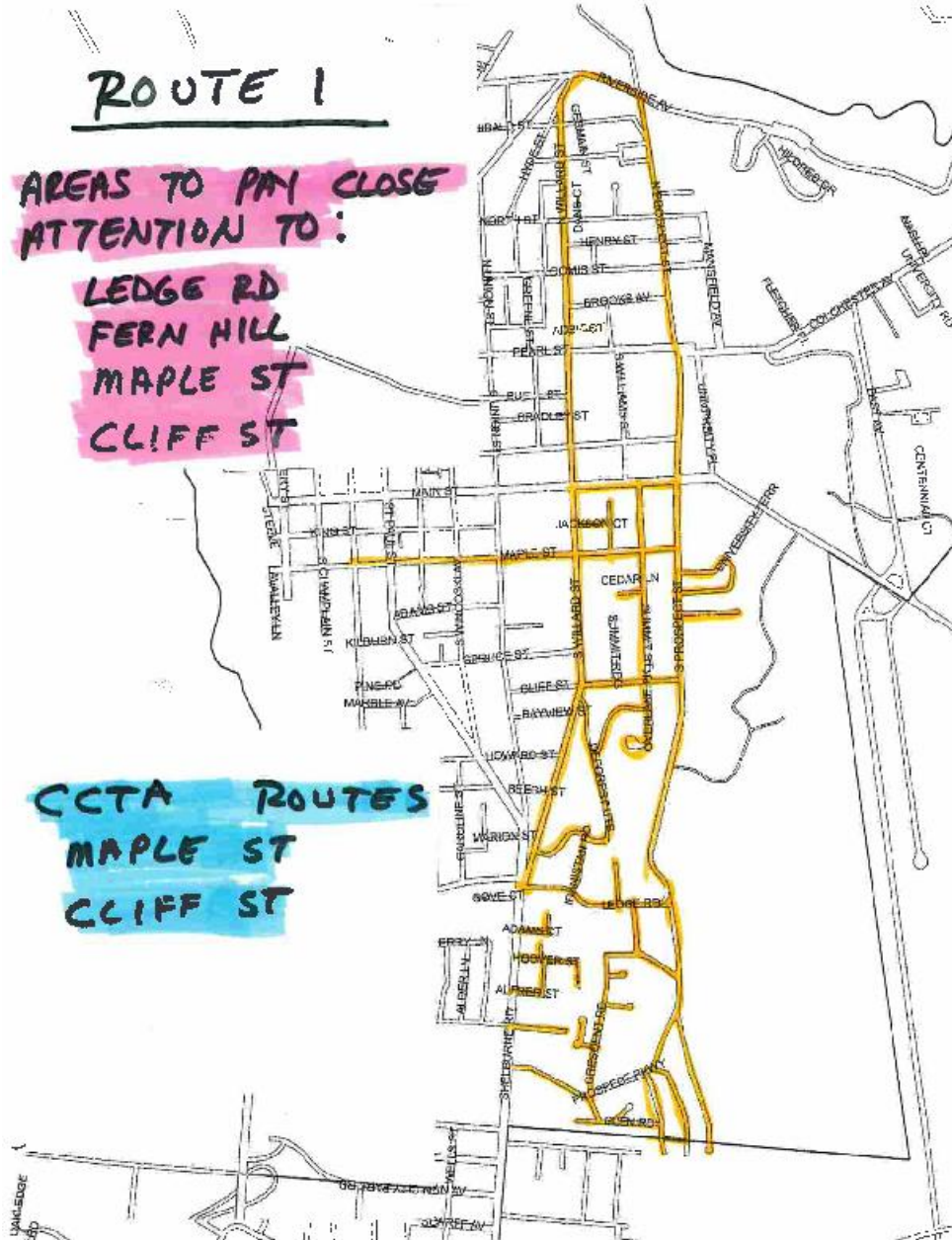
ALL STREETS ON THIS LIST WILL BE INSPECTED BY THE STREET MAINTENANCE FORMAN AFTER THE STORM.

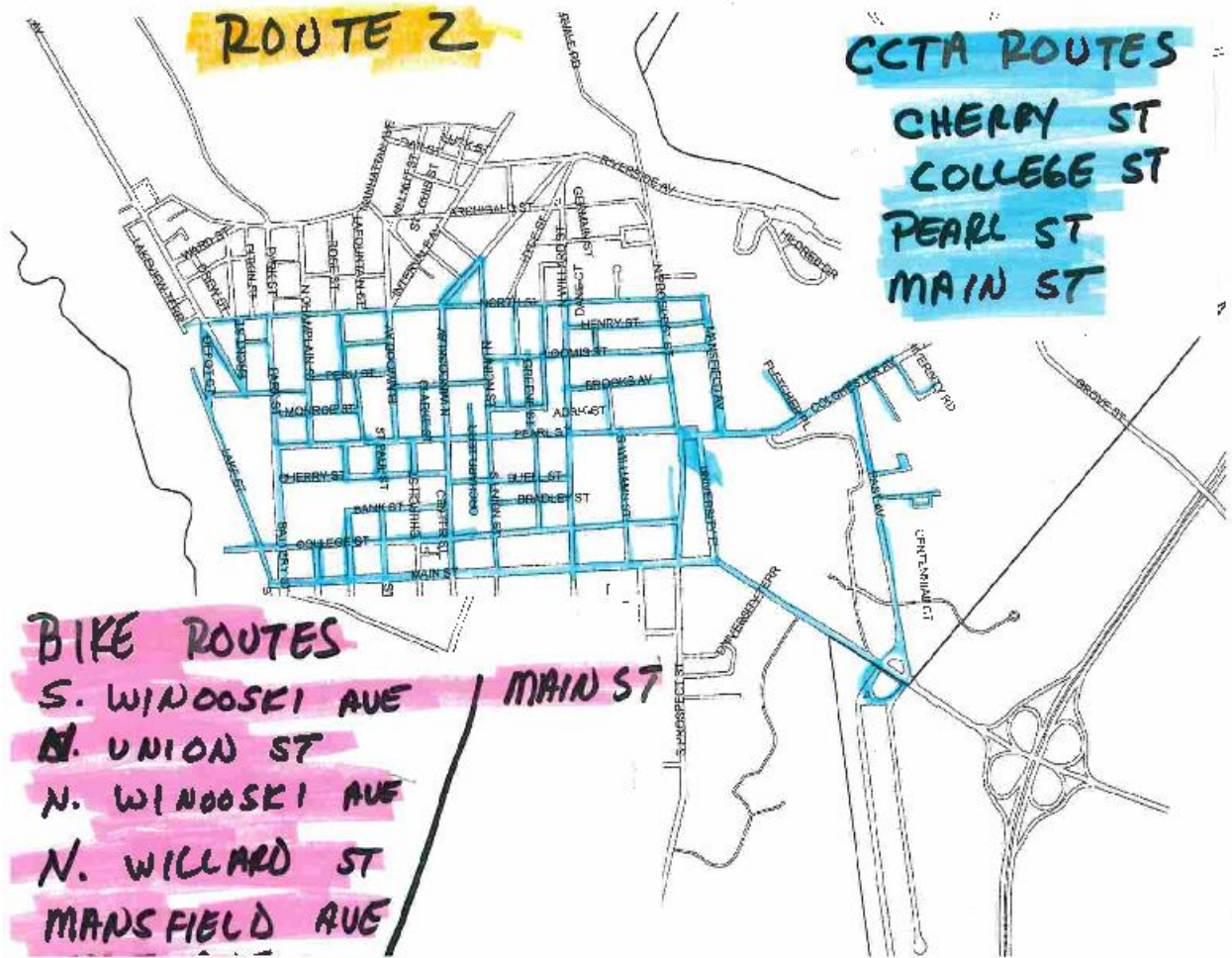
ROUTE 1

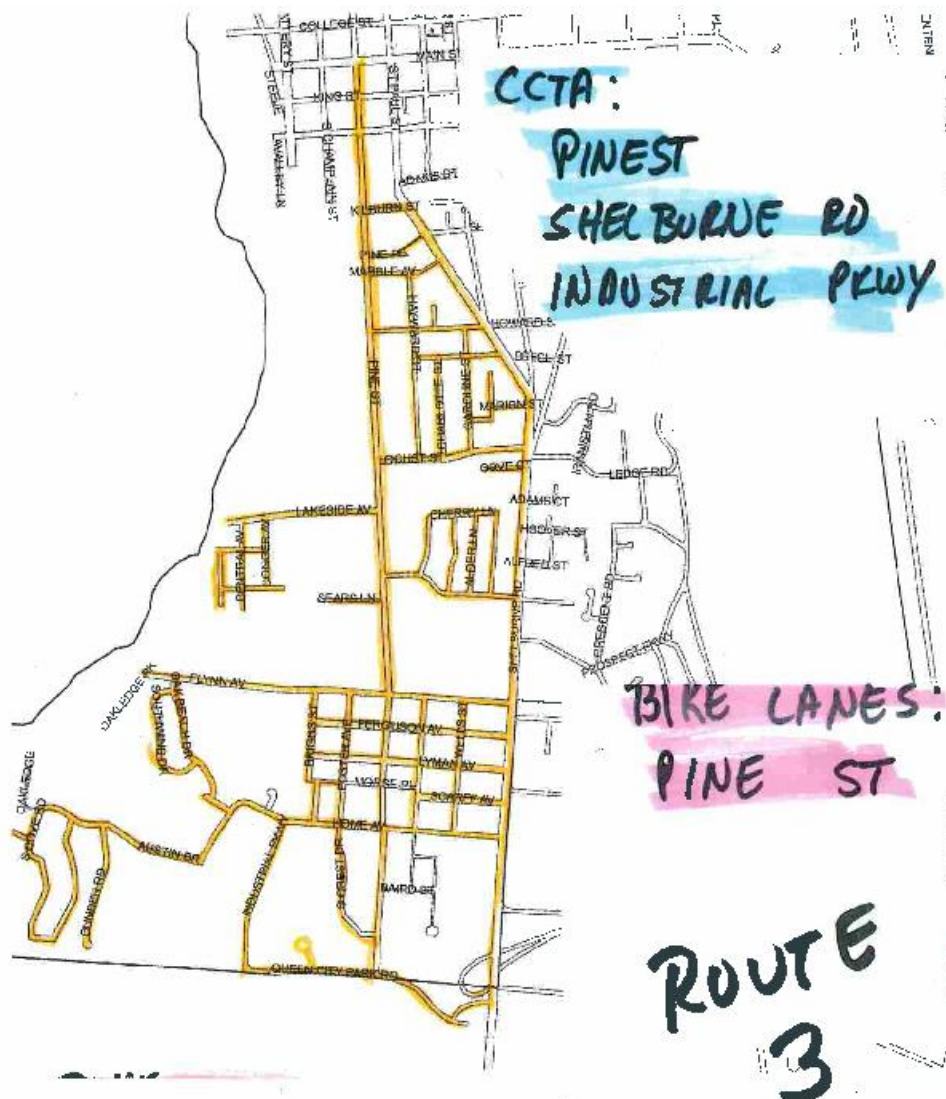
AREAS TO PAY CLOSE
ATTENTION TO:

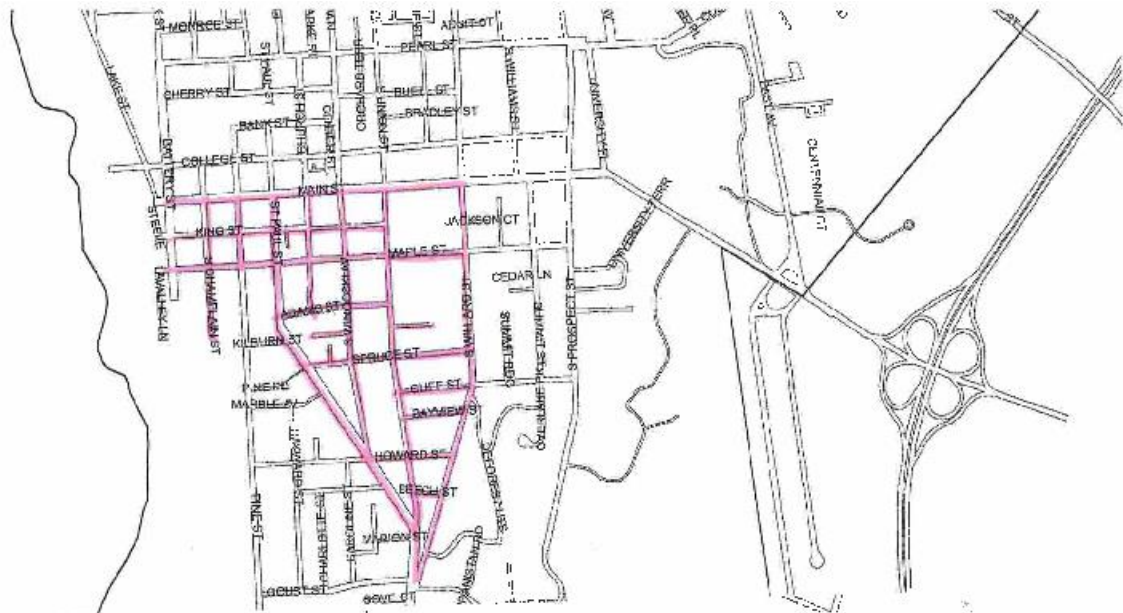
LEDGE RD
FERN HILL
MAPLE ST
CLIFF ST

CCTA ROUTES
MAPLE ST
CLIFF ST









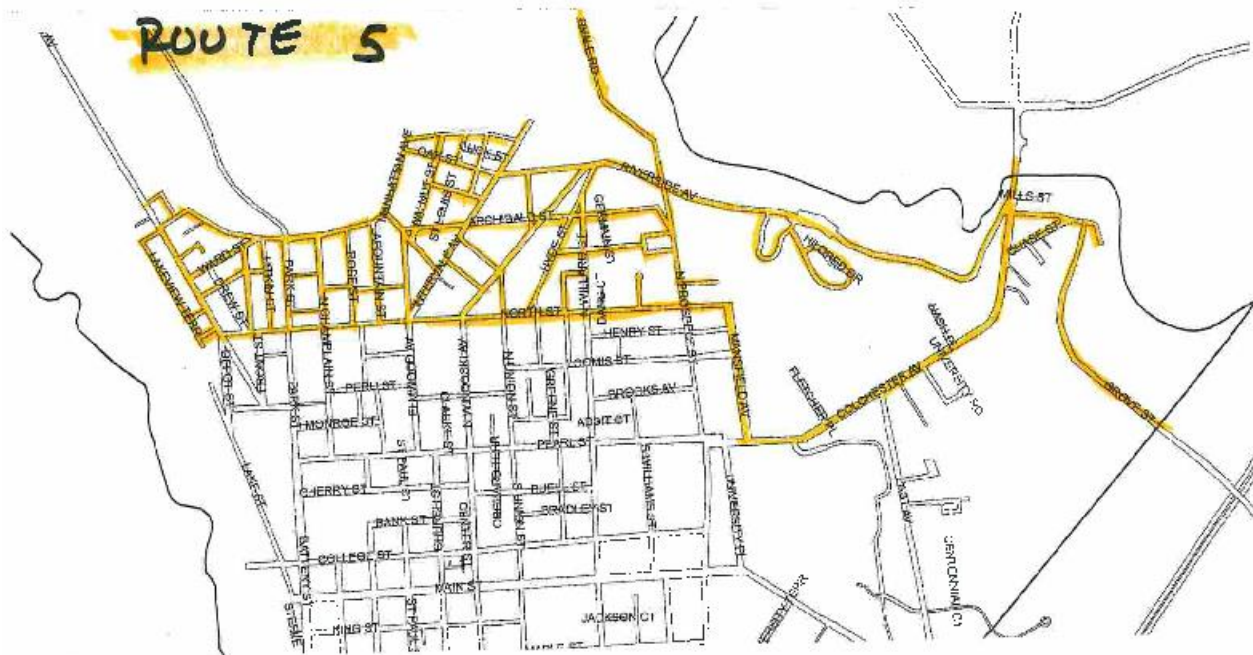
BIKE LANES:

