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# CITY OF SOUTH BURLINGTON

## ANNUAL REPORT

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July 1, 2016 - June 30, 2017



# Table of Contents

<b>City Directory</b>	<b>3</b>
<b>City Manager Report</b>	<b>4</b>
<b>Board and Committee Reports</b>	<b>8</b>
Organizational Chart	9
Affordable Housing Committee	10
Board of Civil Authority & Board of Abatement	12
Development Review Board	14
Energy Committee	16
Public Library Board of Trustees	17
Natural Resources Committee	18
Planning Commission	19
Recreation Committee	27
<b>Departments</b>	<b>29</b>
Organizational Chart	30
City Clerk	31
City Manager’s Office: Project Development	33
Fire & EMS	35
Library	37
Planning & Zoning	39
<i>Zoning Administrator</i>	42
Police	43
Public Works	47
Recreation & Parks	49
<i>Community Gardens</i>	52
<b>Partner Reports</b>	<b>53</b>
Champlain Water District	54
Winooski Valley Park District	58
Vermont Department of Health	60
Vermont Veterinary Medical Association ( <i>Rabies Vaccination</i> )	61
Veterans Administration Outreach	62

## CITY COUNCIL

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<b>Chair</b>	Helen Riehle	<a href="mailto:hriehle@s Burl .com">hriehle@s Burl .com</a>
<b>Vice-Chair</b>	Meaghan Emery	<a href="mailto:memery@s Burl .com">memery@s Burl .com</a>
<b>Clerk</b>	Tim Barritt	<a href="mailto:tbarritt@s Burl .com">tbarritt@s Burl .com</a>
	Tom Chittenden	<a href="mailto:tchittenden@s Burl .com">tchittenden@s Burl .com</a>
	Pat Nowak	<a href="mailto:pnowak@s Burl .com">pnowak@s Burl .com</a>

## CITY MANAGER

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<b>City Manager</b>	Kevin Dorn	<a href="mailto:kdorn@s Burl .com">kdorn@s Burl .com</a>	802-846-4107
<b>Deputy City Manager</b>	Tom Hubbard	<a href="mailto:thubbard@s Burl .com">thubbard@s Burl .com</a>	802-846-4107

## IMPORTANT NUMBERS

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<b>City Clerk's Office</b>	802-846-4105	<b>Recreation &amp; Parks</b>	802-846-4108
<b>Community Development</b>	802-846-4123	<b>Planning &amp; Zoning</b>	802-846-4106
<b>Community Engagement</b> (Public Information)	802-846-4127	<b>Police</b> ( <i>non-emergency</i> )	802-846-4111
<b>Fire Rescue</b> ( <i>non-emergency</i> )	802-846-4110	<b>Public Works</b>	802-658-7961
<b>Human Resources</b>	802-846-4127	<b>Tax Department</b>	802-846-4109
<b>Library</b>	802-846-4140	<b>Water Department</b>	802-864-4361
		<b>Water Quality</b>	802-658-7964

## Sources of Public City Information

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<b>Website:</b>	<a href="http://www.southburlingtonvt.gov">www.southburlingtonvt.gov</a>
<b>Facebook:</b>	@SouthBurlington
<b>Twitter:</b>	@SBCityVT
<b>Hashtag:</b>	#SoBu



# southburlington

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## CITY MANAGER'S 2017 ANNUAL REPORT

### Kevin Dorn, City Manager

I would like to preface my annual report to the community by recognizing the hard working men and women who provide an exemplary level of service to our residents and visitors to our community. Having now worked five years with these dedicated public servants I can say with no hesitation that you will not find a finer, more hard-working group of professionals across all ranks and departments of government than those who serve South Burlington. It is a privilege for me to work side-by-side with them to provide the highest quality of municipal services found anywhere in Vermont, or even across our country.

In many ways 2017 was a year of accomplishment, and in some sense transition, for municipal government. We saw the beginning of construction of the first public projects in City Center; a growing effort to join with neighboring communities to provide a higher quality of service to residents and visitors; the continuing and unfortunately challenging relationship with the Burlington International Airport; our first efforts at the municipal government level to address the growing mental health problems in our region; new initiatives on climate and sustainability issues; and, our continued and growing effort to build community identity through our programs, infrastructure, and events.

During our community “branding” project in 2015, we found that 56% of our residents felt that South Burlington had no strong community identity. This was a shocking statistic and one that has truly focused our government-wide efforts to build a stronger sense of community identity and quality of life for our residents. Clearly, the beginning of the construction of City Center, our own downtown, events such as Bikes and Bites at Veterans Memorial Park, the banners seen around the business districts, the renovation of City Hall and other initiatives help to grow our sense of community and community identity.

It has been suggested by some that many view South Burlington as a “pass through” community where people travel through to get to another place. Well, not anymore; we will continue to work in partnership with other organizations in our community to build infrastructure, host events, focus our messaging and build upon our identity—and by extension, the quality of life for our residents. Because truly, South Burlington **IS** a great community.

### CITY CENTER

This past summer we began construction on City Center Park, consisting of a new trail system and other amenities creating a great urban natural area for residents to enjoy. As City Center builds out the park will serve as a place to walk through the woods, enjoy the outdoors and experience educational programming for children; all within a short walk for current and future residents. The park should be completed and open to the public this coming summer.

As the park is completed we will begin the long-awaited re-construction of Market Street. Four years ago, we invested a small amount of public funding along with money raised from some private donors to complete the paving of Market Street—making it safer and more passable for cars and pedestrians. This small improvement was well appreciated by residents seeking access to the Marcotte Central School and better access to Dorset Street.

If things continue according to plan, sometime in May we will begin the complete demolition and reconstruction of the entire length of Market Street turning it into a fantastic new “main street” for South Burlington and City Center. Much of the work will be completed by the end of the 2018 construction season with landscaping and other smaller projects completed in 2019.

In the meantime, construction has begun on a 39 unit affordable senior project on Market Street immediately behind the Marcotte Central School which will be owned and operated by South Burlington-based Cathedral Square. This new residential development for seniors will be known as Allard Square and it will serve as the precursor for the continuing build-out along Market Street.

The City has an option on the land immediately east of Allard Square which is the prospective site for a new, modern Public Library, community center, and City Hall. The City Council and city staff will be working through multiple channels to get information out to the public about what is proposed on the site and gain the public’s feedback. As I write this, that process has already begun, with the public being invited in for “visioning” sessions. There will be many other opportunities for the public to weigh in on this project in the months ahead.

Importantly, the decision on whether or not to proceed with these public facilities will be made by the voters. It is possible that this question will be ready for voters to consider in the November general election.

Speaking of the Library, for a wide variety of reasons we felt it was time to transition what was the Community Library, housed within the High School Library, into our own independent Public Library. We chose a great location for the Library at the University Mall and over the course of just a few months transformed that new space and arranged for all municipally owned books, furniture and fixtures to be moved to the new space in just a couple of days. The response from the public to the move has been overwhelmingly positive.

We view the Public Library space at the University Mall as transitional, as the public considers the question of building a new, modern Public Library.

South Burlington City Center for the Arts is a new organization established in part to undertake a feasibility study looking at the possibility of building a creative arts center in City Center. There is a segment of the performing arts infrastructure in our area that is totally unserved or underserved. The leadership of the Arts organization believes that building a structure that meets those unmet needs would provide a vital, additional public component of City Center and create new opportunities for the arts in our region and state.

## **REGIONAL COLLABORATION**

I am most fortunate to work with a dynamic group of City/Town Managers in our neighboring communities. We are all faced with the same challenge of trying to provide the highest quality of services to our residents being always mindful of the implications of these services to our taxpayers. One way to reconcile these issues is for communities to work together on matters of common interest and spread the cost over a broader base.

There are three programs that I would like to highlight that showcase the growing need to collaborate among communities and that will serve as a precursor for more to come.

### **1. Union Municipal District – Chittenden County Public Safety Authority**

On March 6, voters will consider an item on the ballot approving/disapproving the establishment of a Union Municipal District (UMD) that will become known as the Chittenden County Public Safety Authority. A UMD is a vehicle that allows multiple communities to come together and form an organization to provide a particular service. The Chittenden Solid Waste District, Green Mountain Transit, and Champlain Water District are examples of UMDs.