S. WINDOSKI AVE
S. UNION ST
S. WILLARD ST.

CCTA:

MAIN ST
MAPLE ST
CLIFF ST
KILBURN ST

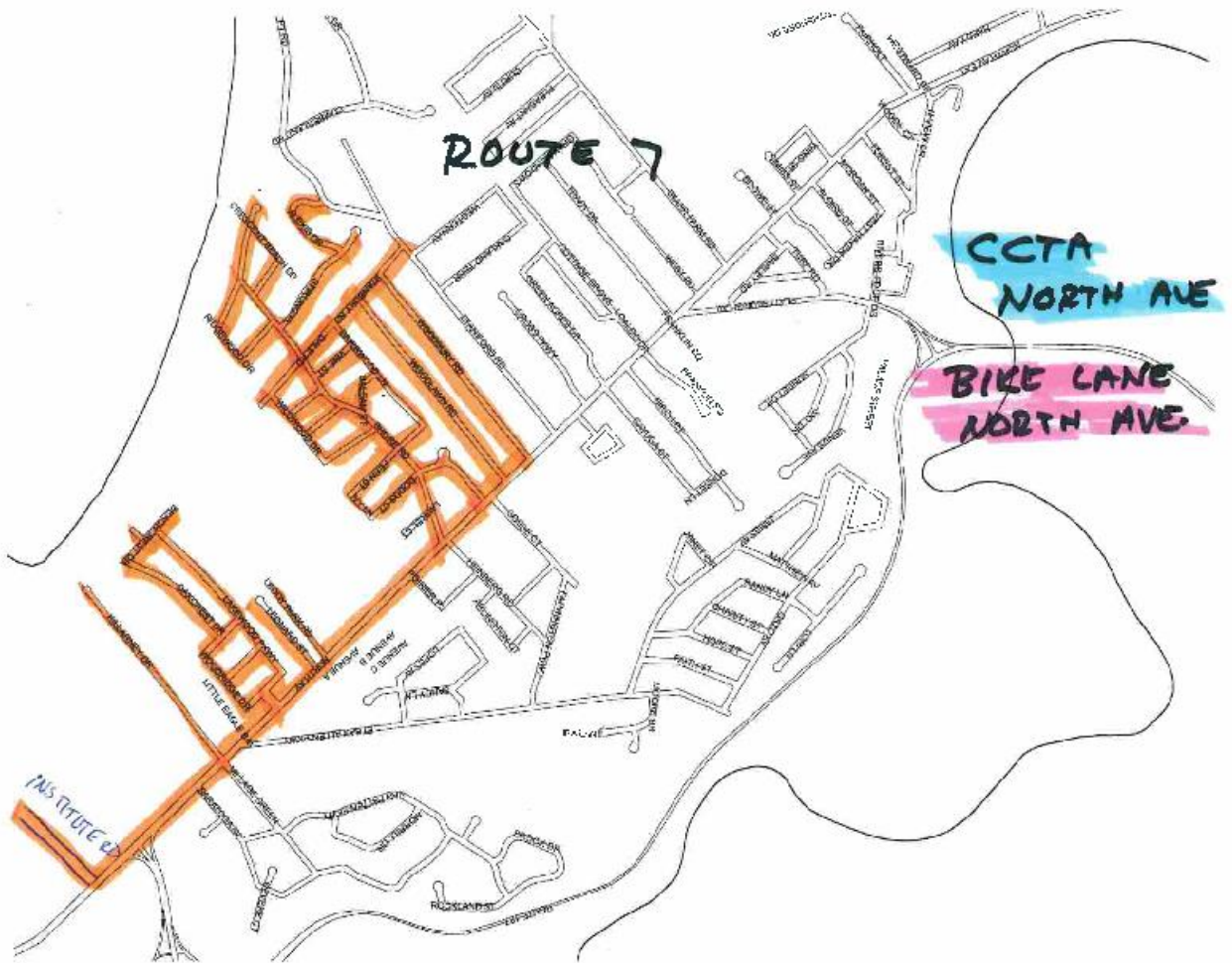
ROUTE 4

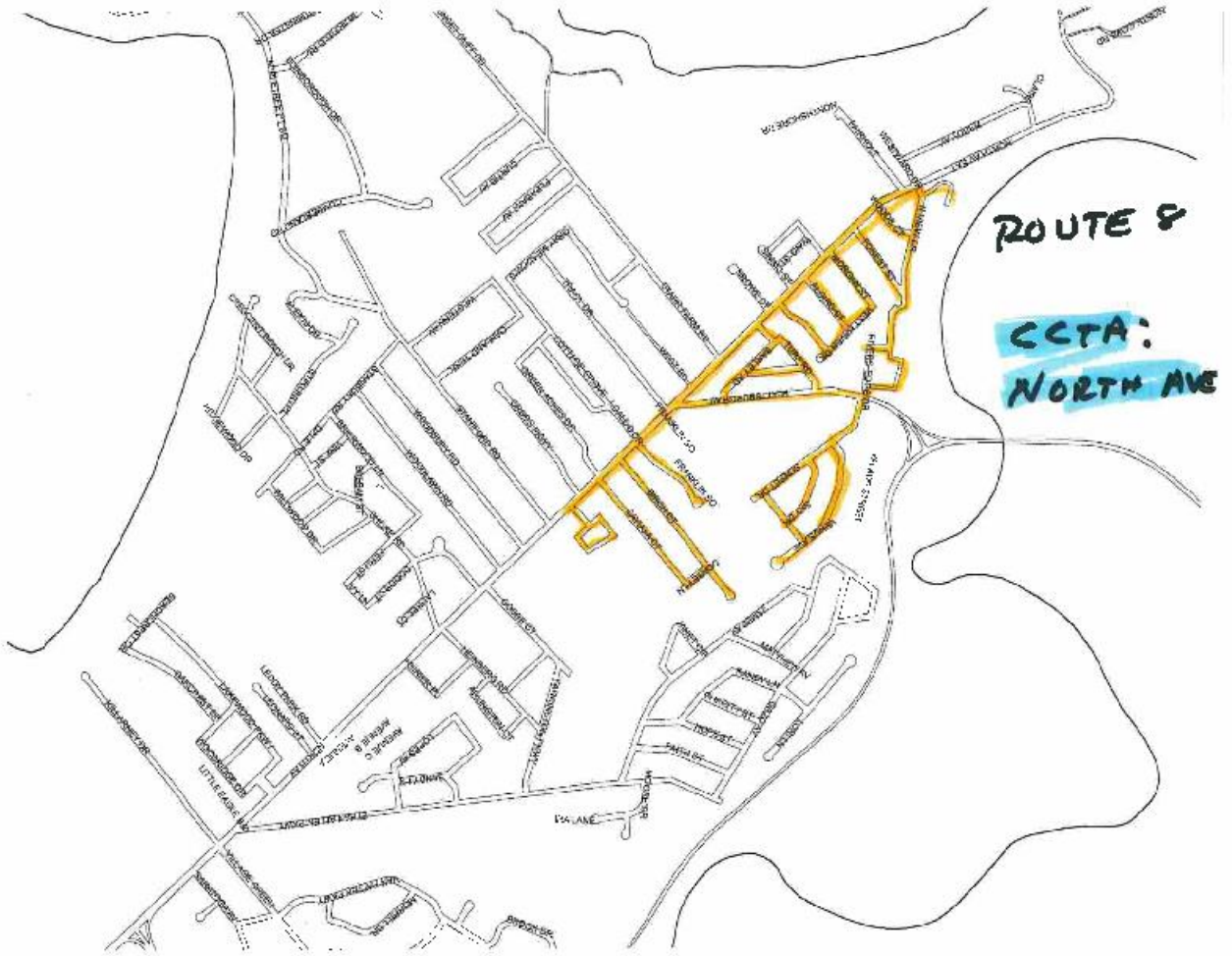


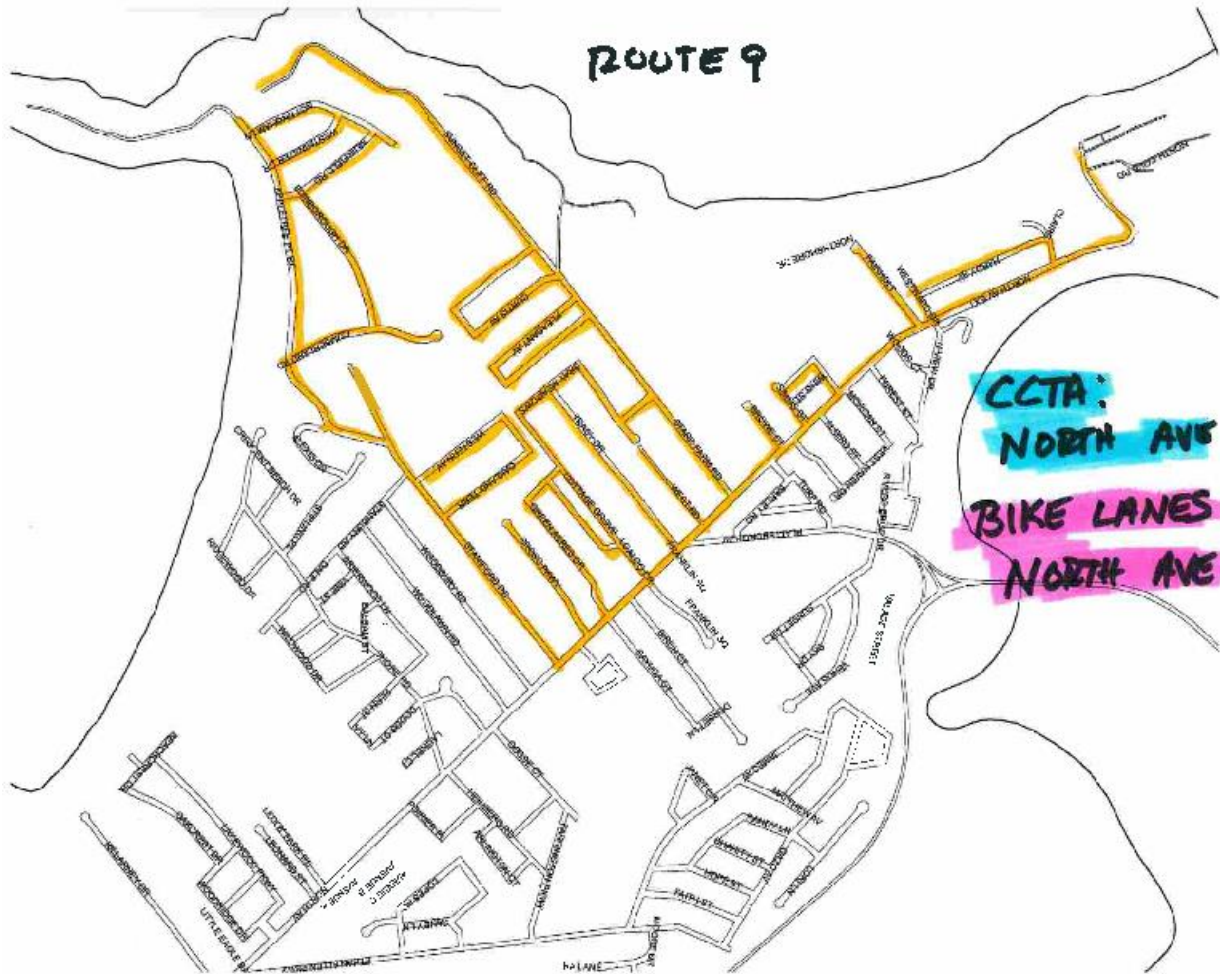
BIKE LANES
N. WILLARD ST

CCTA:
NORTH ST
RIVERSIDE AVE
COLCHESTER AVE







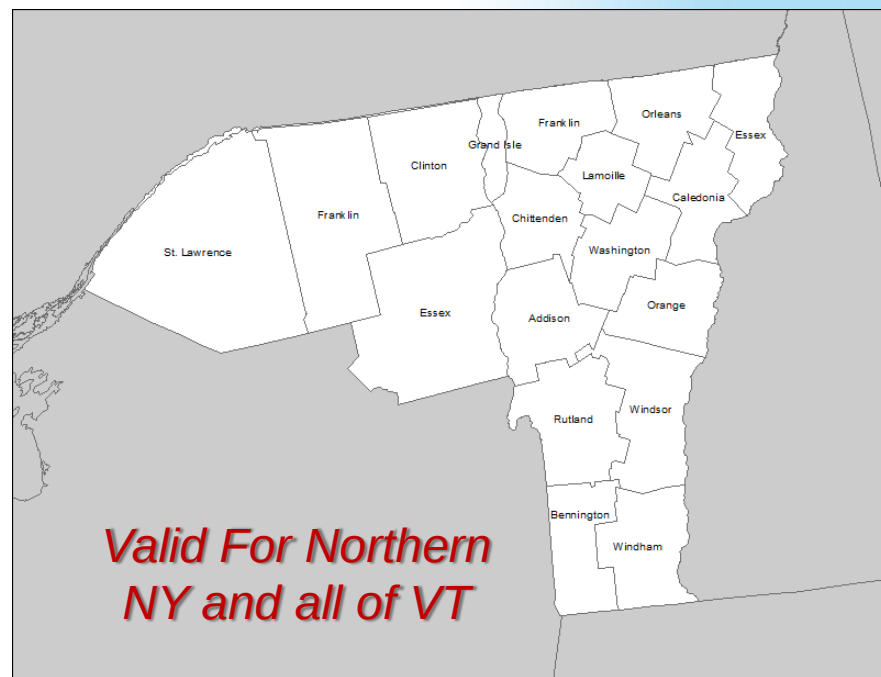


Snow and Sleet Storm, Locally Strong Winds February 12-13, 2019

Decision Support Briefing #4
As of: 3 PM Tuesday, February 12th

What Has Changed:

- ✓ No significant changes to impacts or timing.



Main Points

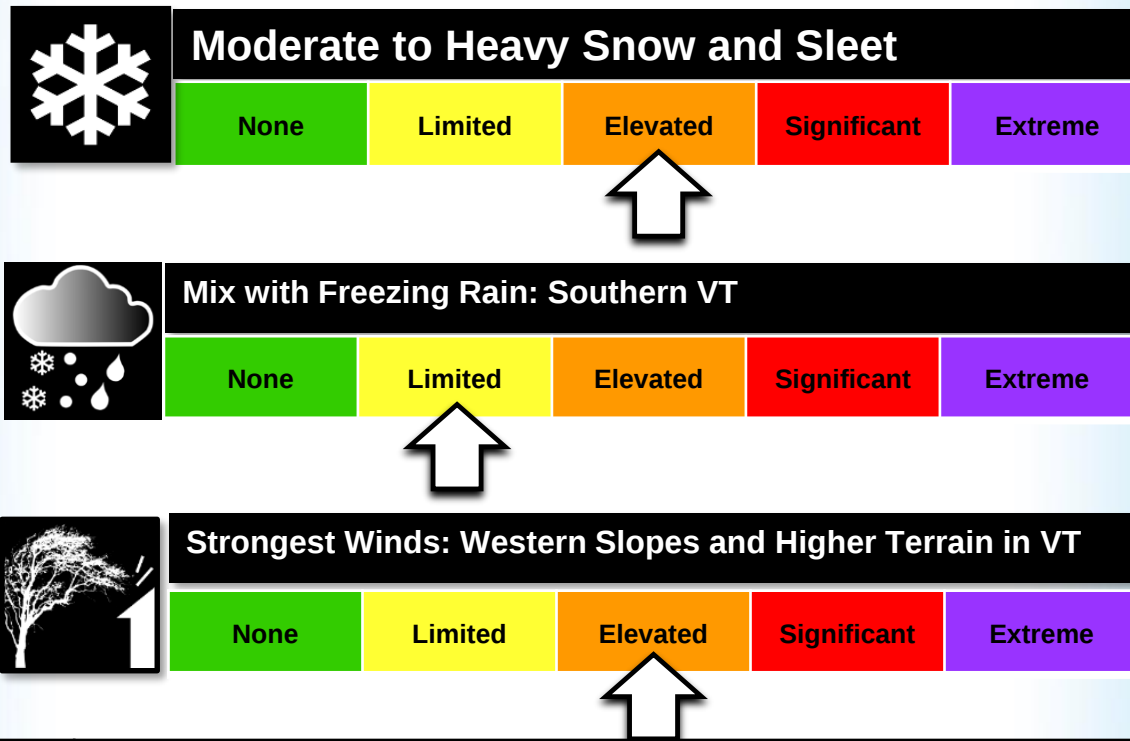
Hazard	Impacts	Location	Timing
Snow/Sleet 	Widespread 5 to 12 inches, with locally higher amounts possible. Will contribute to poor road conditions.	All of VT and Northern NY	Ongoing through Wednesday
Freezing Rain 	Light Glaze. Will contribute to poor road conditions.	Mainly south of Rutland and Springfield VT	Tonight
Wind 	Gusts to 50 mph at times may create near zero visibilities at times. Isolated to scattered power outages are possible	Western Slopes of VT Greens and Higher elevations	Late this afternoon through early Wednesday morning



Slow Commute

With snow/sleet covered roads and low visibility, expect a slow commute this evening and again Wednesday morning.

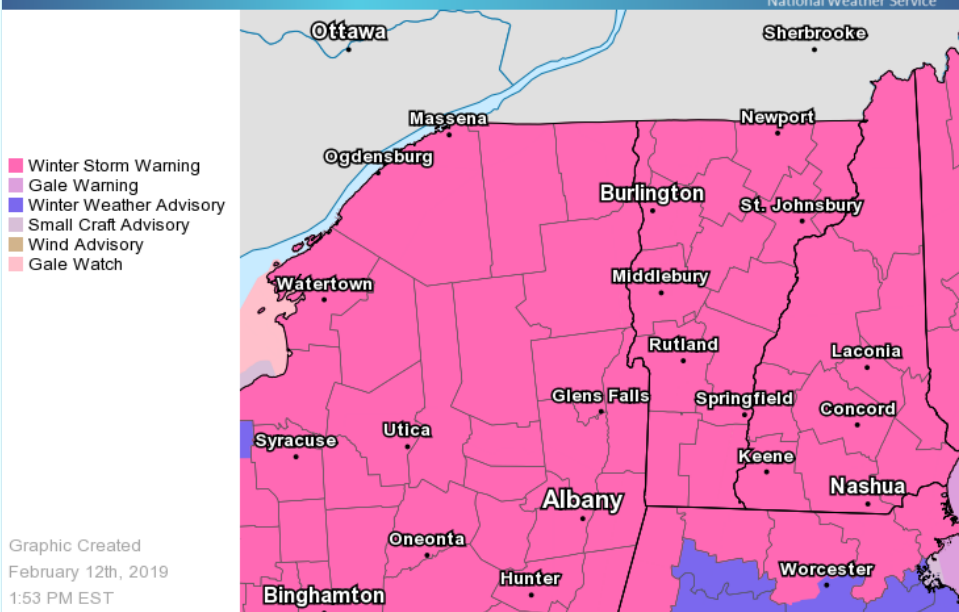
Summary of Greatest Impacts



Impact Descriptor	General Description of Expected Impacts
None	No Impacts
Limited	Minimal impacts expected. In general, society goes about their normal routine.
Elevated	Minor disruptions, primarily to those who were not prepared. Less than a day recovery time needed.
Significant	Definite impacts to those with little preparation. Impacts likely even with preparation. Potentially several days to recover.
Extreme	Major impacts, even with preparation. Historic event. Recovery time possibly a week or longer.

Regional Weather Alerts

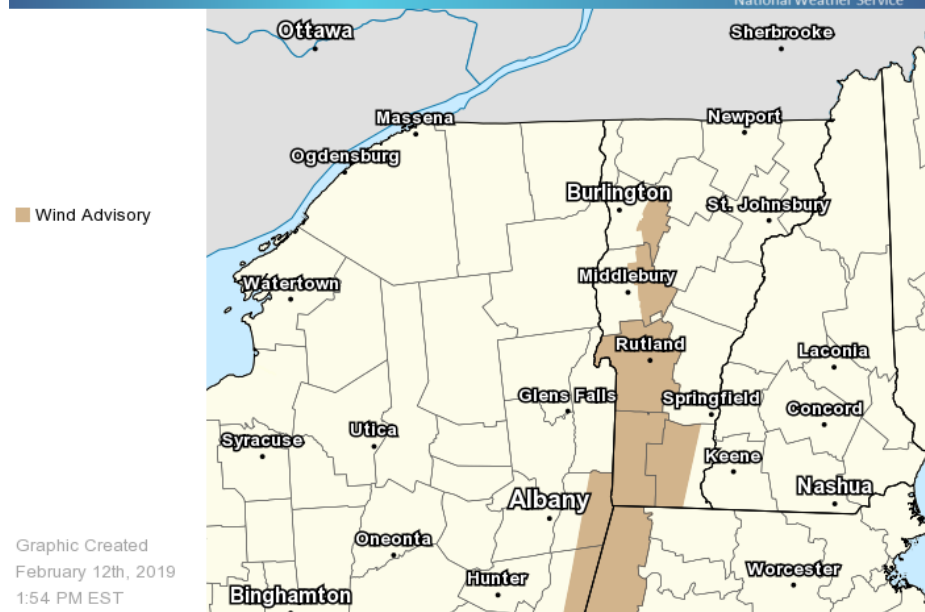
Current Watches, Warnings, and Advisories



Winter Storm Warnings

- ✓ Ongoing to 4 pm Wednesday
 - ✓ Bennington and Windham
- ✓ Ongoing to 4 pm Wednesday
 - ✓ All of VT and northern NY, except NE VT
- ✓ 4 pm Today to 4 pm Wednesday
 - ✓ NE VT

Wind Watches Warnings and Advisories



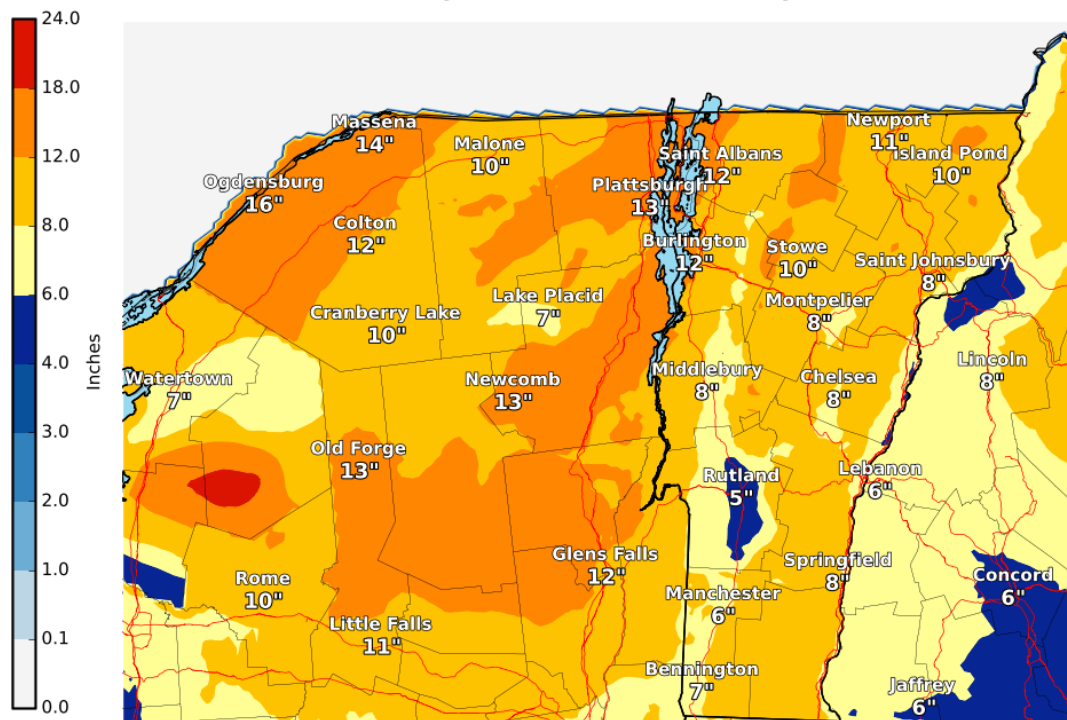
Wind Advisories

- ✓ 4 pm Today to 7 am Wednesday
 - ✓ Western Slopes of Greens VT
 - ✓ Bennington and western Windham counties

Storm Total Snow and Sleet - Official

Expected Snowfall - Official NWS Forecast

Valid: 1 PM EST February 12, 2019 to 7 PM EST February 13, 2019



National Weather Service
Burlington, VT
02/12/2019 02:19 PM EST

Follow Us:   
weather.gov/Burlington/winter

- ✓ Widespread 5 to 12 inches of snow/sleet expected with some locally higher amounts possible, especially in the St. Lawrence Valley.
- ✓ Sleet expected at times tonight.
- ✓ Any freezing rain across far southern VT only a few hundredths of an inch.
- ✓ Snowfall rates in excess of 1 inch per hour this evening through early Wednesday morning.

Impacts -

- ✓ Hazardous Travel Conditions:
- ✓ Snow/Sleet Covered Roads
- ✓ Low Visibilities
- ✓ Blowing/Drifting Snow

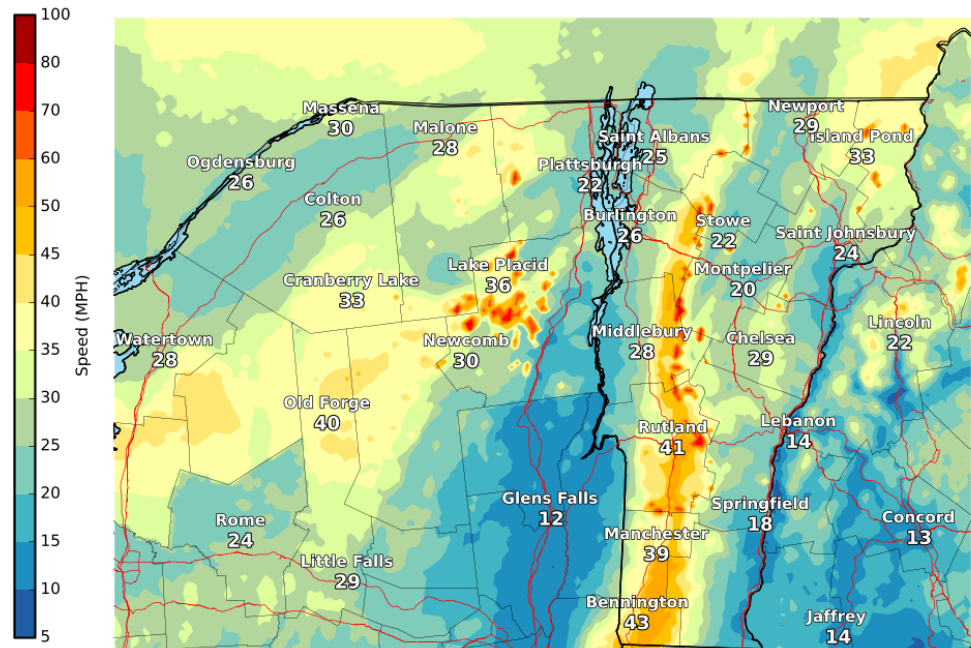
Detailed statement and additional snowfall information can be found -

<http://www.weather.gov/btv/winter>

Peak Wind Gusts and Potential Impacts

- ✓ **Timing** - Strong winds up to 50 mph expected late this afternoon through early Wednesday morning.
- ✓ **Locations:** Higher elevations as well as the most of the western slopes of Vermont's Green Mountains.
- ✓ **Impacts:** Blowing snow creating very poor visibilities. Isolated to scattered power outages possible.

North Country Maximum Wind Gust
Valid: 4 PM EST February 12, 2019 to 7 AM EST February 13, 2019



National Weather Service
Burlington, VT
02/12/2019 02:23 PM EST

Follow Us: [f](#) [t](#) [v](#)
weather.gov/Burlington

Wind Speeds	Potential Impacts
< 35 mph	Little impact
35-45 mph	Possible blowing of unsecured objects, Small tree limbs down, Isolated power outages possible.
45-55 mph	Several small and larger limbs and small shallow rooted trees knocked down. Scattered power outages.
55-65 mph	Numerous branches, several small trees and a few large trees knocked down. Scattered shingle and minor structural damage. Scattered to numerous power outages.
> 65 mph	Numerous trees knocked down or uprooted. Utility lines down. Scattered structural damage due to wind and fallen trees. Numerous to widespread power outages.

Storm Summary Expected Impacts

Confidence is **HIGH** that this event will occur with **ELEVATED** impacts

✓Travel Related

- ✓Snow/Sleet covered and slippery/hazardous road conditions
 - ✓This evening through Wednesday morning commutes
 - ✓Blowing snow late today through Wednesday morning



✓Power outages

- ✓Isolated...perhaps scattered across the western slopes of Vermont's Green Mountains late today through Wednesday morning.