The purpose of the UMD/Authority will be to facilitate the consolidation of dispatch and 911 services in seven Chittenden County communities. Currently, we all run our own, independent emergency dispatch centers and the Town of Shelburne operates what is called a Public Safety Answering Point (PSAP), which is one of the 911 call takers in Vermont.

Studies have shown that by consolidating dispatch and 911 services into one center we can save, on average, 71 seconds on every emergency call. And as we note, 71 seconds could save your life. That is why City/Town managers, City Councils and Select boards have strongly endorsed this proposal. And perhaps more importantly, 18 Chiefs of Police and Fire Services from the area have endorsed the formation of the Authority as well.

The question of forming the UMD/Authority will be on the ballot in South Burlington, Burlington, Winooski, Colchester, Milton, Williston and Shelburne. Again, the decision to proceed to establish the UMD/Authority will be decided by the voters.

## **2. Mental Health**

We have witnessed, frankly, a shocking increase in the number of mental health related incidents and challenges in our community over the past couple of years. While we have rightfully focused public attention on the growing opiate crisis in our state, mental health related incidents have been on the rise with little attention in the press or by governmental officials. This increase is being felt across the state and most assuredly in the Central Chittenden County communities.

With this in mind other managers and Public Safety Chiefs and I have partnered with Howard Mental Health and the University of Vermont Medical Center in what we have called a "Community Collaborative" for the purpose of identifying key problems in the mental health service delivery infrastructure and finding better ways to partner to address those challenges.

The first program to emerge from this discussion is called Community Outreach. The Cities of South Burlington and Winooski and the Towns of Colchester, Essex, Williston, and Shelburne are partnering with the Howard Center and the State of Vermont Department of Mental Health to fund a program that will embed four trained mental health counselors with our first responders. The counselors will work independently or in conjunction with our first responders to support members of our community, who are experiencing mental health crisis and facilitate their treatment by other service providers. By placing a trained mental health professional at the point of contact with the patient, we can better meet the needs of the individual and the community. And with multiple communities working together we can provide this service for our combined populations and do so much more efficiently and economically.

## **3. Stormwater**

South Burlington has been the acknowledged leader in addressing impacts on water quality brought about by stormwater in Vermont. Our community was the first to form a stormwater utility, hire expert staff and acquire the needed equipment to build and maintain stormwater treatment infrastructure.

Due to new state and federal regulations other communities are understanding their need to take steps to address their own stormwater impacts. Rather than hiring staff and purchasing equipment, the Town of Shelburne has contracted with our Stormwater Department to manage their stormwater obligations. South Burlington is being paid for these services which helps us spread the cost of our program over a larger fee base making our overall program more economical while providing best in class service to Shelburne. This is a win-win for both communities and is working well.

In the years ahead we will look for additional services that can be provided more efficiently and effectively by banding together with our neighbors.

## **BURLINGTON INTERNATIONAL AIRPORT**

2017 was another challenging year in our relationship with the management of Burlington International Airport (BIA) and the City of Burlington. The City Council has made it clear to BIA management that we seek the termination of any further demolition of homes under the next Noise Compatibility Program developed by BIA. The demolition of approximately 40 homes under the current program will bring the total number of homes demolished in the Chamberlin neighborhood to around 200. These demolished homes are irreplaceable at the price point they occupied in the market. Chamberlin is a great neighborhood and these homes were perfect for working families. Now we have 200 fewer of them even as the state and local leaders acknowledge the need for more housing for our workforce.

The Council believes that there are other methods that can be deployed such as the sound insulation of homes that can provide adequate noise abatement for residents. There are also other types of buyout programs that provide market value to the seller but the homes are not then demolished; they are insulated and put back on the market. These are the types of programs favored by the Council.

Every attempt that has been made to garner a real commitment from the City of Burlington and the BIA management to respect the request of the City Council, regarding the preservation of this vital neighborhood and the homes in it, has been denied.

For this and other reasons, the Council has endorsed the formation of a study committee to consider a regional governance model to oversee BIA operations. Legislation has been introduced in Montpelier by our four-member House delegation to establish such a study committee. We are hopeful that this legislation can be enacted this year.

There is good reason for the state to be concerned about BIA as well. At the time of this writing, the December "enplanement" numbers (the number of people who board a scheduled air carrier in a year) has not been posted but through November BIA is on track to have the lowest number of enplanements in 15 years. The decline in enplanements and the seeming lack of any known response from BIA management raises serious concerns about future airline service out of BIA. It is time that BIA management be overseen by a strong regional authority, bringing a broader perspective to governance of this important public asset.

## **ENERGY AND CLIMATE CHANGE**

This past year the City of South Burlington and the South Burlington School District partnered with Encore Energy and Altus Energy to build a 1.5 + Megawatt solar farm on the site of the old City landfill off of Airport Parkway. Both the City and School District will benefit from the credits from the solar farm and in the case of the City we will set those funds aside to support further energy efficiency and conservation investments.

Also this past year the City joined with the Governor and other communities in the Vermont Climate Pledge Coalition which will help guide our efforts to reduce our overall impact on our climate and the environment. This program also fits well under our new efforts around overall sustainability. We will be talking much more about these initiatives in 2018.

In the meantime, the city has been working very aggressively on energy efficiency and conservation measures involving public buildings, and the School District is doing much the same. Most of our investments in efficiency and conservation have a very short payback period and make great financial, as well as environmental sense. All of these initiatives are good for the taxpayers.

## **SUSTAINABILITY OF GOVERNMENT**

Over the next few months, City staff will be working with the Council on a comprehensive review of what we are referring to as the sustainability of government. The purpose of this effort will be to project out 3 to 5 to 7 years and determine what levels of service to the public will be sustainable. With the cost of providing services continuing to rise in the face of public expectations about the quality and quantity of those services we need to take a close look at our ability to meet both the taxpayers' and residents' expectations for level of service. There are components of our cost structure that are, in my view, unsustainable. In order to meet the expectations of the public for appropriate levels of service we will need to explore new, more efficient ways of meeting those needs.

This project will involve most of the senior staff and department managers as well as the Council. I expect to have a report on these matters for the public before the end of summer.

## **CONTRACT NEGOTIATIONS**

Most of the employees of the City are represented by one of three unions. Each of the three current contracts with these unions expires on June 30. We are already beginning negotiations and hope to have contracts approved for all three bargaining units before the current contracts expire. This will entail a significant amount of work during the first half of the calendar year.

## **COMMUNITY EVENTS AND PARKS**

We also look forward to continuing the new community-wide events that have been developed over the past two years. The six "Bikes and Bites" events at Veterans Park featuring live music and food trucks were extremely successful this past year. We had another great City-Fest in partnership with the South Burlington Rotary, as well. The purpose of these and other events is to bring residents together to enjoy a night out with friends and family, and to build community. You will see more of these and other events in 2018.

Last year the voters approved setting aside ½ of the 1 cent on the tax rate for open space to invest in maintenance and improvements to our current parks and open areas. We were falling behind on our stewardship obligations to our parks and we needed to find funding to meet those commitments.

With the funds raised from the ½ cent we were able to finance a loan for over \$1 million to fund immediate improvements in our parks. Some of that work began last summer at the Wheeler Homestead and at Red Rocks Park and much more will be done in 2018. We have partnered with the Winooski Valley Park District (WVPD) to complete some of this work and they will be taking on more projects for us this summer.

There are many other new programs and initiatives being implemented by our departmental leaders that you can learn more about by reading their comments in our Annual Report. I encourage you to take the time to review the Annual Report and learn about the many things going on across City government.

I would also like to take this moment to express our appreciation to all of the volunteers who participate on our many committees or who provide assistance with programs and events. The involvement of volunteers in our City life is invaluable and serves as a foundational element in our efforts to grow our community identity.

Finally, and very importantly, on behalf of all of our staff I want to extend our great appreciation to the work of the South Burlington City Council. Any resident who has attended one or more Council meetings or watches these meetings on Channel 17 can attest to the dedication and hard work of our Council Members.

The Council typically meets the first and third Mondays of each month, but there are often additional meetings as well. Each of these meetings requires preparation and often they can last four or more hours. This is a lot of work to ask of anyone, and our Council members, Helen Riehle, Chair, Meaghan Emery, Vice Chair, Tim Barritt, Clerk, Pat Nowak and Tom Chittenden deserve the respect and appreciation of the entire community for their leadership, dedication, and hard work. Thank you Council Members for all you do for our community.



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# BOARD & COMMITTEE REPORTS

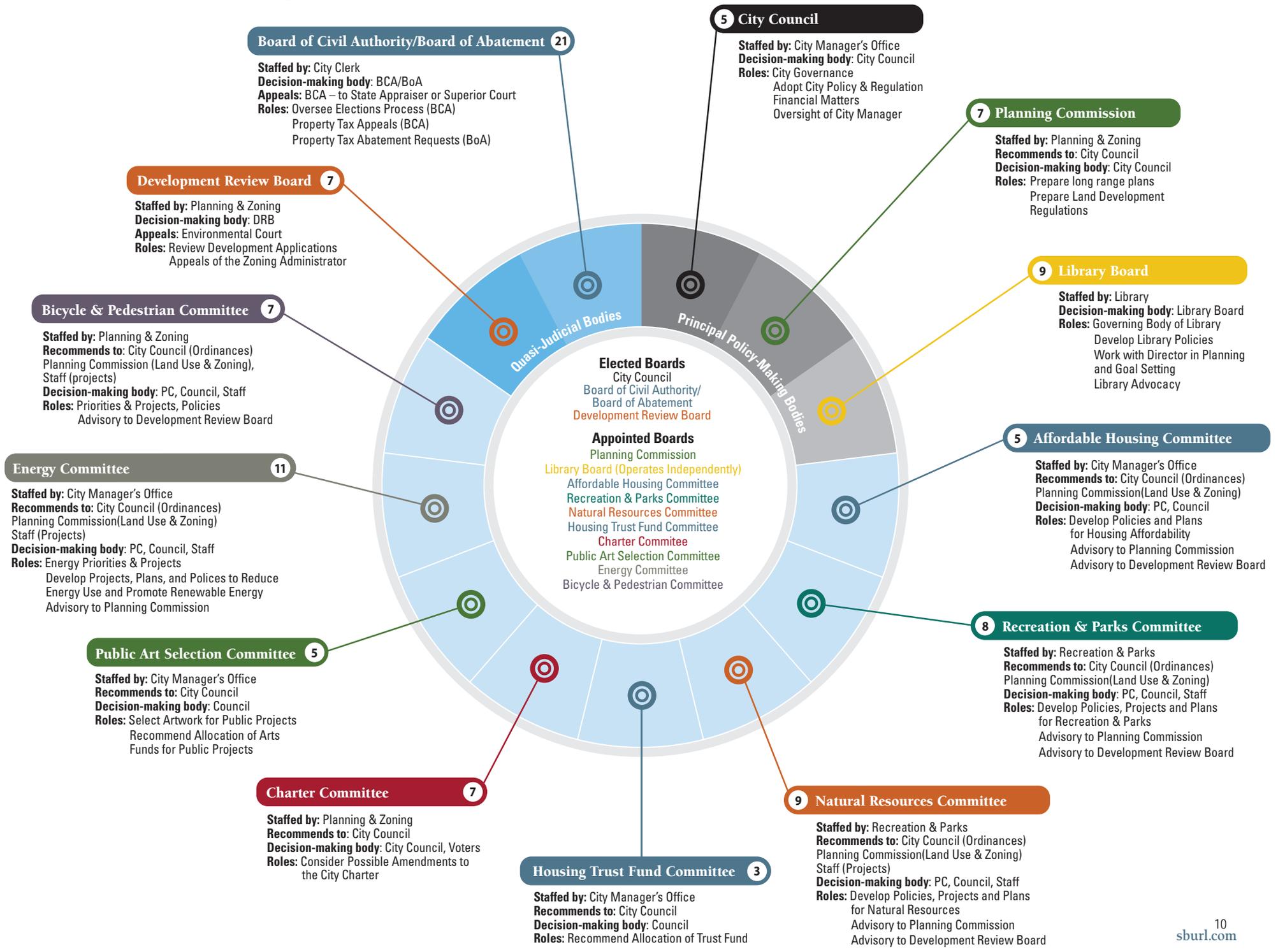


*Energy Committee*



*Recreation & Parks  
Committee*

# Committee and Board Organization Chart



# Affordable Housing Committee Annual Report

## Committee Overview (Committee Charge from the City Council)

1. Keep abreast of housing policies and strategies in place elsewhere that might be applied here to increase the stock of affordable housing for employed and senior residents.
2. Review ideas and recommendations in the 2013 Report, Path to Affordability not adopted thus far to determine if any should be advanced to the Planning Commission.
3. Assess the need for expanding inclusionary housing regulations to areas of the City outside the City Center district and make recommendations to the Planning Commission.
4. Study ways to permanently fund the Trust Fund and make a recommendation to the City Council.
5. Continue to monitor statistical data regarding the state of housing affordability in the City.
6. Undertake measures to educate the public
7. Be open to citizen ideas and opinions.
8. Submit an annual report to the City Council.

## Committee Members

Name	Term	Name	Term
Todd Rawlings	2020	John Simson (Chair)	2019
Larry Michaels	2020	Tom Bailey	2018
Sandy Dooley (Vice Chair)	2019	Leslie Black-Plumeau	2018
Mike Simoneau	2019	Monica Ostby	(assigned by Planning Commission)

## Accomplishments and Events

- In January, the Committee received the charge from the City Council to prepare and submit to the Planning Commission a draft amendment to the Land Development Regulations (LDRs) regarding the demolition of housing for non-residential purposes. This housing preservation measure was recommended in the report : The Path to Affordability . Over the next several months, working with the City attorney, Andrew Bolduc, we completed the draft. As of December it was under review by the Planning Commission.
- We prepared and submitted to the Planning Commission a definition of owner occupied affordable housing that differs from the current definition in the LDRs but is consistent with the State definition set in 2017 by Act 135. The change raises the purchase price considered affordable upward, reflecting market realities of the cost of unsubsidized home building.
- The Committee began work in May to expand section 18.1 of the LDRs to extend inclusionary zoning requirements beyond City Center to the entire City. Simultaneously we began work on identifying districts of the City where higher density development would be desirable and affordable housing development could be encouraged with developer incentives. Finally, we began to identify what those incentives could be. Using the current zoning maps and focusing on areas where high density development is already encouraged, we identified the west side of Shelburne Rd from the City line south to the Auto Dealer district. Specifics of all three initiatives were works in progress at the end of the year.



*In November 2017, groundbreaking commenced for a new senior housing building, including affordable housing units, on Market Street. Allard Square is expected to open in November 2018.*

- November we met with Amy Demetrowitz of the Champlain Housing Trust. She brought a request that we ask the City Council to consider a discount in the impact and development fees charged by the City for new affordable housing development. She cited the schedule of discounts extended by the City of Burlington and suggested we apply a similar policy. The Committee supported the idea and it was presented by the Chair to the City Manager and Planning Director. Action is pending. CHT is planning a multi-family development in City Center in 2018.
- Also in November, the Committee welcomed Rep. Helen Head, Chair of the General, Housing and Military Affairs to a meeting. We asked Rep. Head to consider sponsoring legislation that would enable South Burlington to request the State to designate a second “city center” or “new town center”. Such a designation brings several important incentives. Currently the statute allows only one per municipality. With Interstate 89/189 dividing the City and the development potential of the district west of Shelburne Rd. we think that a case can be made. We asked Rep. Head to present the idea to the Legislature. Rep. Head agreed to discuss the idea with others and consider presenting a bill to the 2018 session.

## **2018 Goals and Priorities**

- Support adoption of Housing Preservation Amendment to the LDRs through the hearing and adoption process.
- Support adoption of City development fee waiver or discounts for affordable housing that meets adopted standards.
- Prepare new development regulations that extend inclusionary housing requirements to new housing development City-wide.
- Prepare new development regulations to establish priority affordable housing districts.
- Promote and participate in a regional effort to coordinate with our counterpart organizations in the region.
- Continue efforts to communicate the benefits of affordable housing to City leaders and residents; and support developments that provide it in accordance with the Comprehensive Plan and City LDRs.
- Work to find funding sources for the Housing Trust Fund.