Contact and Next Briefing Information

Next Briefing

When: By 6am on 2/13/2019

Method: E-mail

Detailed statement and additional snowfall information can be found -
<http://www.weather.gov/btv/winter>



Web:

<http://www.weather.gov/btv/>



Phone (UNLISTED):

(802) 863-4279 or (802) 658-0150



E-mail:

nwsbtv.info@noaa.gov



Facebook:

<https://www.facebook.com/NWSBurlington>



Twitter:

<https://twitter.com/NWSBurlington>



YouTube:

<https://www.youtube.com/NWSBurlington>

Disclaimer: The information contained within this briefing
is time-sensitive, do not use after 12 hours from issuance.



February 13, 2019

TO: Public Works Commission

FROM: Nicole Losch, PTP, Senior Planner

RE: Parklet Pilot Program Introduction

Recommendations

No action is requested at this time.

Introduction

The Department of Public Works (DPW) and the Community and Economic Development Office (CEDO) are starting a parklet pilot program this year. A Request for Proposals (RFP) has been released as we seek proposals from a business or group of businesses for the creation of a parklet. Applications with design concepts are due on March 4, 2019 and parklets may be installed from May 1 – October 1 this year.

Parklets are public spaces created from a platform at sidewalk level that extends the pedestrian zone into the parking lane. They will cover one or two parking spaces and include an open, accessible place for people to sit, rest, gather, eat, and socialize. For the pilot, parklets may be designated for use by patrons of a particular establishment or group of businesses during their operating hours and open to the general public during all other hours, or may be open to the public at all hours. Applicants are encouraged to document support from nearby businesses and partner with others to support the design, programming, or outreach that will make the parklet successful.

A team of City staff and community partners will review and score parklet applications to select the proposals that have the most potential for success, the most demonstrated support, and balance the locations of parklets within the Downtown and Old North End. If proposals will impact metered parking, the Commission will be asked to consider parking meter removal for the duration of the pilot program. DPW and CEDO staff will return to the Commission at an upcoming meeting to consider this request.

Piloting parklets for one summer allows the City to gauge the public appetite for creating outdoor seating in place of parking. The pilot program is soliciting proposals for multiple parklet locations (up to 10 parking spaces total), both in and out of the Downtown area. The pilot will help inform the policies that should be in place to have a successful Parklet Program, and we hope that the City, as well as the applicants, will be able to learn from this experience to inform any future Parklet Program that may follow.

More information on the RFP, the design guidance, and examples of parklets can be viewed at <https://www.burlingtonvt.gov/rfp>. DPW and CEDO staff will present additional information at the February 2019 Commission meeting.

Burlington Department of Public Works Commission Meeting
Draft Minutes December 19, 2018
645 Pine Street – Main Conference Room

Commissioners Present: Tiki Archambeau, Solveig Overby, Brendan Hogan,
Bob Alberly, Justine Sears by phone.
Commissioners Absent: Jim Barr, Chris Gillman

Item 1 – Call to Order – Welcome – Chair Comments

Commissioner Archambeau called the meeting to order at 6:32 p.m.

Item 2 – Agenda

Commissioner Overby commented on consent Agenda Item 4(A). North Winooski Ave crosswalk has location issues that are challenging and would like them to be addressed as part of the parking update.

Director Spencer recommended switching items 5 and 6 to accommodate the residents that were here to speak at the Public Forum.

Commissioner Alberly makes a motion to approve the agenda with items 5 and 6 reversed.

Commissioner Hogan seconds.

Action taken: Roll call vote - motion approved;
“Ayes” are unanimous.

Item 3 – Public Forum

Tony Redington, Ward 2, Andy Simon, Ward 5, Jack Daggitt, Ward 3, Charles Simpson, Ward 6 and Robert Herendeen, Ward 4 all speak regarding Agenda Item 6 – Roundabouts in Burlington.

Item 4 – Consent Agenda

- A. 30 Minute Parking on North Winooski Ave
- B. St. Paul Street Construction Parking

Commissioner Alberly made a motion to accept Consent Agenda
Commissioner Hogan seconded

Action taken: Roll call vote - motion approved;

“Ayes” are unanimous

Item 5 – Roundabouts in Burlington

- A. Senior Planner Losch presented on roundabouts in Burlington. A description of Roundabouts and other circular intersections was provided. Planning studies and intersection projects that considered Roundabouts were discussed. Senior Engineer Wheelock answered questions regarding the Shelburne Street roundabout project.

- B. Commissioner Discussion:

Commissioner Hogan – asked if Battery St & Maple St or Winooski Ave were considered for a roundabout?

Senior Planner Losch responded not for that signalization specifically. Director Spencer stated that intersection is part of the Railroad Enterprise project connecting Battery St to Pine St.

Commission Overby – appreciates the Departments evaluation but encourages the City to proceed with roundabouts whenever possible.

Commissioner Alberry was supportive of staff's work.

Commissioner Archambeau – Appreciates all of this work and the Commission's discussion.

- C. Public Comment – Andy Simon, Ward 5 & Charles Simpson, Ward 6 spoke in favor of more roundabouts.

Item 6 – 2018 Construction Season Recap

- A. Presentation by Director Spencer and Public Information Manager Rob Goulding – outlining the accomplishments of the team this year on City projects. Progress includes DPW hitting most of our production goals for this season, from tripling the amount of sidewalks that were replaced and adding pedestrian signals and crosswalks. Updates can be found on the BTV Construction Portal.

- B. Commissioner Discussion:

Commissioner Archambeau asked for clarification on sidewalk cutting.

Commissioner Overby said it's great for people to be able to see accomplishments.

Commissioner Alberry – Great job everyone and wished everyone and their families Happy Holidays!

Commissioner Hogan – Asked if there was a budgetary or policy reason why bike measurements were on a separate page and not with the capital reinvestment metrics?

- C. There were no public comments.

Item 7 – Approval of Draft Minutes of 11-28-18

Commissioner Overby asked to have her comment regarding permit reform added to November minutes. Commissioner Overby provided proposed edits in writing.

Commissioner Alberry made a motion to accept minutes with Commissioner Overby's edits. Commissioner Hogan seconded.

Action taken: vote -motion approved;
"Ayes" are unanimous

Item 8 – Director's Report

Director Spencer stated that there are currently 46 Traffic requests in queue. Will be bringing a more extensive bi-annual report to the Commission early in 2019.

The Champlain Parkway compensation hearing with City Council went smoothly on December 17. The Council voted positively for compensation recommendations.

Permit reform – The City Council voted to advance language for the March Ballot to merge Zoning, Code Enforcement and Inspection Services. DPW is currently working with an architect on the redesign of the 645 Pine Street building to accommodate Permit Reform and other potential operational improvements.

Commissioner Overby asked if there were any outstanding lawsuits for the Champlain Parkway. Director Spencer answered yes.

Item 9 – Commissioner Communication

Commissioner Overby shared a picture of a mother with her two little kids using the protected bike lane on South Union St and how it is working.

Commissioner Hogan – Great job for updates and hard work this year. Noticed a couple of open job descriptions. Do we have what we need?

Assistant Director Baldwin stated that this is the first time in a long time that Engineering will be fully staffed beginning in January 2019.

Item 10 – Adjournment

Commissioner Alberry motioned for adjournment

Commissioner Hogan seconded

All were in favor.

Meeting adjourned at 8:37 p.m.

Burlington Department of Public Works Commission Meeting
Draft Minutes January 16, 2019
645 Pine Street – Main Conference Room

Commissioners Present: Bob Alberry, Tiki Archambeau, Jim Barr, Chris Gillman, Brendan Hogan, Solveig Overby

Commissioner Absent: Justine Sears

Item 1 – Call to Order – Welcome – Chair Comments

Chair Archambeau called the meeting to order at 6:34 p.m.

Item 2 – Agenda

Commissioner Barr made a motion to accept the agenda

Commissioner Alberry seconded

Unanimous approval

Item 3 – Public Forum (3 minute per person time limit)

Kristen Merriman Shapiro from the CEDO office came down to look for some insight on the new proposal for the Moran Plant.

.

Item 4 – Consent Agenda

A. 531 South Union Street Crosswalk Parking Prohibition

Commissioner Gillman made a motion to accept Consent Agenda

Commissioner Barr seconded.

Unanimous approval

Item 5 – Storm Water Billing Appeal – 403 College Street

Michael Johnson, Appellant, stated that he is appealing the extra storm water charge to this address. Mr. Johnson said all the parking lots have impervious surfaces and he would like to know who determines if a property has impervious surfaces. How does a person determine this is an impervious surface if no one has come out to inspect the property and all they are going by is an aerial photo that was taken years ago?

Assistant City Attorney Nick Lopez was present at this meeting as well as Jenna Olson who the Storm Water Manager for the City of Burlington. Mr. Lopez asked Ms. Olson several questions which she answered fully and completely. The Burlington City Ordinance is clear on impervious surfaces which follows State and Federal guidelines as well. We are requesting the fees for this property.

Appellant would like a test to show that it is impervious material.

The Commission will make a final decision in a closed session after the meeting. A decision will be mailed to the appellant.

Item 6 – Semi Annual Traffic Request Status Report – Phillip Peterson

Philip Peterson of the Engineering Department stated that we have 33 traffic request currently that are open and most of these request as for sidewalk.

Mr. Peterson also stated that there are issues for Resident Only Parking on the corner lots in the city that we are currently working through.

Mr. Peter Hudson who is a resident of Adams Street would like to see their street be resident only but was not aware of there being designated areas for parking. He has been working with Mr. Peterson on this issue and they will continue to work on it.

Item 7– State of Downtown Parking System – Patrick Mulligan & Alex Bunten

Assistant Director Mulligan gave a Power Point presentation in which he an overview of the downtown parking system, including changes in parking enforcement hours.

Assistant Director Mulligan also provided information on the parking garages and the capacity that they are used.

Item 8 – Approval of Draft Minutes of 12/19/18

Commissioner Archambeau had four issues that he wanted changed from the December minutes:

- Part of the date in the draft minutes of December 19, 2018 had been cut off
- Item 5 Commissioner Hogan asked a question and Commissioner Archambeau would like to see the answer/update to the question.
- Item 8, regarding permit reform the replace we specifically refers to in the second sentence.
- Item 9 Commissioner Hogan asked if we have what we need for job descriptions. Request for an answer as well as who we refers to.

Item 9 –Director’s Report

Director Spencer stated that most of his items for his report were covered in the meeting
Director Spencer also stated that we have hired two new Engineers and that we now have a full staff for the Engineering Department

Item 10 – Commissioner’s Communications

Commissioner Alberry stated that the traffic on St. Paul Street north to Main Street is one way traveling south. During peak, traffic hours, this leaves traffic backed up in the neighborhood. He was wondering if the one way could be changed, as most of the traffic is southbound.

Commissioner Barr stated that at the Ward 1 NPA meeting, he was asked about the flashing beacons and also stated that the sign for Yield to Pedestrians at Bilodeau Court needs to be replaced.

Commissioner Hogan asked about the crosswalks on Pine Street.
Also asked about developing reliable metrics the bicycle infrastructure – and using Open Streets maps as a community resource.

Commissioner Overby made a recommendation to more widely share the information that was on our websit for building stormwater-friendly driveway.

Commissioner Archambeau stated that there was a forest growing between sidewalk slabs in front of 46 Walnut Street.

There is just a sign post at the intersection of Ward Street and Manhattan Drive with no sign on it. Curious why that is and if posts and signs could be coordinated to go in at the same time.

Asked about the timing for the traffic light on North Champlain Street near the Sustainability Academy.

Commissioner Sears is resigning from the Commission effective tonight

Item 11 – Adjournment and Next Meeting Date – February 20, 2019

Commissioner Barr motion to adjourn
Commissioner Alberry seconded
Unanimous

Adjournment was at 9:03 p.m.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **DPW Director's Report**
Date: February 14, 2019

VICE CHAIR ELECTION:

With Justine Sears stepping down from the Commission, the position of Vice Chair is open. In conferring with Chair Archambeau, we have added the election of the Vice Chair to the agenda. If you have any questions about the opportunity, feel free to reach out to Chair Archambeau or me.

STAFFING CHANGES:

- I regret to inform the Commission that Assistant Director Patrick Mulligan resigned from his position and his last day was February 4. We have moved quickly to bring in an Interim Assistant Director and I'm pleased to let you know that former DPW Commission Chair Jeff Padgett has been hired to fill the role.
- We also have had a number of hires in the Technical Services' Engineering team over the past few months. We are very pleased that the Planning & Engineering team is fully staffed for the first time in many years. It will position us well for the increased capital project work in the pipeline as a result of the City's Sustainable Infrastructure Plan. You will hopefully have the chance to meet Olivia Darisse and Madeline Suender in the coming months.

TRAFFIC REQUESTS:

As of 02/04/19, we have 32 traffic requests in queue. As the Commission reviewed at the January Commission meeting, many of the outstanding requests are related to crosswalks and staff is working to update our policies so we can efficiently address these requests.

WATER RESOURCES UPDATES:

After the positive November 2018 vote on the Water Quality Resiliency Plan's \$30M bond, our Engineers have been working to advance the high priority wastewater treatment plant (WWTP) reinvestment projects. We plan to provide a thorough update to the Commission in the spring or early summer. On the Water billing front, we are continuing our Phase II meter assessment of all accounts with a 1" or larger meter. We will plan on a comprehensive billing update later in the year.

Feel free to reach out with any questions prior to Wednesday's Commission meeting. Thank you.



We steward Burlington's infrastructure and environment by delivering efficient, effective and equitable public services

Public Engagement Plan

OVERVIEW

Best practices, public safety, regulatory requirements and the needs of the community inform every decision we make. DPW undertakes a variety of projects and performs a variety of services in Burlington. Finding the right ways to reach the community and providing opportunities for the community to reach us are essential elements of effective public engagement. This engagement strategy will be tailored to meet the needs of our city.

Burlington is a dynamic and diverse city with residents who deserve and expect well planned, well-built and properly maintained infrastructure. As Vermont's largest city, with a population of over 40,000, Burlington has a wide range of residents, business owners, students, commuters and tourists who come to rely on DPW-provided services and infrastructure. From recycling and street maintenance to the implementation of long-term capital projects, our neighbors and visitors should have meaningful opportunities to be informed, to provide input and to make recommendations to DPW's planning process.

This plan uses the Community, Economic, and Development Office's (CEDO) civic engagement framework as a guide and directly references their 'Core Values of Civic Engagement'¹ below, and provides a step toward helping DPW achieve its public engagement goals while continuing to serve Burlington. This plan will evolve as public engagement tools expand and as DPW and the community refine the public engagement process.

¹ These are cited directly from a draft CEDO civic engagement document and are based on a version Alexandria, Virginia previously published.

CORE VALUES OF CIVIC ENGAGEMENT

- **Transparency:** Act with integrity in open process; access to clear, reliable information.
- **Mutual accountability:** Honest, respectful, informed discussion; meaningful assessment to measure growth.
- **Easy participation:** Create milestones; lots of ways to participate via electronics and in person.
- **Meaningful engagement:** Open and unbiased process; deliberate and feasible options.
- **Inclusiveness and equity:** Involve people most impacted; respect culture and language differences.
- **Respect:** Approach decisions openly, regardless of differences; clearly articulate participation ground rules.
- **Evaluation:** Regularly assess the use of civic engagement; “lessons learned” are applied to future initiatives.