# Board of Civil Authority & Board of Abatement

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## Overview:

The Governance and Responsibilities of South Burlington Boards of Civil Authority and Abatement are established by State statutes. These 2 Boards operate under Quasi-judicial rules which means that they are similar to a jury who hears the facts of the case from the City and the citizen and then goes into a deliberative session and issues their decision in writing to the parties.

- The Board of Civil Authority hears appeals of assessed value of real estate and conduct elections for the City.
- The Board of Abatement hears requests from taxpayers for their taxes to be forgiven due to one of seven criteria set out in state statute. The two criteria that most requests are for fire and inability to pay. Requests for abatement due to inability to pay are granted in very few cases and only in the most severe situations.

## Members:

The Board of Civil Authority and Board of Abatement are made up of all elected officials in the City, including:

### Justices of the Peace

Peter Taylor - Chair  
Patrick Benner Sr – Vice Chair  
Chuck Bolton  
Agnes Clift  
Jason Kirchick  
Maurice Mahoney  
Pat Mahoney  
Allyson Milot  
Bob Nowak  
Pat Nowak  
Kate Nugent (*appointed to fill Tracey Harrington's position*)  
Chris Shaw  
Michael Sirotkin  
Michel St. Germain  
Lynn Vera

### City Councilors

Tim Barritt  
Tom Chittenden  
Meaghan Emery  
Pat Nowak (both elected JP and City Councilor)  
Helen Riehle  
  
City Clerk (clerk of the board)  
Donna Kinville

## Accomplishments and events

- The Board of Civil Authority had an extremely busy year with 10 meetings.
- The Board of Civil Authority oversaw 5 elections in FY 2017.
- The Board of Abatement held 3 meetings and heard requests for abatements from 4 citizens for fire or inability to pay.



## **Qualitative Summary**

The City of South Burlington's Vision and Goal of "Affordability and Community Strong" to ensure transparent and accessible government apply to both of these Boards. To accomplish this, the goals for the 2 boards include:

- Increasing the commitment of Justices of the Peace in Board responsibilities;
- Increasing Board member understanding Vermont statutes related to the function of the Boards;
- Ensuring appellants understand the appeal's process;
- Providing comment on Board related legislation;
- Ensure well-staffed and managed elections; and
- Ensure adequate financing for Board responsibilities, especially elections.

# Development Review Board

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**Mission:** The Development Review Board’s mission is set forth in State Statutes. It is responsible for holding public hearings to consider proposals for land development, including applications for subdivisions, planned unit developments, site plans, variances, and miscellaneous application, and to hear appeals of decisions of the City’s zoning administrator. The Development Review Board’s objective is to determine compliance of proposals with the city’s Land Development Regulations.

**Members:** Bill Miller, Chair; Matt Cota, Vice-Chair; David Parsons (resigned in July), Clerk; Frank Kochman; Jennifer Smith; Mark Behr; John Wilking

## Accomplishments & Events

- Began approval process of O’Brien Home Farm 458 residential and 45,000 square foot office development, largest in SB history.
- Approved Burlington International Airport runway modifications, including responsiveness to neighbor concerns over traffic and truck noise
- Approved subdivision for first development in new City Center, Snyder Braverman four story mixed use commercial and residential building
- Approved Champlain Water District’s new 1.0 million gallon water storage tank at Queen City Park Road
- Approved Hannaford Market’s move to old K-Mart building with revisions for better traffic flow
- Approved Larkin 83,972 sq ft mixed use building, including 60 residential units, on Shelburne Road, a major attraction for the City
- Approved Spear Meadows 47 residential unit development after many years of effort
- Received training on Master Plans and PUDs and on City Crisis Plan

## Quantitative Data

### **Decisions Issued**

Conditional Use (CU)	12
Site Plan (SP)	13
Subdivision (SD)	41
Master Plan (MP)	2
Design Review (DR)	3
Reconsiderations	2
Miscellaneous (MS)	3
Appeal of Administrative Officer (AO)	2

**New Lots Approved** 36

**New Commercial Square Feet Approved** 34,273

**# of Trainings** 2

## **2018 Goals and Priorities**

- Communicate to Planning Commission areas that cause trouble for DRB
- Work with Planning Commission on requirements for footprint lots and other setback issues
- Increase DRB member knowledge of related South Burlington and Vermont Land Development Regulations, statutes and rules
- Work with staff on administering new Form-Based Codes
- Ensure that DRB members are up to date on regional and statewide trends in planning and zoning
- Recruit an additional DRB member

# Energy Committee Annual Report

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(July 1, 2016, to June 30, 2017)

## Committee Overview

- The Energy Committee's mission is to promote energy conservation, energy efficiency, and the use of renewable energy resources among the city's residents, businesses, and in municipal affairs. All projects support the Comprehensive Plan.
- Committee members: Don Cummings, Drew Gelfenbein, Fred Kosnitsky, James Mount, Jeremy King, Karen Mckenny, Keith Epstein, Linda McGinnis, Marcy Murray (Treasurer), Patty Tashiro, and Sam Swanson (Chair). Keith Epstein, Karen Mckenny and Marcy Murray served in the rotating committee chairperson role.

## Accomplishments

- Awarded the 2016 Best Project Award by the Vermont Energy & Climate Action Network for the 2.1 megawatt Landfill Solar Project, a public-private partnership utilizing otherwise unusable land to capture solar energy and save \$2 million to \$5 million in taxpayer dollars over 25 years.
- Completed the race for the two-year Georgetown University Energy Prize during which residents took steps that are now reducing their annual electric and natural gas bills by \$750,000—our partners' \$35,000 in contributions and other support helped. Fargo, North Dakota, won.
- Collected \$5,570 in donations from Energy Prize solar consortium members and delivered them to school district for student-led solar-related project.
- Drove the effort to have South Burlington join the Vermont Climate Pledge Coalition.
- Advocated for Land Development Regulation changes regarding bicycle parking, bicycle facilities, and solar-ready roofs.
- Began an in-depth exploration of having net-zero construction for all new buildings in City Center, encouraged municipal energy efficiency work, facilitated ongoing municipal electric and natural gas data transmission to Portfolio Manager, stimulated the creation and publication of Efficiency Vermont's Neighborhood Energy Mapping tool, and promoted the Home Energy Score pilot program.
- Carried out education and outreach through digital and print media, presentations to non-municipal organizations, expert-led workshops, event tabling, and energy-kit distributions on election day and town meeting information night. Participated in Efficiency Vermont documentary.
- Initiated non-LED streetlight inventory and collaborated with the Department of Public Works to continue to encourage subsequent bulb replacement with LEDs.
- Continued to lead a collaborative effort to supplement traditional airport-related noise abatement efforts with energy-efficiency-related insulation and associated measures.

## 2018 Priorities

- Support city staff in taking substantive action to fulfill the city's August 2017 Vermont Climate Pledge Coalition commitment of helping Vermont achieve the December 2015 Paris Climate Agreement pledge by the United States to reduce greenhouse gas emissions levels from 2005 by 26 to 28 percent.
- Minimize energy usage by residents, businesses, schools and municipal departments by driving energy efficiency of new and existing buildings, renewable energy generation, and low- and no-carbon transportation initiatives. Support continual fulfillment of the March 2014 City Council Resolution prioritizing energy efficiency and conservation actions.
- Continue to build an energy-efficient and clean energy community to maximize the health, safety and economic wellbeing of community members.

# The South Burlington Public Library Board of Trustees

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## Overview

The South Burlington Library Board of Trustees is a 12-member appointed body that works closely with the Library Director to develop goals and policies ensuring the library is meeting its mission and addressing community needs. The Board meets once a month and Trustees also serve on the following committees: Fundraising, Advocacy, Governance, Evaluation, Finance.

Members are: Mark Coel, MargaretAnn Cross (**Chair**); Linda Darlington; Barbara Devine; Bonnie Finnigan; Lee Freeman (**Secretary**); Kerry Jung; Patrick Leduc (**Vice Chair**); Stacey Pape; Jay Pasackow; Penelope Tompkins; Beth Wood.

## Accomplishments and events

In September 2017, the Library Board increased the number of members to 12. In fiscal 2017, it established a 501c3 fundraising foundation, completed a case statement executive summary for a new library, and participated in an advocacy campaign to encourage a positive outcome for the City Center vote.

## Qualitative Summary

We have made progress toward several goals, including the complete review and revision of our bylaws, which are expected to be finalized in the next few months. The establishment of the 501c3 is ongoing, and we are nearing completion of the paperwork that needs to be filed. Our committees have been increasingly active and effective, especially in the areas of advocacy and fundraising.

## 2018/2019 Goals and Priorities

Finish paperwork for 501C3	Objective: 12, 13	Strategy: 26
Develop fundraising campaign materials for the new library	9, 10	23, 28
Inform the public about the need for a new library and complete an advocacy campaign for the November 2018 vote	12, 13	23, 29
Work with other city committees to enhance the new library and help others meet their needs		
Complete the update of board bylaws		
Plan a board retreat		

# Annual Report Natural Resources Committee 2017

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## Overview

The Natural Resources Committee (NRC) was welcomed by the Recreation and Parks Department for providing administrative support and encouragement.

## Committee members

Kristin Williams, Co-chair  
Elizabeth Milizia, Co-chair  
Lindsay Bryce  
David Crawford  
Laura Williams  
Lisa Yankowski

## Accomplishments

- Produce monthly educational articles on natural resources related topics to be released through The Other Paper.
- Table at six community events to include green up day, CityFest, Spooktacular, Bikes and Bites, etc.
- Scope, assess and increase community garden plots by 25%.
- Support Weed Warriors events through volunteer efforts.
- Draft, present, and adopt a city-wide herbicide policy in collaboration with Craig Lambert ( city arborist).
- Finalize and approve open land "scorecard."
- Assess city tree canopy and work with city planner to ensure its health and eventual growth.

## 2018 Goals and Priorities

- Produce monthly educational articles on natural resources related topics to be released through The Other Paper.
- Table at six community events to include green up day, CityFest, Spooktacular, bikes and bites etc.
- Scope, assess, and increase community garden plots by 25%.
- Support Weed Warriors events through volunteer efforts.
- Draft, present and adopt a city wide herbicide policy in collaboration with Craig Lambert ( city arborist).
- Finalize and approve open land "scorecard."
- Assess city tree canopy and work with city planner to ensure its health and eventual growth.
- Receive a written charge from the City Council as to committee charge.

# Planning Commission

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## Overview

The Planning Commission's mission is set forth in the City Charter and State Statutes. Among its powers & duties are to prepare a plan and proposed bylaws for consideration by the City Council, undertake capacity studies and make recommendations on matters of land development, transportation, economic & social development, urban design improvements, historic & scenic preservation, and the conservation of energy & natural resources, and to undertake projects requested by the City Council.

Planning Commission meetings are held currently on the second and fourth Tuesdays of each month at 7:00 PM at the City Hall. The public is welcome and encouraged to attend.

**Members:** Jessica Louisos, Chair; Bernie Gagnon, Vice-Chair; Monica Ostby, Clerk; Ted Riehle, Art Klugo, Duncan Macdonald, Tracey Harrington (through May 2017), Michael Mittag (as of November 2017)

## Accomplishments & Events

- Working to improve Planned Unit Development and Master Planning regulations. Completed Phase 1 of the project and continued work with help of consultants on Phase 2 of the project which is developing new PUD standards.
- Completed LDR amendments on: end-of trip bicycle & pedestrian facilities; affordable housing the SEQ NRN; street connection & cul-de-sac standard clarifications; allowance for front porches in the R4 District; Administration & Enforcement – streamline Planning Commission, Development Review Board, and Advisory Committee authorization; Agricultural Use amendments
- Completed changes to the Official Map including: Addition of a planned right-of-way along Market Street; Addition of a planned street extending north from Barrett Street; Change from planned street to planned recreation path between San Remo Drive and Barrett Street.
- Began work to protect additional scenic views in the city.
- Considering multiple LDR amendments that would bring select ideas from the City Center Form Based Code and apply them to other Urban Corridors in the City on Shelburne and Williston Road, specifically heights, setbacks, door standards. Concentrated “nodes” of development and visual prominence of buildings is being included to break up the visual landscape of these corridors and encourage slower driving. Also considering how open space requirements might be brought more in line with the City Center open space requirements.
- Energy siting mapping was developed with the CCRPC to be in compliance with ACT 174. Comprehensive plan guidance was used as a starting location and feedback was incorporated from the Energy Committee and the Natural Resources Committee.
- Worked with the bike and pedestrian committee on updates to the regulations for bike facilities, both long and short term.
- Reviewed Traffic Overlay District study results and discussed findings.
- Discuss and provide feedback to the Affordable Housing Committee on housing replacement standards.
- Discussed agricultural enterprise land uses and the wide continuum of this type of land use that may fall outside of traditional agriculture and contain elements of retail, industrial, or manufacturing land uses.
- Provided feedback to the Burlington International Airport on their draft 2016 Re-Use plan.
- Discussed garage door standards and potential exceptions to parking for multi-unit buildings in certain situations, as requested by the public.
- Supported TIF district vote with letter to Other Paper.
- Reviewed skills and attributes that would be helpful for future Planning Commission members.

## Quantitative Data

The 2016 Comprehensive Plan includes a Future Land Use Map (Figure 1). One of the City Goals is to “prioritize development that occurs within the community into the higher intensity areas identified within this Plan”, as shown on the Future Land Use Map along with areas of lower intensity uses.