GOALS

- **Communicate what we do:** To regularly and reliably provide information to the public about projects that will have an effect on daily life and to do so in a timely and predictable manner.
- **Provide opportunity for input:** To provide inclusive, equitable and meaningful opportunities for the public to provide input, to give recommendations and to offer feedback on upcoming, ongoing or completed projects and maintenance.
- **Set expectations for feedback:** To provide the appropriate acknowledgement for any engagement from the public, commit to review all comments, questions or requests and factor serious consideration of public input into our decision-making

STRATEGIC INITIATIVES

- **Decision-Making and the role of public input:**
 - Evaluate capital projects, maintenance work and emergent issues with regard to how, when, where and with whom the public engagement process occurs. Continue to refine and improve engagement to meet resident/stakeholder needs while balancing resource constraints.
 - Transition to a degree of standardization so that predictable engagement occurs for similar project-types.
 - Include both project-specific outreach efforts as well as overall construction season outreach to educate our stakeholders about what work and impacts to expect in Burlington. Where feasible, group projects by larger geographic area for comprehensive location-based outreach

- **Reflecting the City's Diversity in our Outreach**
 - Identify cultural and linguistic barriers to creating a meaningful two-way dialogue with all communities in the city
 - Refine and expand our engagement efforts in effectively reaching underrepresented communities in Burlington
- **Online Presence:**
 - Build out DPW social media platforms to be a trusted and reliable source of timely information.
 - The Capital Projects Portal will provide information on all public and private construction projects in the right-of-way to better inform the public and minimize disruptions, with continued refinements to ease of use and aesthetics.
 - Streamline our use of See Click Fix, meet Service Level Agreements and improve and increase the level of detail we provide to customers when closing inquiries
- **Quick Build Program**
 - Includes an expanded suite of public engagement tools to include interim projects as engagement and educational opportunities.
 - Build outreach materials and community understanding of the quick-build program, the value of interim improvements and the value of real-time public engagement.

IMPACTS, EQUITY AND ENGAGEMENT

Upon identifying a project, moving a project to a new phase or encountering a project hurdle, DPW staff (project manager, management, public information manager, etc) will consider impacts and equity before deciding on and implementing a public outreach plan. The following assessment will be conducted to decide on the appropriate level of engagement and the additional tools needing to be considered beyond the minimum standards:

1. Who is positively impacted from the project?
2. Who may be negatively impacted and for how long?
3. What are the main concerns, issues and interests of the community?
4. Will any individuals, institutions or groups be disproportionately impacted?
5. Was the project recommended in earlier planning studies which included public engagement? Is additional public input needed or required?
6. Are there any linguistic or cultural barriers to engaging with impacted residents?

SPECTRUM OF ENGAGEMENT

Engagement is both a process and an outcome related to the public's ability to influence decision-making. The engagement process falls on a spectrum, ranging from no decision making ability (Inform) to having

power over the final decision (Empower). Where a project falls on the *Spectrum of Engagement*² indicates the highest level of public participation. For projects on the higher end of the *Spectrum of Engagement*, **the tools and strategies at lower levels may also be utilized as the project progresses through its various phases**. See Appendix for a list of specific project types, the minimum level of engagement the public can expect from DPW, the tools and our stakeholders.

For this plan, the public is considered stakeholders who should have a meaningful opportunity to shape, alter or be informed about DPW project work. At times, **early decision-making may have included regulatory or legal obligations, emergency issues, etc.**

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<i>Engagement strategies may be needed at many levels, depending on the project or its phase.</i>	Provide the public balanced and objective information.	Obtain public feedback (usually indirectly) on analysis, concepts/alternatives, or decisions.	Work directly with the public to understand concerns and aspirations as they are considered for the project.	Co-lead the project in partnership with the public on each aspect of the decision.	Place the final decision in the hands of the public.
Project Types	Minor Maintenance Adopting Standards Sidewalk Re-construction	Quick-Build Major Maintenance/Road	Traffic Regulation Change Street Redevelopment/ New Sidewalks	Scoping / Feasibility Studies Corridor Studies	Traffic Calming Special District Projects
Role of the DPW	Share information. Ensure public safety, access, and utility of basic public services that do not have regulatory impacts or change the line/grade of a road.	Indirectly engage the public. Improve public safety, implement projects that have no regulatory impact or impact on traffic distribution.	Directly engage the public. Implement public safety and/or access improvements through regulatory changes or through full reconstruction of a roadway or intersection.	Collaborate to identify a preferred alternative. Facilitate a conversation about transportation improvements.	Ask questions and provide information for informed decision making. Distribute impartial information, usually after engaging the public across the earlier spectrums of

² The Spectrum of Engagement is modified and developed from versions CEDO and the Chittenden County Regional Planning Commission have used. Both are developed from the *International Association for Public Participation's* 'Public Participation Spectrum.'

					engagement
Role of the Public	Receive information	Provide feedback	Share ideas, concerns, and visions	Co-lead Committee or Task Force with the DPW	Decision-maker
Tools and Strategies	Website Calendar Brochures Posters Flyers Displays Press-Releases Social Media Email Listservs Newsletters Direct-Mailings Door Hangers	Surveys Reports Legal ads Visualization-Techniques	Advisory-Committees Focus Groups Project Meetings Open Houses Public Forum	Coalitions and Partnerships	Ballots (e.g. TIF) Mailed polls

MEASUREMENT & EVALUATION

- Responsiveness to questions/issues raised through social media or See-Click Fix (SCF)
- Feedback from the City Council and DPW's Commission after one year of the Plan's implementation
- Annual internal review on reaching underrepresented communities
- Increase in visitors to the website and Capital Projects Portal
- Increase in social media followers and impressions
- Decrease in amount of new and total active DPW Customer Service inquiries
- Positive tone in media coverage with regard to the quality of the work DPW does and any analysis of its public engagement efforts

APPENDIX:

This plan highlights the minimum engagement strategies that will be considered, but unique circumstances may require different approaches. DPW has and will continue to evaluate the level of impacts of all projects to determine the proper engagement strategy by asking the six impact, equity and engagement questions (referenced above):

INFORM Project Types

<u>Project Type</u>	<u>Engagement Tool</u>	<u>When</u>	<u>Example</u>
Minor Maintenance/Water Maintenance: <i>if work impacts water service or if there will be a temporary loss of parking</i>	Flyers/door hangers to residents	24 hours prior to maintenance	Water service work
	Social Media	24 hours prior to maintenance	
Minor Maintenance	Social Media	24 hours prior to maintenance	Crack sealing, sidewalk cutting
Adopting Standards	Website	Once final	Driveway standards
Sidewalk Reconstruction	Mailings, letters, visits or flyers to residents	One week prior	
	Citywide Front Porch Forum & Social Media post	After sidewalk RFP is approved	

CONSULT Project Types

<u>Project Type</u>	<u>Engagement Tool</u>	<u>When</u>	<u>Example</u>
Quick Build	Social Media educational post	During Installation	Bollard protected curb extension
	Flyers and/or posters posted on adjacent	72 hours prior to installation	

	stretch of project		
	Front Porch Forum: Impacted neighborhood	72 hours prior to installation	
	Project description on Quick Build website	One week prior to installation	
	Area -Councilor notification; Commission Notification (Chair & Co-Chair)	One week prior to installation	
Major Maintenance/Road	Mailings to owners of adjacent parcels	One week prior to construction	Water relining/replacing, Repaving road (<i>additional regulatory requirements apply to early written notification to coordinate utility work</i>)
	Mailings, flyers or door hangers for businesses and residents	One week prior to construction	
	Front Porch Forum: Impacted neighborhood	One week prior to construction	
	Capital Projects Portal	One week prior to construction	
	Area -Councilor notification; Commission Notification (Chair & Co-Chair)	One week prior to construction	
	Social Media	One week prior to construction	

INVOLVE Project Types

<u>Project Type</u>	<u>Engagement Tool</u>	<u>When</u>	<u>Example</u>
Traffic Regulation Change:	Mailings, flyers or door hangers to residents	Ten days prior to community meeting, or	Handicap parking space, Residential

• <i>Additional regulatory requirements may apply</i> • <i>This project-type encompasses an extremely wide range of possible requests and it is essential to consider breadth of impacts by answering the 6 impact assessment questions</i>	who live adjacent to and within estimated area of effect	as soon as practical prior to meeting	Parking
	Mailings to owners of properties within estimated area of impact, and Area-Councilor notification, where a regulation change leads to a loss of greater than 3 parking spaces	Ten days prior to community meeting, or as soon as practical prior to meeting	
	Notify and share materials with requestor and interested parties who have shared email	Ten days prior to community meeting, or as soon as practical prior to meeting	
Street Redevelopment/New Sidewalks	Project Meetings	Ten days prior to meeting	Great Streets
	Mailings to owners of adjacent parcels	Ten days prior to meeting/One week prior to construction	
	Mailings, flyers or door hangers for residents and businesses	Ten days prior to meeting/One week prior to construction	
	Area-Councilor Notification; Commissioner Notification (Chair, Vice Chair)	Ten days prior to public meeting/One week prior to construction	
	Social Media	Ten days prior to public meeting/One week prior to construction	
	Front Porch Forum: Impacted neighborhood	One week prior to construction	
	Capital Projects Portal	One week prior to construction	

	Project Website	Prior to first public meeting	
--	-----------------	-------------------------------	--

COLLABORATE Project Types

<u>Project Type</u>	<u>Engagement Tool</u>	<u>When</u>	<u>Example</u>
Scoping Studies, Feasibility Studies, Corridor Studies	Project Website	One month prior to first public meeting	Colchester Ave
	Project Advisory Committee	Formed at consultant kick-off	
	Public Notification of Meetings	Two weeks prior to meeting	
	Front Porch Forum	Two weeks prior to public meetings	
	Social Media	Two weeks prior to public meeting	
	Area Councilor Notification; Commissioner Notification (Chair, Vice Chair)	If not included on the Committee: one week prior to public meetings	

EMPOWER Project Types

<u>Project Type</u>	<u>Engagement Tool</u>	<u>When</u>
Traffic calming (neighborhood initiated)	Mail negative poll to neighborhood residents, owners, and businesses on the traffic calmed street (a negative poll asks people to respond if they do	Poll stays open for 3 weeks

	not want the project to advance as proposed).	
	Area Councilor Notification Commissioner Notification (Chair, Vice Chair)	As poll is mailed; one week prior to implementation
Special District Project	Ballot Item	TIF District

STAKEHOLDERS

- Residents: Owners, Tenants, Landlords
- Businesses: Owners, Business Associations
- Adjacent Communities
- Neighborhood Planning Assemblies
- Institutions (e.g., UVMMC)
- Council Members
- Public Works Commission
- Media
- City Departments
- Advocates

TOOLS

- **Tools of Engagement**
 - Communications with property owners, residents and businesses
 - To include mailings, flyers and face to face communication
 - Public Meetings/Pop-Up Meetings
 - Interpretation and Translation Services
 - Social Media
 - Demonstration Projects/Quick-Build Projects
 - DPW Customer Service
 - Including after Hours: 802-863-9094 (DPW Customer Svc main); 864-7428 (Street or Sewer); 863-4501 (Water)
 - See-Click Fix
 - Online input tools
- **Tools to Provide Information**
 - Traffic-Alerts
 - Capital Projects Portal
 - Website: DPW and City's homepage

- Informational Signs and Brochures
- Email notices and Newsletters (FPF, CEDO's Buzz)
- Information/Press Releases
- Online calendars (DPW's or Government Meeting calendars)
- BTV Stat, Annual Reports
- Other Stakeholder Distribution (CEDO Business Outreach, Advocate listservs, BBA)

GUIDANCE FOR WRITTEN MATERIALS

- **Project Manager, Project Staff and Public Information Manager will collaborate on content and distribution**
- **Contact Information**
 - Include a link to the project website/DPW website
 - Project manager and/or DPW customer service contact information
- **Project Details to include**
 - *Who*: DPW, contractor or both
 - *What*: Specific project details
 - *When*: Include anticipated start date and anticipated length
 - *Where*: Include geographic parameters of project
 - *Impacts*: Identify anticipated parking, obstruction, noise or other impacts

###



Burlington Public Works Public Engagement Plan

Robert Goulding, Public Information Manager
Nicole Losch, Senior Planner

BACKGROUND

Public Engagement Plan

Final Presentation to DPW Commission,
October 2017

Final Presentation to City Council, December
2017

Modified (*sidewalk notifications*), April 2018

April 2018



We steward Burlington's infrastructure and environment by delivering efficient, effective and equitable public services

Public Engagement Plan

OVERVIEW

Best practices, public safety, regulatory requirements and the needs of the community inform every decision we make. DPW undertakes a variety of projects and performs a variety of services in Burlington. Finding the right ways to reach the community and providing opportunities for the community to reach us are essential elements of effective public engagement. This engagement strategy will be tailored to meet the needs of our city.

Burlington is a dynamic and diverse city with residents who deserve and expect well planned, well-built and properly maintained infrastructure. As Vermont's largest city, with a population of over 40,000, Burlington has a wide range of residents, business owners, students, commuters and tourists who come to rely on DPW-provided services and infrastructure. From recycling and street maintenance to the implementation of long-term capital projects, our neighbors and visitors should have meaningful opportunities to be informed, to provide input and to make recommendations to DPW's planning process.

This plan uses the Community, Economic, and Development Office's (CEDO) civic engagement framework as a guide and directly references their 'Core Values of Civic Engagement'¹ below, and provides a step toward helping DPW achieve its public engagement goals while continuing to serve Burlington. This plan will evolve as public engagement tools expand and as DPW and the community refine the public engagement process.

¹ These are cited directly from a draft CEDO civic engagement document and are based on a version Alexandria, Virginia previously published.

Decision-Making

- Public Safety
- Best Practices
- Regulatory Requirements
- Needs of the Community

Core Values

- Transparency
- Mutual Accountability
- Easy Participation
- Meaningful Engagement
- Inclusiveness & Equity
- Respect
- Evaluation

Goals

- Communicate what we do
- Provide opportunity for input
- Set expectations for feedback

Strategic Initiatives

- Strengthen Public Engagement + Standardization
- Reflecting the City's Diversity
- Online Presence
- Quick-Build

Determining Levels of Engagement

1. Who is positively impacted from the project?
2. Who may be negatively impacted and for how long?
3. What are the main concerns, issues and interests of the community?
4. Will any individuals, institutions or groups be disproportionately impacted?
5. Was the project recommended in earlier planning studies which included public engagement? Is additional public input needed or required?
6. Are there any linguistic or cultural barriers to engaging with impacted residents?