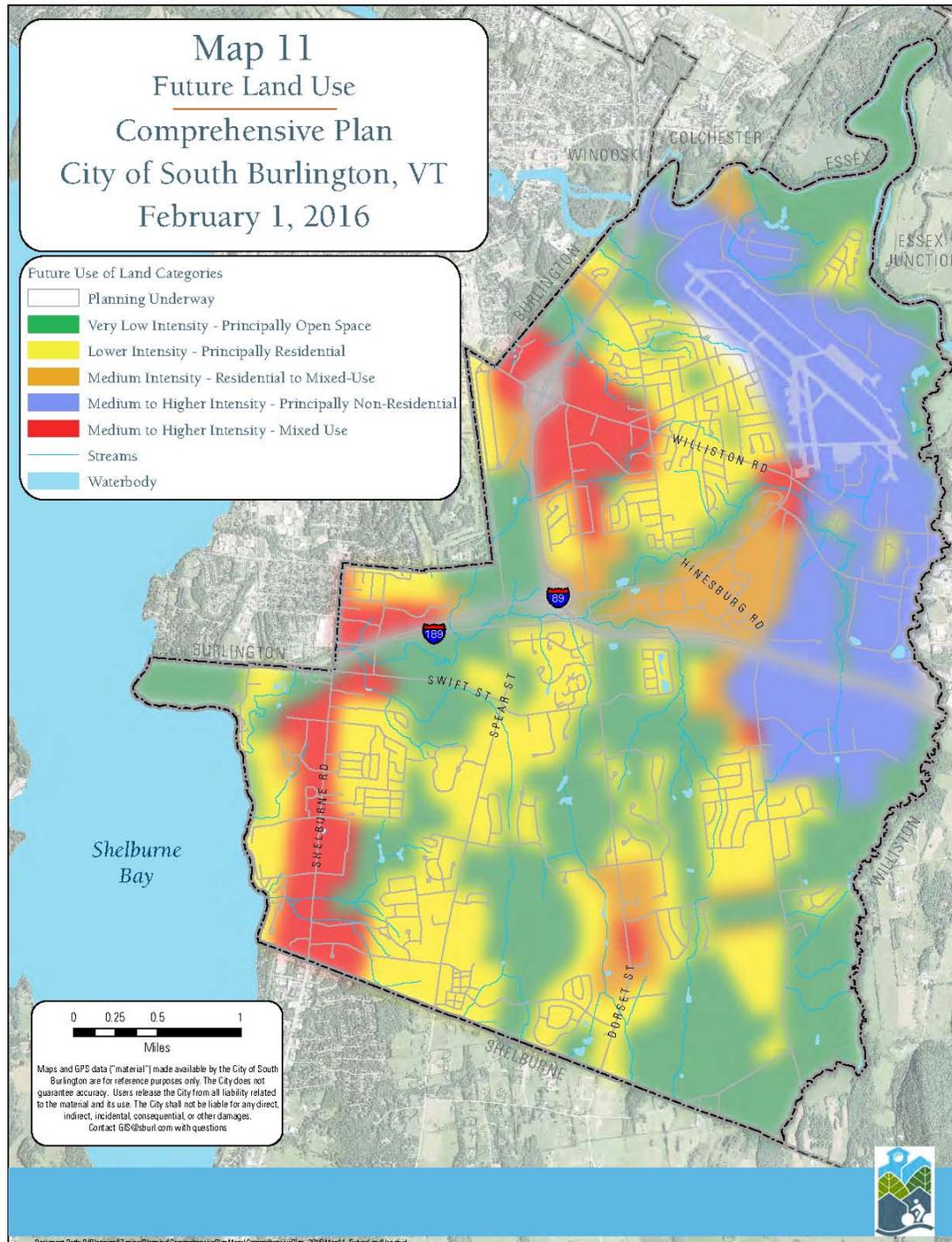


Figure 1: Map 11 Future Land Use Map, excerpt from 2016 Comprehensive Plan.

Historical trends in the City were to have the majority of homes (66%) located in Lower Intensity land use areas and a large number in Medium Intensity areas (22%), as shown in the overall location of all homes in the City (Figure 2). Trends in the last 6 years show that new homes are being distributed across Land Use areas more closely in line with Comprehensive Plan Goals (Figure 3).

Fewer new homes are located in Conservation-Low Intensity and Lower Intensity Land Use areas, while a higher percentage of new homes are located in areas designated for Higher Intensity Land Use.

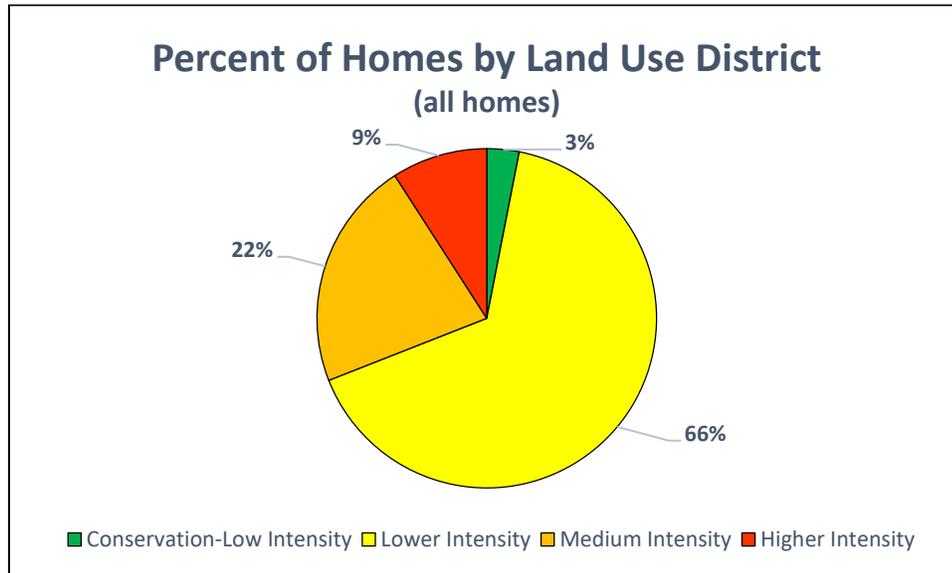


Figure 2: Percent of All Homes by Land Use District, corresponding to Future Land Use Map.

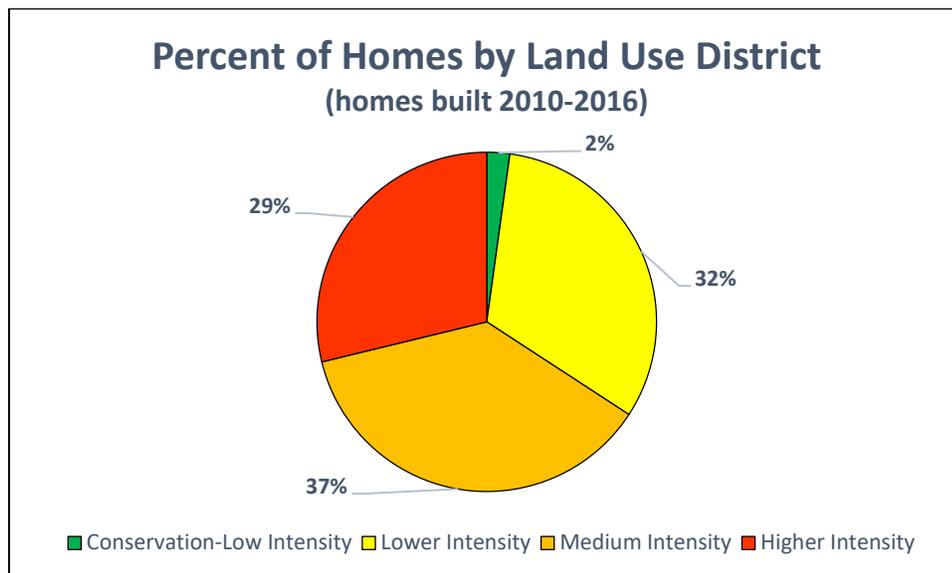


Figure 3: Percent of New Homes by Land Use District, corresponding to Future Land Use Map.

The Comprehensive Plan—Economy section lays out multiple strategies to bolster a healthy economy in the City. The City has made progress on Economy Strategy 15 “Conduct a comprehensive analysis of City regulations relating to permitting with an eye toward ways to eliminate outdated or duplicative requirements and to further streamline the process of obtaining needed permits with a specific focus on improving predictability of the process. Move as much of the permitting process online as is viable to improve customer access and service.”

The Planning Commission has made multiple changes in site plan review requirements to shift more types of review to an Administrative review instead of review by the Development Review Board. These changes have led to a higher percentage of site plan reviews being completed administratively (Figure 4). Administratively reviewed site plans rose from 49% in 2009 to 89% in 2017. These changes speed up development, eliminate processing time, and provide an increase in predictability to the applicant and community, without reducing policy or quality of review.

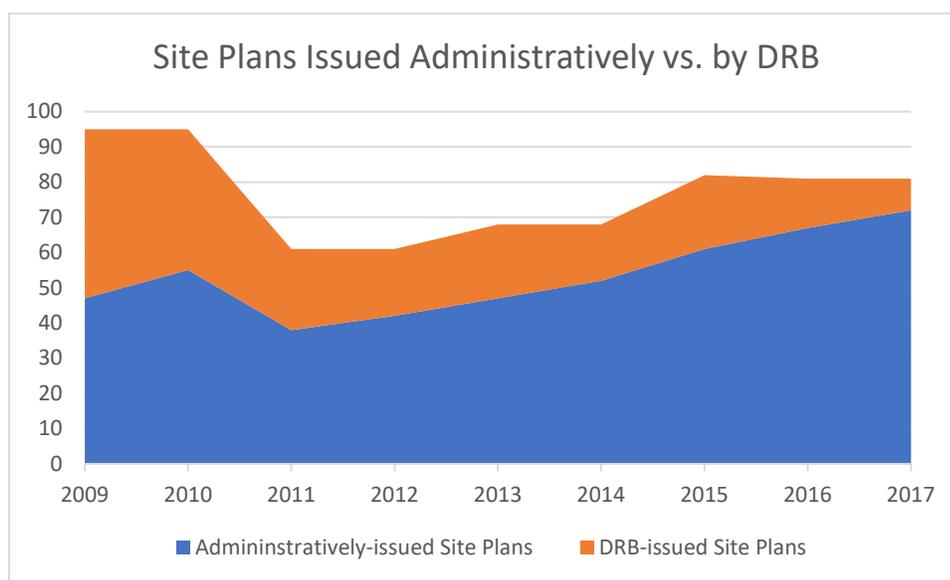


Figure 4: Distribution of Site Plan Reviewers.

## 2018 Goals and Priorities

The Planning Commission maintains a large master list of ongoing and future projects. This list was reviewed multiple times throughout the year and used to help prioritize the planning commission’s time. Projects were prioritized based on timing, relative size of project, related items, legal exposure, cost, staff time, received grant money, and the desire to be proactive instead of reactive. An excerpt from the master list is included below (Table 1) and contains only the projects specifically prioritized for FY 2018. Many of these projects are underway.

**Table 1:  
Planning Commission FY 2018 Priority Projects**

<b>Project</b>	<b>Description</b>	<b>Comp Plan Goals</b>	<b>Comp Plan Sub Goal 1</b>	<b>Sub Goal 2</b>	<b>Sub Goal 3</b>
Zoning Amendment requests	Requests from the public to consider amendments				
Footprint Lots	Examine how to address footprint lot incongruity in the LDRs	Affordable & Community Strong	Transparent & open government		
Housing Replacement standards	Requirement for housing that is removed to be replaced or compensated. Will likely include some revisions to the definition of affordability, and some small zoning boundary changes.	Affordable & Community Strong	Affordable with housing for all	High neighborhood quality of life	
Shelburne Road <u>basic</u> form standards	Establish basic standards for parking, setbacks, heights, door location, window minimums along Shelburne Road and C1-R12;	Opportunity Oriented	Prioritize higher intensity areas	Multi-modal transportation system	Support broad & diverse economy
Williston Road Network Study	(1) Define short & medium term street profile for Williston Road (2) set ROW for long-term street profile, (3) set/revise location of planned supporting streets, (4) revise FBC & Official Map to match, (5) possibly revise how buildings and streets are related in the FBC	Walkable	Establish City Center	Multi-modal transportation system	Quality infrastructure & services
Develop annual work plan	Prepare annual work plan and review with committees, council at leadership meeting	Opportunity Oriented	Transparent & open government	Prioritize higher intensity areas	
Form Based Code district minor changes	Current list includes addressing mullions, window sizes, T3 balconies, T3 residential styles	Opportunity Oriented	Establish City Center		
FBC phasing, conflicts, technical corrections	Conflicts between standards, phasing of projects, accessory structures, banking of open space, off-site landscaping	Opportunity Oriented	Establish City Center		

<b>Project</b>	<b>Description</b>	<b>Comp Plan Goals</b>	<b>Comp Plan Sub Goal 1</b>	<b>Sub Goal 2</b>	<b>Sub Goal 3</b>
Organizing for managing larger projects, including developing a policy for support committees providing draft policies	Development of Commission policies and procedures for how to farm projects out to Committees of the City	Affordable & Community Strong	Transparent & open government		
Tilley / Kimball / Community Drive Transportation & Land Use Study	Iterative development of a transportation & land use plan for this part of the City: (1) presentation of current conditions and anticipated amount of development; (2) review and approve Purpose & Need; (3) discuss future transportation / land use scenarios to study; (4) review recommended approach & projects; (5) set table for future project to update zoning to reflect priorities and coordinate with transportation plan	Opportunity Oriented	Support broad & diverse economy	Multi-modal transportation system	Quality infrastructure & services
Master Plan / Planned Unit Developments (& related)	Would set new standards for most new large scale development, including revised Master Plan thresholds & procedures and Planned Unit Development Types. Includes (1) creating clear Master Plan process, thresholds, & benefits, (2) creating 4-8 Planned Unit Development types with clear review criteria & standards for development, (3) clean-up of related LDR language - subdivisions, PUDs, Site Plan, building heights, etc., and (4) significant public outreach	Affordable & Community Strong	Affordable with housing for all	Multi-modal transportation system	Conserve natural resources
Fixes to zoning and LDRs per PUD project	Development of PUD regulations has highlighted areas for adjustments to underlying zoning as well as technical and policy adjustments to the LDRs in support of PUD provisions	Opportunity Oriented	Quality infrastructure & services	Conserve natural resources	Prioritize higher intensity areas

<b>Project</b>	<b>Description</b>	<b>Comp Plan Goals</b>	<b>Comp Plan Sub Goal 1</b>	<b>Sub Goal 2</b>	<b>Sub Goal 3</b>
Transportation Overlay District Update	Replace the existing traffic overlay district that sets a cap on rush-hour vehicle trips along major roadways with new tools to encourage multi-modal investment and changes in travel modes. Includes providing consultants & project team with broad direction for desired outcomes	Walkable	Multi-modal transportation system	Quality infrastructure & services	Prioritize higher intensity areas
Traffic Impact Fee Update	Replace the existing ordinance with new tools to encourage multi-modal investment and changes in travel modes	Opportunity Oriented	Quality infrastructure & services	Prioritize higher intensity areas	
Meet with DRB	Annual meetings with DRB				
River Corridor Standards	Would update the City's stream buffer requirements to be consistent with river corridor planning	Clean & Green	Conserve natural resources		
Scoping of 4 Bike / Ped Projects	Prepare scoping studies of four city-led projects identified by the Bike Ped Committee	Walkable	Multi-modal transportation system	Quality infrastructure & services	
City Center guidance & direction	Provide guidance on design / planning priorities in City Center in support of the City Council	Opportunity Oriented	Establish City Center		
Cottage Housing - Affordable Housing	Would explore how to allow and incentivize Cottage Housing types (such as Kirby Cottages). Project was initiated by a subcommittee in 2012 but went to back-burner. Members of that group have offered to re-initiate	Affordable & Community Strong	Affordable with housing for all	High neighborhood quality of life	

<b>Project</b>	<b>Description</b>	<b>Comp Plan Goals</b>	<b>Comp Plan Sub Goal 1</b>	<b>Sub Goal 2</b>	<b>Sub Goal 3</b>
Scenic Views	Establish scenic view protection overlays, including a methodology, analysis of priorities, and standards for foreground, middle ground, and background	Clean & Green	Conserve natural resources	High neighborhood quality of life	
Linking City's efforts together	Coordinate committee & staff work. This is underway with the Leadership committee & upgraded CIP/Budget process.	Affordable & Community Strong	Transparent & open government	Quality infrastructure & services	
R4 District front setback standards	Would evaluate and possibly lower front setback standards in the R4 district	Walkable	High neighborhood quality of life		

**Acknowledgements**

The work of the Planning Commission would not be as extensive or as well achieved without the tremendous support we have received from the Planning and Zoning staff. Their positive attitude, strong technical knowledge, and work ethic make our planning work possible. On behalf of the entire Planning Commission, we would like to acknowledge and commend the efforts that the staff has dedicated to accomplishing the Planning Commission’s goals. We also acknowledge the many South Burlington residents that attend our meetings and workshops to participate in our planning efforts.

# Recreation and Parks Committee Annual Report 2018

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The Recreation and Parks Committee is appointed by the South Burlington City Council to serve the residents of South Burlington by acting in an advisory capacity to the Recreation and Parks Department and the City Council. The Director of the Recreation and Parks department serves as the staff liaison for the Committee.

## Members:

Jennifer Kochman – Chair	Rebecca Poquette
Mike Simoneau – Vice Chair	Liz Robitaille
Linca Chiasson	Glenn Sproul
George Donovan	Paul Steinman
Katie Langrock	

## Highlights of the past year:

- **Conservation 1/2 cent Fund progress:**

We are pleased to see significant improvements to our parks, based on the recommendations of the Parks Improvement Task Force, and funded by the ½ cent Conservation Fund. It is expected that desired improvements in the three parks: Wheeler Nature Park, Underwood, and Red Rocks will cost approximately \$1 million.

- **Wheeler Conservation Easement Task Force:**

The Report to the City Council will be presented to City Council in early January 2018.

- **Planning Commission/PUD's:**

The committee has met with developers to review proposed site plans since 2012. The Planning Commission has in 2017 worked to reshape the PUD regulations. This will give our committee, DRB, and other stakeholders a more comprehensive set of guidelines in reviewing plans.

- **Leadership Committee work:**

We added a mission statement to our by-laws; developed a Work Plan, referencing the Goals and Objectives of the Comprehensive Plan, updated our orientation plan, and created a matrix to guide city Council in making appointments to the committee.