Levels of Engagement

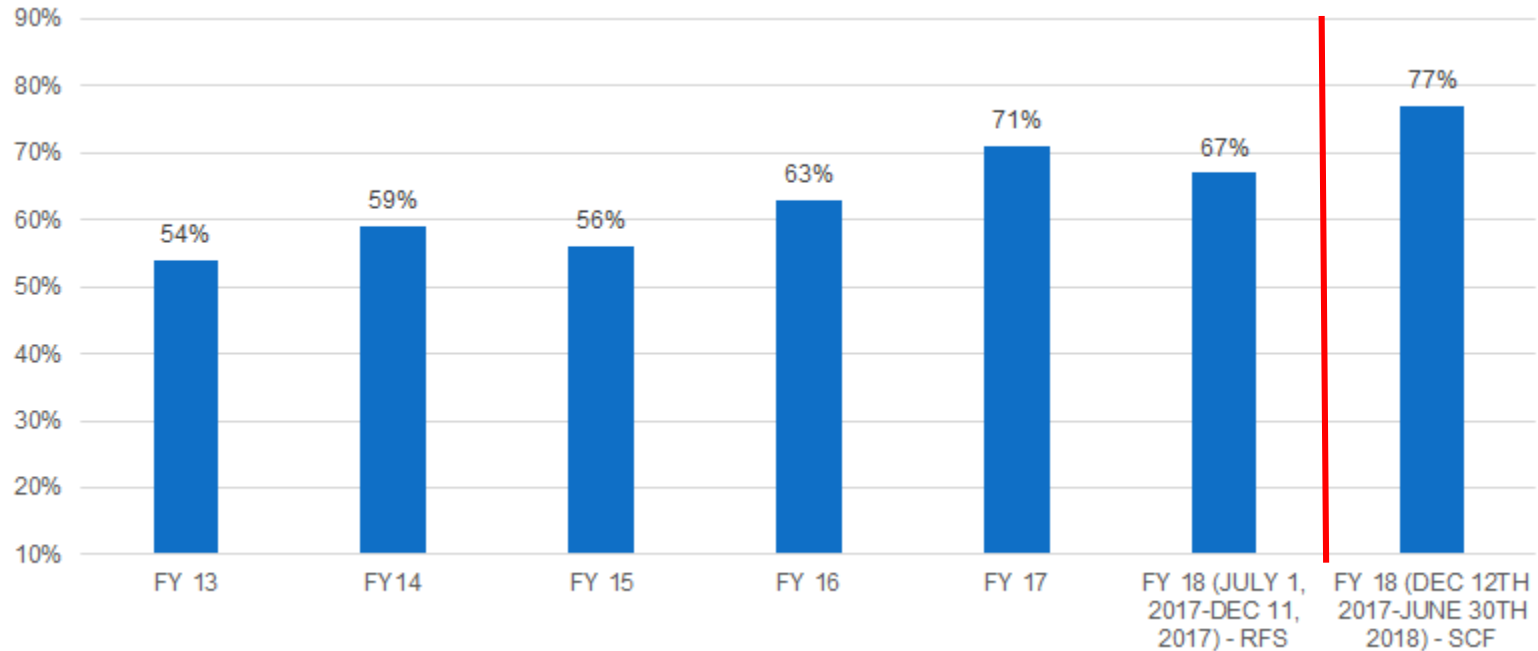
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<i>Engagement strategies may be needed at many levels, depending on the project or its phase.</i>	Provide the public balanced and objective information.	Obtain public feedback (usually indirectly) on analysis, concepts/alternatives, or decisions.	Work directly with the public to understand concerns and aspirations as they are considered for the project.	Co-lead the project in partnership with the public on each aspect of the decision.	Place the final decision in the hands of the public.
Project Types	Minor Maintenance Adopting Standards Sidewalk Re-construction	Quick-Build Major Maintenance/Road	Traffic Regulation Change Street Redevelopment/New Sidewalks	Scoping / Feasibility Studies Corridor Studies	Traffic Calming Special District Projects
Role of the DPW	Share information. Ensure public safety, access, and utility of basic public services that do not have regulatory impacts or change the line/grade of a road.	Indirectly engage the public. Improve public safety, implement projects that have no regulatory impact or impact on traffic distribution.	Directly engage the public. Implement public safety and/or access improvements through regulatory changes or through full reconstruction of a roadway or intersection.	Collaborate to identify a preferred alternative. Facilitate a conversation about transportation improvements.	Ask questions and provide information for informed decision making. Distribute impartial information, usually after engaging the public across the earlier spectrums of

Measurement & Evaluation

- See Click Fix & Social Media Responsiveness
- Social Media User Growth
- Website
- Media Coverage
- Annual Internal Review, re: Equity
- Feedback from City Council & Public Works Commission

Customer Service:

% of Requests Closed Within SLA by Fiscal Year



NOTES:

- For FY 13-17, RFS data is exclusively used
- FY 18: Transition to full See Click Fix usage on 12/12

Online Engagement & Community Feedback

Direct Messages of support

TUE 5:09 PM

Just want to say thank you for your presence on social media. You guys do a great job keeping everyone up to date.

Thanks for the kind words Dan.

Using Technology



City of Burlington Public Works was live.

February 12 at 5:50 PM · 🌐

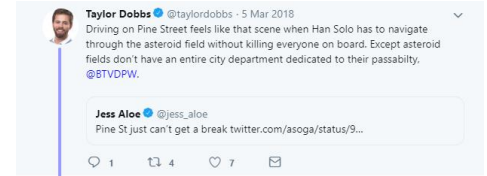
We are live in Contois for a public forum to discuss proposed e-scooter and e-bike share in Burlington. Join us for the discussion on Facebook Live. Please ask questions or give feedback in the comments section. We will do our best to respond during the Q & A part of the forum!



Finding new opportunities to reach people

[-] **pween** lumberjack of the lawn 11 points 1 day ago
I have to say, it's pretty great that you guys have an active presence here in the Burlington subreddit. You've consistently provided people with help and information and it really shows you have some good folks working there.
[permalink](#) [embed](#) [save](#) [parent](#) [report](#) [give award](#) [reply](#)

Humor & Candor, Engaging w/ followers on all topics



Replying to @taylordobbs

Hi Taylor - the winter has not been kind to Pine. We have crews out everyday patching what can hold cold-patch. Once asphalt plants reopen we will have better material to work with. We have also proposed adding large segments of Pine to the paving list: burlingtonvt.gov/Press/City-Exp ...



10:01 AM · 5 Mar 2018

1 Retweet 10 Likes



Front Porch Forum: An Integral Tool

2018: 53 Front Porch Forum Posts (up from 37)

Constrained by 2 citywide posts per month, but do try to amplify with neighborhood specific posts and replies

Re: Fixes for Infrastructure and Traffic Needed Now

PUBLISHED Customer Service • dpw-pinecustomerservice@burlingtonvt.gov • Dept. of Public Works, Burlingt

Posted to: The Addition

Feb 7, 2018

Discussion

We want to offer a response to the valid concerns raised by this original post yesterday (2/6/18). First and foremost, we are incredibly sad to have heard about the accident. While we have not heard updates, we hope everyone is safe. We sent out a citywide FPF post on Thursday 2/1 with an update on our strategic planning regarding road improvements, and want to ensure everyone has seen that. I am sharing that again below. I believe it addresses some of the concerns raised. We will be taking fuller corrective action in spring - when weather and temperature will allow it, and when hot asphalt is available. In the meantime, we will continue pursuing new solutions and evaluating all options to improve these weather-degraded roads.

Thank you all for your concern, reports and patience. We hope to update you again soon.

—
The Department of Public Works is considering all options to improve the significant weather-related problems affecting some of Burlington's roads. This includes important commuting and commercial streets, like Colchester Avenue, North Avenue, Pine Street and Plattsburg Avenue, among others. Our region, state and city have seen an accelerated and intensified problem this year due to nearly record cold and freeze thaw cycles.

As residents and employees, we use these same roads and share your concerns with the winter road conditions on these streets. We appreciate every report you've made to us about the roads, as it helps us quickly identify problematic stretches, and we are grateful for trusting us to steward your infrastructure. Due to the voter-approved Sustainable Infrastructure Bond in November 2016, we have been able to double our annual paving budget and lane miles paved per year. In an effort to provide further transparency, we want to share with you our framework for how we will apply our resources to improving these road conditions.

Winter Maintenance

- We continue to patch potholes - those pavement problems that are deep enough in which the available winter material ('cold patch') can be suitably packed in to "hold" through additional bouts of winter weather and travel impacts. When the temperature drops below freezing and when pavement temperatures are consistently low, more effective methods than cold patch are unavailable.
- The 'delamination' (shallower depressions that are longer and wider than a typical pothole) we are experiencing on Pine Street, and other streets, does not respond well to 'cold patch.' We are trying a novel

Non-Traditional Online Engagement

209  **Burlington Streets: 1 Burlington Dept of Public Works: 0** (i.redd.it)
submitted 9 months ago by WheezeThaJuice
24 comments share save hide give award report crosspost



all 24 comments
sorted by: **best**

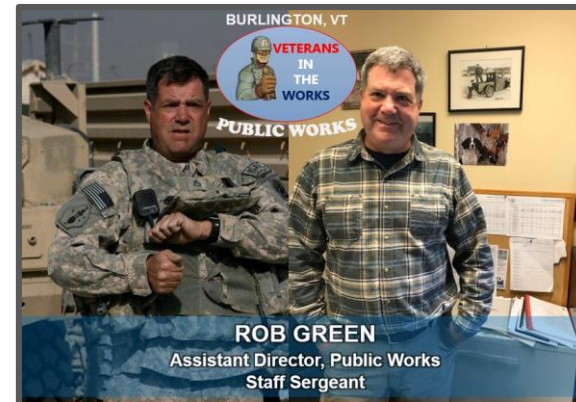
 **BTVPDW** 83 points 9 months ago*

Hi. Most importantly, everyone is OK. This was due to aging stormwater infrastructure, which shows how important reinvesting in our core infrastructure truly is. Last year, we began increasing our infrastructure investments across the board - thanks to voter approval of capital bonds in 2016. If you'd like to read more about the work we have planned, or the Sustainable Infrastructure Plan, please see here: <https://www.burlingtonvt.gov/DPW/Reinvestment>

Thanks for sharing the pic, and please be safe around the site.

(note: We do not monitor reddit regularly. If you have a non-emergency issue, please call 802-863-9094 or report it using [seecklickfix.com](https://www.burlingtonvt.gov/DPW/Reinvestment))

permalink embed save edit disable inbox replies delete



Social Media User Growth

Facebook Account	Follows as of 8/21/2017	Follows as of 8/21/2018	Follows as of 2/9/2019
DPW	1,649	1,958	2,211
BFD			5,824
Parks			5,054
BPD			2,130
Twitter Account	Followers as of 8/21/17		Followers as of 2/9/2019
DPW	2,474	Comparison data not available	2,913
BPD			7,866
BFD			1,954
Parks			1,885

DPW Website



[DEPARTMENTS](#) [PROJECTS](#) [PROPERTY INFO](#) [CALENDAR](#) [CITY COUNCIL](#) [NPAs](#)

In observance of President's Day, our offices will be closed on Monday February 18th. We will re-open during normal business hours on Tuesday February 19th.
Parking is free and recycling will be picked up.



Department of Public Works

Our Mission is to steward Burlington's infrastructure and environment by delivering efficient, effective, and equitable public services.

- About DPW
- Reinvesting in Burlington: Construction Season Info
- Parking in Burlington
- Construction Permits
- Recycling & Solid Waste Collection
- Water Resources: Water, Wastewater and Stormwater
- Transportation Policy & Programs
- Transportation Projects & Planning
- Street & Sidewalk Maintenance Operations
- Public Works Commission
- Press Releases

Report Issues

Potholes, Water Service Issues, Damaged Signs, Etc.

[Visit See Click Fix](#)

Contact Us

Hours, Addresses, Phone/Email Info for DPW and Water

[View Contact Info](#)

Calendar

View details on public meetings that DPW hosts or participates in.

[See More](#)

WHAT'S HAPPENING AT PUBLIC WORKS

Contact **DPW**



DPW Website



Parking in Burlington

View Edit Revisions

Clone content



BTV Parking Facts

See more about the parking system in Burlington, including garage locations, rates & more.

Learn More



Resident Parking

Click to learn how to request residential parking, obtain a permit, ID requirements & more.

View More



Winter Parking

Click to learn more about snow parking bans, including free parking locations, hours & more.

View More



Park Burlington

Visit our partner site to see a BTV parking map and learn more about rates, parking locations & more.

Visit CP

See all parking options, including privately owned facilities below.



In observance of President's Day, our offices will be closed on Monday February 18th. We will re-open during normal business hours on Tuesday February 19th. Parking is free and recycling will be picked up.



Recycling in Burlington

View Edit Revisions

Clone content

BTV Recycling Program

About DPW
Reinvesting in Burlington: Construction Season Info
Parking in Burlington
Construction Permits
Recycling & Solid Waste Collection
Water Resources: Water, Wastewater and Stormwater
Transportation Policy & Programs
Transportation Projects & Planning
Street & Sidewalk Maintenance Operations
Public Works Commission
Press Releases

Since 1992, recycling for residences and businesses in Burlington has been mandatory. The Department of Public Works provides curbside recycling collection for all residential properties, while private haulers provide recycling service for commercial properties and businesses. Our recycling program makes the diversion of approximately 1,000 and 4,500 tons per day with a fleet of 3 trucks operating five days a week. This recycling program enables the diversion of approximately 5,000 tons, or 400 pounds per household, of recycling per year.

Toters (fill out an application below) and bins must be curbside by 7:00am on your recycling day.

Blue bins for curbside collection are provided at a fee of \$5 and may be picked up in person at 645 Pine Street between 7:00am and 4:00pm Monday through Friday, or at the CSWD Drop-Off Center at 339 Pine Street during hours of operation. Recycling will not be picked up on the following holidays: Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas.



Toters

Click to fill out an application for one of our recycling totes - \$5 (50 gallon) size available.

Fill One Out Today



CSWD

Info on what you can recycle, how to contact CSWD, and the Chittenden Solid Waste District.

Visit CSWD



FAQs

Find out when your recycling day is and more facts about the recycling program in BTV.

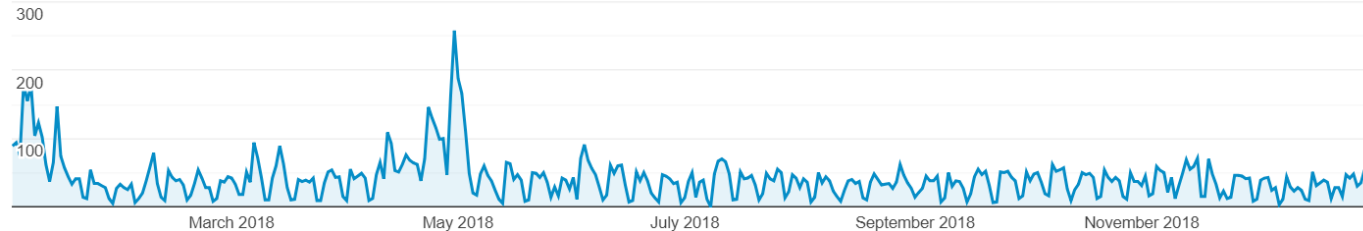
View Facts

Contact DPW
Water Quality, Main Breaks & Billing
802-495-1214

MORE INFORMATION

DPW Website

Unique Pageviews



2018: 15,176 views

Unique Pageviews



2017: 14,939 views

Unique Pageviews: ↑ 1.56% (YoY, CY 2017 to 2018)

Construction Portal

<https://www.burlingtonvt.gov/construction>

OFFICE OF THE MAYOR | CITY COUNCIL | BOARDS & COMMISSIONS | A-Z DIRECTORY

SELECT LANGUAGE ▼

SEARCH

THE CITY OF BURLINGTON

DEPARTMENTS ▼ PROJECTS PROPERTY INFO CALENDAR CITY COUNCIL NPAs



▼ Reinvestment Projects

Under Construction

2019 Projects

Completed Projects

All Projects

Construction Portal

The schedule listed for each project is subject to change. Please email rgoulding@burlingtonvt.gov with any questions.



2019 Projects

See all capital projects planned for 2019! This includes all paving, sidewalk, transportation, water and sewer projects.

[View Map ↗](#)

[View List](#)



Active

See all capital projects currently under construction in Burlington. For exact schedules, please contact 802-863-9094

[View Map ↗](#)

[View List](#)



All Projects

See all projects proposed, under construction or built since passage of the 2016 infrastructure bonds.

[View Map ↗](#)

[View List](#)



Completed

See all of the completed capital projects in Burlington since passage of the 2016 infrastructure bonds.

[View Map ↗](#)

[View List](#)



Construction Portal



Unique Pageviews since 10/19/17 (public launch)

- BTV Homepage: 129K
- BPD: 37K
- DPW: 20K
- Portal: 4.2K
- 2019 Goal: 10K

Media Coverage: A Year of Progress & Challenges

Proactive Pitching

Burlington streets project: Expect detours, delays south of Downtown

Joel Banner Staff, Free Press Staff Writer Published 5:02 p.m. ET April 1, 2018 | Updated 8:08 a.m. ET April 03, 2018



Work on water mains and paving projects will disrupt motor traffic through the fall – but will result in repaired and long overdue, city officials say. Produced March 30, 2018. JOEL BANNER, SHUTTERSTOCK PRESS



Ad closed by Google

Report this ad

Why this ad?

Marketing the good news



Community Focus

Burlington of Public Works News:

A Year of Reinvestment By Chapin Spencer, Director of Public Works

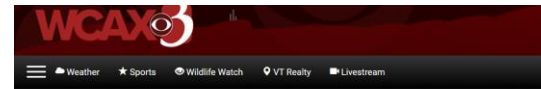
We are excited to begin Year 2 of the Sustainable Infrastructure Plan - to revitalize aging streets, sidewalks and water infrastructure.

Thanks to voter approval of two bonds in 2016, we are moving our infrastructure onto a sustainable schedule of maintenance, repair and replacement. Burlington is a dynamic city deserving of resilient, reliable infrastructure. Along with the Mayor's Office, the City Council, City Departments, and community partners, we are proud to be working on this with you.

Citywide Upgrades:

This year we will be repaving roads, replacing

- Water Main Upgrades: On Maple (between Battery and St. Paul) & Pine (between Main and Maple)
- Paving: On Maple between Battery and St. Paul
- Intersection Upgrade: At Battery and Maple (Consists of complete new traffic signal, including pedestrian signals; underground conduit, foundations, ramp and sidewalk work to bring slopes to ADA standards)
- Great Streets: In June, our team will begin a transformation of St. Paul Street – including new sidewalks, a repaved street, buried utilities, stormwater controls and a beautified streetscape.



OUR GREAT AMERICAN FORD SELL DOWN IS ON!

Home / Local / Article

Burlington Public Works features women in the field



Correcting Misinformation

Burlington responds after wastewater spill into Lake Champlain

By Shelburne News on July 26, 2018 - No Comment



By Chapin Spencer

Lake Champlain helps make our communities a special place to live.

It has been our priority to steward Burlington's natural assets for our residents, our neighbors and future generations.

We have suffered recent unfortunate infrastructure challenges at our Main Wastewater Treatment Plant – including a recent discharge of approximately 2.9 million gallons of storm water mixed with about 150 thousand gallons of wastewater. All of this water was treated – having gone through a solids-removal process – but due to the failure of a computer system was not disinfected. This did mix with fully disinfected water, leading to some residual disinfection.

None of this excuses our infrastructure challenges as one gallon of non-disinfected discharge is too many. That is why we have actively taken steps to fix it.

Personalizing the workforce

Equity

- Continue improving our ability to reach and communicate with all Burlingtonians
- By nature of our work, our services do reach the entire city
- Projects chosen on technical merit

Equity

On-Going

- Recent highlights
 - Parent's University
 - AALV-sponsored meeting in NNE
 - Participated in drafting draft citywide equity report
- Transportation Accessibility
 - Quick-Build
 - ADA transition plan
 - Accessibility Committee
 - Sidewalk preventative maintenance + plowing

Opportunities

- Pursue coordinated city equity: translation services, engagement opportunities, etc
- Enhance engagement to recruit candidates of diverse backgrounds
- Finding new opportunities to reach underrepresented communities

Direct Engagement

Quick Builds, Demonstrations & Direct Engagement

Meet people in their neighborhoods

Share the project examples on the ground, rather than on paper

Multiple days, daytime and weekend outreach



Community Engagement

Kids Day, BPD BBQ, etc



Corridor Studies



Infrastructure Tours

H₂O Where Does It Come From?
Where Does It Go?

Find out first-hand on
Water Quality Day, Aug. 2!

On Thursday, August 2, Burlington residents and visitors can meet the water quality experts and see the science and high-tech that protect public health and keep Vermont's water clean! Facility tours are fun, fascinating, and free.

For tour information and directions, contact
water-resources@burlingtonvt.gov, (802) 863-4501

- Burlington Stormwater •
Starts at ECHO Center! Tours at 8:30 a.m. and 3:30 p.m.
- Burlington Drinking Water Plant •
235 Penny Lane -- Tours at 9:45 a.m. and 2:15 p.m.
- Burlington Wastewater Facility •
53 Lavalley Lane -- Tours at 11:00 a.m. and 1:00 p.m.

Water Quality Day 2018 events are sponsored by



BTV Block Party



Tree Lighting



Signs, Signs...



St. Paul Street is getting an upgrade

New bumpouts and crosswalks

Wider sidewalks

More trees

Rain gardens

Permeable paving

Bike racks

Street lights

New benches

Granite curbs

Burying overhead utilities

Great Streets BTV

St. Paul Street from Main to Maple

Fall 2018 - Spring 2019

For more information, visit www.burlington.gov/DPW



STREET PAVING NOTICE

(all or segments of the following):

Allen St
Charlotte St
Church St
Curtis Ave
Depot St
Ethan Allen Parkway
Ferguson Ave
Flynn Ave
Latham Ct
Maple St
Pine St
S. Prospect St



City of Burlington
Department of Public Works

Technical Services Engineering Division
100 Main Street, Suite 400
Burlington, VT 05401
P: 802.540.0846 | F: 802.540.0847 | dpw@burlingtonvt.gov

Dear Burlington City Residents and Businesses,

The Department of Public Works (DPW) is proposing parking changes on King Street. DPW is proposing to modify seven (7) parking meters on King Street between Church Street and Saint Paul Street. DPW proposes changing six (6) ten (10) hour metered spaces into three (3) hour metered spaces, and one (1) ten (10) hour metered space into a thirty (30) minute metered space.

DPW would like to ask for your feedback regarding these changes. Please respond via email or phone so that your feedback may be considered during our evaluation.

Thank you!

Phillip Peterson, Engineering Technician
Desk: 802.540.0846
Email: ppeterson@burlingtonvt.gov



QUICK-BUILD IS...

SAFER PLACES TO WALK.

These extensions create safer places to walk by shortening the crossing distance for pedestrians. They also provide a visual cue for drivers to slow down. In some locations, they may also provide a visual cue for drivers to slow down.

PROJECT INSTALLATION NOTICE

This week, the Department of Public Works will be installing Quick-Build Curb extensions. The Quick-Build Program is a new way to swiftly implement projects in response to community input & safety concerns. Your feedback will guide changes before we make them permanent.

Tell the Department of Public Works what you think:
802.863.9094 x3 or DPWplanning@burlingtonvt.gov

For more information on Burlington's Quick-Build Program, visit www.burlingtonvt.gov/DPW

Reinvesting in Burlington

Businesses Are OPEN During Construction!

Residents & Business Customers can access local-traffic only streets.

Please follow all signs and instructions from on-site crews.



Parking is Available

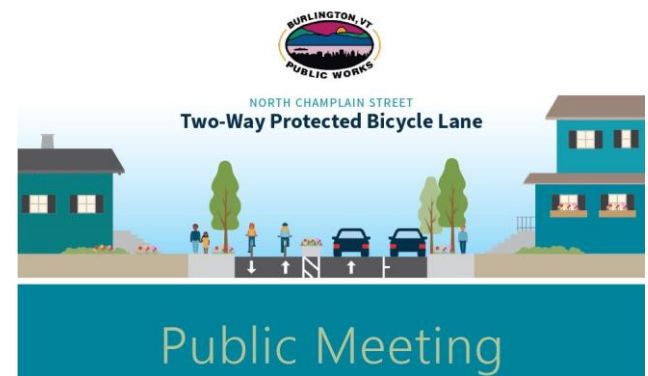
Temporary short-term parking available on South Champlain between King and Maple
100's of spaces available in City garages, first 2-hours free!

Construction & Project Details
burlingtonvt.gov/construction
Interactive Parking Map
parkingburlington.com



Public Meetings

- 2018 -- 3 full rounds (+ others) of NPA Tours: Construction, Water Bond, Residential Parking
- Business Meetings
- Citywide Meetings
- Community Meetings



Next Steps

Incorporate feedback from DPW Commission & TEUC

Re-set measures of success

Continue Implementation

COMMISSION MEETING SIGN IN SHEET

Date: 2-20-19

NAME - (PRINTED)

ITEM #

EMAIL ADDRESS

PHONE #

WARD

6

RJ Lalumiere

Patty Hampton

Alex Burton

Patty Hampton / P.hampton@pact.com

alex.b@bbast.org

83630434

7

6

Burlington Department of Public Works Commission Meeting
Draft Minutes January 16, 2019
645 Pine Street – Main Conference Room

Commissioners Present: Bob Alberry, Tiki Archambeau, Jim Barr, Chris Gillman, Brendan Hogan, Solveig Overby
Commissioner Absent: Justine Sears

Item 1 – Call to Order – Welcome – Chair Comments
Chair Archambeau called the meeting to order at 6:34 p.m.

Item 2 – Agenda
Commissioner Barr made a motion to accept the agenda
Commissioner Alberry seconded
Unanimous approval

Item 3 – Public Forum (3 minute per person time limit)

Kristen Merriman Shapiro from the CEDO office came down to look for some insight on the new proposal for the Moran Plant.

Item 4 – Consent Agenda

A. 531 South Union Street Crosswalk Parking Prohibition

Commissioner Gillman made a motion to accept Consent Agenda
Commissioner Barr seconded.
Unanimous approval

Item 5 – Storm Water Billing Appeal – 403 College Street

Michael Johnson, Appellant, stated that he is appealing the extra storm water charge to this address. Mr. Johnson said all the parking lots have impervious surfaces and he would like to know who determines if a property has impervious surfaces. How does a person determine this is an impervious surface if no one has come out to inspect the property and all they are going by is an aerial photo that was taken years ago?

Assistant City Attorney Nick Lopez was present at this meeting as well as Jenna Olson who the Storm Water Manager for the City of Burlington. Mr. Lopez asked Ms. Olson several questions which she answered fully and completely. The Burlington City Ordinance is clear on impervious surfaces which follows State and Federal guidelines as well. We are requesting the fees for this property.

Appellant would like a test to show that it is impervious material.

The Commission will make a final decision in a closed session after the meeting. A decision will be mailed to the appellant.

Item 6 – Semi Annual Traffic Request Status Report – Phillip Peterson

Philip Peterson of the Engineering Department stated that we have 33 traffic request currently that are open and most of these request as for sidewalk.

Mr. Peterson also stated that there are issues for Resident Only Parking on the corner lots in the city that we are currently working through.

Mr. Peter Hudson who is a resident of Adams Street would like to see their street be resident only but was not aware of there being designated areas for parking. He has been working with Mr. Peterson on this issue and they will continue to work on it.

Item 7– State of Downtown Parking System – Patrick Mulligan & Alex Bunten

~~Assistant Director Mulligan gave a Power Point presentation in which he an overview of the downtown parking system, including changes in parking enforcement hours.~~

~~Assistant Director Mulligan also provided information on the parking garages and the capacity that they are used.~~

Assistant Director Mulligan and Alex Bunten, special projects manager at the Burlington Business Association, gave a joint Power Point presentation outlining key points of the Park Burlington 2018 State of the System Report (available in the meeting packet).

Formatted: Font: Not Italic

The report gives detail and analysis of utilization for on-street and off-street parking (made possible by UVM Transportation Research Center monthly counts), analysis of the new Parkmobile system and the effects of recent policy changes. It also included an overview of parking enforcement data.

Formatted: Font: Not Italic

Item 8 – Approval of Draft Minutes of 12/19/18

Commissioner Archambeau had four issues that he wanted changed from the December minutes:

- Part of the date in the draft minutes of December 19, 2018 had been cut off
- Item 5 Commissioner Hogan asked a question and Commissioner Archambeau would like to see the answer/update to the question.

- Item 8, regarding permit reform the replace we specifically refers to in the second sentence.
- Item 9 Commissioner Hogan asked if we have what we need for job descriptions. Request for an answer as well as who we refers to.

Item 9 –Director’s Report

Director Spencer stated that most of his items for his report were covered in the meeting
 Director Spencer also stated that we have hired two new Engineers and that we now have a full staff for the Engineering Department

Item 10 – Commissioner’s Communications

Commissioner Alberry stated that the traffic on St. Paul Street north to Main Street is one way traveling south. During peak, traffic hours, this leaves traffic backed up in the neighborhood. He was wondering if the one way could be changed, as most of the traffic is southbound.

Commissioner Barr stated that at the Ward 1 NPA meeting, he was asked about the flashing beacons and also stated that the sign for Yield to Pedestrians at Bilodeau Court needs to be replaced.

Commissioner Hogan asked about the crosswalks on Pine Street.
 Also asked about developing reliable metrics the bicycle infrastructure – and using Open Streets maps as a community resource.

Commissioner Overby made a recommendation to more widely share the information that was on our websit for building stormwater-friendly driveway.

Commissioner Archambeau stated that there was a forest growing between sidewalk slabs in front of 46 Walnut Street.

There is just a sign post at the intersection of Ward Street and Manhattan Drive with no sign on it. Curious why that is and if posts and signs could be coordinated to go in at the same time.

Asked about the timing for the traffic light on North Champlain Street near the Sustainability Academy.

Commissioner Sears is resigning from the Commission effective tonight

Item 11 – Adjournment and Next Meeting Date – February 20, 2019

Commissioner Barr motion to adjourn
 Commissioner Alberry seconded
 Unanimous

Adjournment was at 9:03 p.m.

Burlington Department of Public Works Commission Meeting
Draft Minutes February 20, 2019
645 Pine Street – Main Conference Room

Commissioners Present: Commissioner Archambeau, Commissioner Alberry, Commissioner Barr, Commissioner Hogan, Commissioner Overby

Commissioner Absent: Commissioner Gillman

Item 1 – Call to Order – Welcome – Chair Comments

Meeting called to order at 6:30 p.m.

Item 2 – Agenda

Commissioner Barr made a motion to approve the Agenda

Commissioner Alberry seconded

Unanimous approval

Item 3 – Election of Vice Chair

Commissioner Barr nominated Commissioner Hogan for Vice Chair

Commissioner Alberry seconded

Unanimous Approval

Commissioner Hogan gladly accepted his new position on the Public Works Commission

Item 4 – Public Forum (3 minute per person time limit)

RJ Lalumiere, resident of Ward 7, stated that the snow clearing efforts in the bike lanes has been poor this year. Plows are not pushing the snow all the way to the curbs leaving a mess in the bike lanes. He would like to see more snow clearing efforts in the bike lanes.

Patty Hampton commented about the Residential Permit Parking. She has been unable to renew her permit due to being on a corner lot. She does not understand why she can't have a residential pass because she is on the corner lot. Director Spencer stated that staff would promptly follow up with her.

Item 5 – Consent Agenda

A. Parking Agreement With ICV for 100 spaces in Lakeview Garage

B. Parking Agreement with IMarket Solution for 10 Spaces in Lakeview Garage

C. Killarney Drive Bike Path Access Parking Prohibition

Commissioner Barr made a motion to accept Consent Agenda

Commissioner Alberry seconded
Unanimous approval

Item 6 – Snow and Ice Control Plan – R. Green

DPW Assistant Director Rob Green presented a Power Point summarizing the key points in the City's Snow and Ice Control Plan that was included in the Commission's Packet. It has been another challenging winter with freeze/thaw conditions. Mr. Green reported additional challenges of blocked sidewalks, access down narrow streets due to cars parking off the curbs, and an aging sidewalk tractor fleet. Per Council direction, staff has experimented with liquids on the sidewalk – even applying it before snow arrives. The liquids do not appear to work as well as the rock salt and with residents requesting clear sidewalks, we are considering ending the use of liquids. We will provide more or an update at the end of the winter. Mr. Green states that he sees opportunity for improvement in how the department plows handicap parking spaces and bike lanes. Mr. Green stating that the plowing operation relies on help from other DPW divisions and departments, but it can be challenging to fully staff multiple shifts for around the clock operation.

Commissioner Hogan stated that the sidewalk plows need to pay more attention to the bike lanes.

Commissioner Archambeau stated that he appreciated having this topic on the agenda and acknowledged staff's solid efforts with the resources that we have.

Mr. Green stated we could use more resources as well as more staff. He stated that the main roads are plowed first when the plow drivers come in around midnight. Our sidewalk plow drivers are coming in around 2:00am to plow sidewalks - the first area of concern is the downtown area and the sidewalks around the schools.

Public Comments: Steve Goodkind stated that when he was Director they had used treated salt on the sidewalks and nothing does work better than salt on the sidewalks to clear and make them safer for pedestrians. Mr. Goodkind also stated that there used to be a plan to go 24/7 during a major snowstorm but we need people to be able to work during these prolonged storm events.

No action was taken.

Item 7– Parklet Pilot Introduction – W. Clavelle, N. Losch

Will Clavelle from CEDO and Nicole Losch from DPW provided a presentation on the proposed Parklet pilot. City staff are proposing a seasonal pilot project that would allow businesses and organizations to apply for and install adjacent parklets for customer and resident use. The application period is underway and Parklets can be proposed along

North Street and North Winooski Avenue in the Old North End as well as in the downtown area. A one-week demonstration Parklet was organized last fall by BBA and AARP.

Commissioner Archambeau asked what the amount of parking spaces that would be proper. Mr. Clavelle stated that the thought ten would be a good number to start with which would give us five parklets with two spaces each or 10 parklets with one space each. Commissioner Archambeau also asked about the vision for downtown parking. Nicole stated that they want to strike a balance between maintaining on-street parking and other needs within the City's rights-of-way. We are looking to go to places where there is more pedestrian traffic.

Commissioner Overby stated that the areas that have more depth to the sidewalk this would make a good sidewalk extension for these parklets.

No action was taken.

Item 8 – Public Engagement Plan 1-Year Review – R. Goulding and N. Losch

Staff provided a one-year review on DPW's Public Engagement Plan. DPW's Public Information Manager Robert Goulding went through the Power Point explaining how we are reaching out to the public on projects and other priorities. Staff highlighted different forms of online and in person engagement, and presented different metrics and anecdotes on how the Public Engagement Plan has been implemented.

Commissioner Overby stated this was a great plan and to keep explaining why the different levels exist. Robert Goulding is a great asset to the Public Works Department and to keep doing the great job that you are doing.

Commissioner Hogan asked why there was a spike in the web traffic. Robert Goulding stated that quite possibly a preview of the City's construction efforts and also Operation Clean Sweep is coming up.

Commissioner Barr is excited with all that has been accomplished in the first year.

Commissioner Alberry stated to keep going the City hasn't had anything like this at all. Good Job.

Commissioner Archambeau stated excellent job and thank you. Thank you Rob and Nicole.

No action was taken.

Item 9 – Approval of Draft Minutes 12/19/18 & 1/16/19

Commissioner Alberry made a motion to accept minutes of 12/19/18.
Commissioner Hogan seconded
Unanimous approval

Item 7 suggestion to reword parking changes (hand out_
Commissioner Barr made a motion to accept the minutes of 1/16/19
Commissioner Alberry seconded
Unanimous approval

Item 10 – Director’s Report

Director Spencer summarized the topics in his Director’s Report in the packet. He stated that Peggy O’Neill-Vivanco was recently appointed by the City Council to be the new Public Works Commissioner. Director Spencer provided information to the Commission on municipal garage occupancy rates following up on Commission Overby’s questions. Finally, Director Spencer updated the Commission on staffing changes. Assistant Director Patrick Mulligan resigned from his position and Jeff Padgett has come on board as Interim Assistant Director, working 20 hours a week.

Item 11 – Commissioner Communications

Commissioner Barr stated that potholes are emerging on many streets but DPW is doing the best they can to fix them. The communications efforts are good.

Commissioner Hogan thanked the Street Department for their work. He stated that city infrastructure is in need of improvements.

Commissioner Overby stated that the alignment of lanes at the North Avenue and Shore Road intersection should be evaluated. Consider removing an additional parking space to make travel onto Shore Road better.

Commissioner Archambeau asked about clearer signage for parking in front of Champlain Elementary School. Commissioner Archambeau asked about any recent Grove Street traffic calming work. Director Spencer replied that some calming features were installed by Bayberry Commons developers and some additional features may be installed this coming season. Commissioner Archambeau asked about the parking along Intervale Avenue by the Elmwood Avenue intersection. Director Spencer said staff would evaluate the parking situation. Commissioner Archambeau discussed the North Union Street bike lane bollards. A police officer has stated there are issues if there is an emergency as cars are just stopping and not moving over due to not being sure if they can drive over them. Police are having to get out of their cars to ask people to move over. They are finding alternate routes to go on calls. Need to evaluate and maintain buffered bike lanes.

Item 12 – Adjournment and Next Meeting Date – March 20, 2019

Commissioner Barr made a motion to adjourn.
Commissioner Alberry seconded
Unanimous Approval

Burlington Department of Public Works Commission Meeting
Final Minutes February 20, 2019
645 Pine Street – Main Conference Room

Commissioners Present: Commissioner Archambeau, Commissioner Alberry, Commissioner Barr, Commissioner Hogan, Commissioner Overby

Commissioner Absent: Commissioner Gillman

Item 1 – Call to Order – Welcome – Chair Comments

Meeting called to order at 6:30 p.m.

Item 2 – Agenda

Commissioner Barr made a motion to approve the Agenda

Commissioner Alberry seconded

Unanimous approval

Item 3 – Election of Vice Chair

Commissioner Barr nominated Commissioner Hogan for Vice Chair

Commissioner Alberry seconded

Unanimous Approval

Commissioner Hogan gladly accepted his new position on the Public Works Commission

Item 4 – Public Forum (3 minute per person time limit)

RJ Lalumiere, resident of Ward 7, stated that the snow clearing efforts in the bike lanes has been poor this year. Plows are not pushing the snow all the way to the curbs leaving a mess in the bike lanes. He would like to see more snow clearing efforts in the bike lanes.

Patty Hampton commented about the Residential Permit Parking. She has been unable to renew her permit due to being on a corner lot. She does not understand why she can't have a residential pass because she is on the corner lot. Director Spencer stated that staff would promptly follow up with her.

Item 5 – Consent Agenda

A. Parking Agreement With ICV for 100 spaces in Lakeview Garage

B. Parking Agreement with IMarket Solution for 10 Spaces in Lakeview Garage

C. Killarney Drive Bike Path Access Parking Prohibition

Commissioner Barr made a motion to accept Consent Agenda

Commissioner Alberry seconded
Unanimous approval

Item 6 – Snow and Ice Control Plan – R. Green

DPW Assistant Director Rob Green presented a Power Point summarizing the key points in the City's Snow and Ice Control Plan that was included in the Commission's Packet. It has been another challenging winter with freeze/thaw conditions. Mr. Green reported additional challenges of blocked sidewalks, access down narrow streets due to cars parking off the curbs, and an aging sidewalk tractor fleet. Per Council direction, staff has experimented with liquids on the sidewalk – even applying it before snow arrives. The liquids do not appear to work as well as the rock salt and with residents requesting clear sidewalks, we are considering ending the use of liquids. We will provide more or an update at the end of the winter. Mr. Green states that he sees opportunity for improvement in how the department plows handicap parking spaces and bike lanes. Mr. Green stating that the plowing operation relies on help from other DPW divisions and departments, but it can be challenging to fully staff multiple shifts for around the clock operation.

Commissioner Hogan stated that the sidewalk plows need to pay more attention to the bike lanes.

Commissioner Archambeau stated that he appreciated having this topic on the agenda and acknowledged staff's solid efforts with the resources that we have.

Mr. Green stated we could use more resources as well as more staff. He stated that the main roads are plowed first when the plow drivers come in around midnight. Our sidewalk plow drivers are coming in around 2:00am to plow sidewalks - the first area of concern is the downtown area and the sidewalks around the schools.

Public Comments: Steve Goodkind stated that when he was Director they had used treated salt on the sidewalks and nothing does work better than salt on the sidewalks to clear and make them safer for pedestrians. Mr. Goodkind also stated that there used to be a plan to go 24/7 during a major snowstorm but we need people to be able to work during these prolonged storm events.

No action was taken.

Item 7– Parklet Pilot Introduction – W. Clavelle, N. Losch

Will Clavelle from CEDO and Nicole Losch from DPW provided a presentation on the proposed Parklet pilot. City staff are proposing a seasonal pilot project that would allow businesses and organizations to apply for and install adjacent parklets for customer and resident use. The application period is underway and Parklets can be proposed along

North Street and North Winooski Avenue in the Old North End as well as in the downtown area. A one-week demonstration Parklet was organized last fall by BBA and AARP.

Commissioner Archambeau asked what the amount of parking spaces that would be proper. Mr. Clavelle stated that the thought ten would be a good number to start with which would give us five parklets with two spaces each or 10 parklets with one space each. Commissioner Archambeau also asked about the vision for downtown parking. Nicole stated that they want to strike a balance between maintaining on-street parking and other needs within the City's rights-of-way. We are looking to go to places where there is more pedestrian traffic.

Commissioner Overby stated that the areas that have more depth to the sidewalk this would make a good sidewalk extension for these parklets.

No action was taken.

Item 8 – Public Engagement Plan 1-Year Review – R. Goulding and N. Losch

Staff provided a one-year review on DPW's Public Engagement Plan. DPW's Public Information Manager Robert Goulding went through the Power Point explaining how we are reaching out to the public on projects and other priorities. Staff highlighted different forms of online and in person engagement, and presented different metrics and anecdotes on how the Public Engagement Plan has been implemented.

Commissioner Overby stated this was a great plan and to keep explaining why the different levels exist. Robert Goulding is a great asset to the Public Works Department and to keep doing the great job that you are doing.

Commissioner Hogan asked why there was a spike in the web traffic. Robert Goulding stated that quite possibly a preview of the City's construction efforts and also Operation Clean Sweep is coming up.

Commissioner Barr is excited with all that has been accomplished in the first year.

Commissioner Alberry stated to keep going the City hasn't had anything like this at all. Good Job.

Commissioner Archambeau stated excellent job and thank you. Thank you Rob and Nicole.

No action was taken.

Item 9 – Approval of Draft Minutes 12/19/18 & 1/16/19

Commissioner Alberry made a motion to accept minutes of 12/19/18.
Commissioner Hogan seconded
Unanimous approval

Item 7 suggestion to reword parking changes (hand out_
Commissioner Barr made a motion to accept the minutes of 1/16/19
Commissioner Alberry seconded
Unanimous approval

Item 10 – Director’s Report

Director Spencer summarized the topics in his Director’s Report in the packet. He stated that Peggy O’Neill-Vivanco was recently appointed by the City Council to be the new Public Works Commissioner. Director Spencer provided information to the Commission on municipal garage occupancy rates following up on Commission Overby’s questions. Finally, Director Spencer updated the Commission on staffing changes. Assistant Director Patrick Mulligan resigned from his position and Jeff Padgett has come on board as Interim Assistant Director, working 20 hours a week.

Item 11 – Commissioner Communications

Commissioner Barr stated that potholes are emerging on many streets but DPW is doing the best they can to fix them. The communications efforts are good.

Commissioner Hogan thanked the Street Department for their work. He stated that city infrastructure is in need of improvements.

Commissioner Overby stated that the alignment of lanes at the North Avenue and Shore Road intersection should be evaluated. Consider removing an additional parking space to make travel onto Shore Road better.

Commissioner Archambeau asked about clearer signage for parking in front of Champlain Elementary School. Commissioner Archambeau asked about any recent Grove Street traffic calming work. Director Spencer replied that some calming features were installed by Bayberry Commons developers and some additional features may be installed this coming season. Commissioner Archambeau asked about the parking along Intervale Avenue by the Elmwood Avenue intersection. Director Spencer said staff would evaluate the parking situation. Commissioner Archambeau discussed the North Union Street bike lane bollards. A police officer has stated there are issues if there is an emergency as cars are just stopping and not moving over due to not being sure if they can drive over them. Police are having to get out of their cars to ask people to move over. They are finding alternate routes to go on calls. Need to evaluate and maintain buffered bike lanes.

Item 12 – Adjournment and Next Meeting Date – March 20, 2019

Commissioner Barr made a motion to adjourn.
Commissioner Alberry seconded
Unanimous Approval