- In February the Committee adopted a Smoking Policy for parks.
- The Recreation and Parks Foundation has been formed to raise funds, primarily for a new facility.
- We welcome comments and suggestions from the public.

## Major Focus of the Past Year: 2017 NRPA Agency Performance Review

The Recreation and Parks Committee studied closely the findings of The NRPA Agency Performance Review for South Burlington. It has been interesting for us to see how our present Recreation and Parks assets and budget compare with departments across the country serving populations whose density is similar to South Burlington's.



**southburlington**  
VERMONT

Here are a few particularly relevant pieces of information from the NRPA of 2016:

- Square footage of operated buildings: at 6,550, SB is **well below at least 75% of respondents.**
- Acres of Parkland per 1,000 Population: at 20.7, SB is **higher than more than 75%** of respondents.
- *But*, Park Operating Expenditures per Acre of Parkland: at \$491, SB **is among the lowest** of all respondents; 75% of respondents spend \$1,233 or more.
- Capital budget for the next 5 years: at \$2,231,000, which includes CIP projections for new facilities, SB would still be **lower than more than 50% of respondents.**
- Expenditures Per Capita: at \$42.34, SB is **lower than almost 75%** of respondents.
- Number of full-time employees: at 5, SB is **lower than more than 75%** of respondents.

The finding of the NRPA Performance Review support the goals of the Recreation and Parks Committee and Department:

- Create program and indoor recreation facilities, including appropriate office space for department staff.
- Create a Master Plan for city parks, insuring follow-through with creation of amenities and maintenance.
- Create additional playing fields so that the fields can be maintained, while meeting demand.
- Expand support staff appropriately to meet the needs of increased indoor space and increased playing fields
- Expand program offerings to better serve the community.

The R and P Committee NRPA Review Summary and the complete NRPS Review may be found on the City Website. A nation-wide summary can be found at

<http://www.nrpa.org/siteassets/nrpa-agency-performance-review.pdf>.

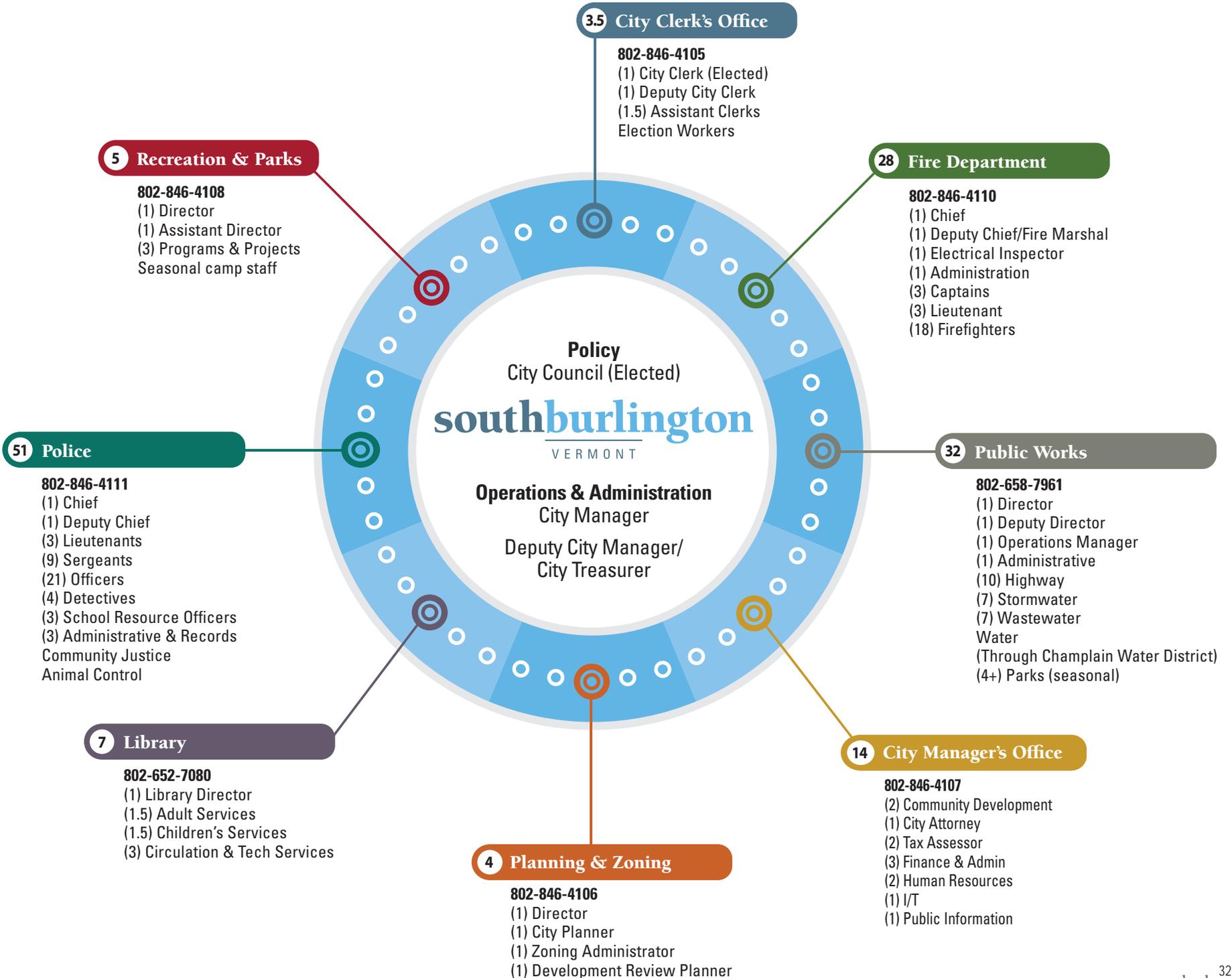




# CITY DEPARTMENT REPORTS



# Department Organization Chart



# City Clerk

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## Department Overview:

Staffing consists of 3 full-time positions:

Donna Kinville City Clerk (2001)  
Laura Kimball Assistant Clerk (1980)  
Deb Woodward Assistant Clerk (2017)

The main duties of the office are land record recordings, elections, dog and cat licensing, issuing marriage licenses, certified copies of vital records, liquor licenses, notary services, DMV registration renewals, keeper of the records, and to assist the tax department with tax installment collection.

## Annual Budget for FY 17

Budgeted Revenue	\$252,300	Actual Revenues	\$204,287
Budgeted Expenses	\$256,680	Actual Expenses	\$244,234

## Accomplishments and events

- Digitized and employed search functionality for City Council minutes from 1964 – 1972 and published them on the City’s website for citizen and staff accessibility.
- Digitized, indexed and placed all maps back to 1898 on ACS imaging software.
- Oversaw 5 elections (State Primary, Presidential, Annual Town meeting and 2 school budget re-votes). These 5 elections contained over 137 days of early voting in the Clerk’s office.
- Conducted 4<sup>th</sup> annual Top Dog and First Feline contest with Gina and Isis the winners.
- Received the level of Cum Laude certification from the Vermont Clerks’ and Treasurers’ Association.
- City Clerk is currently 1<sup>st</sup> Vice-President of the Vermont Clerks’ and Treasurers’ Association and became President of the Association in September 2017.



**2017 Top Dog – Gina**



**2017 First Feline—Isis**

## Qualitative Summary

A large portion of the City Clerk’s daily activities involve doing notary work and the recording of all land transactions that occur in the City from sales of properties, property transferred into a trust, mortgages or refinancing, and maps— the most common documents that we see. In addition to our daily activities, most of our work load is seasonal with dog and cat licensing in the spring, collecting taxes 3 times a year, conducting elections in March and in August and November in even numbered years.

**Dog and Cat Registrations:** For the past four years the clerk’s office has run a contest for the Top Dog and First Feline. The qualifications for the contest are simple: register your dog and/or cat by April 1<sup>st</sup> and they are entered into the drawing. The lucky winners receive tag #1 or tag #2; their photo is displayed in City Hall and announced in *The Other Paper*, photos are used in the next year’s marketing materials including the website and a generous prize package of

goodies, donated by our kind sponsors. Last year’s sponsors were Pet Food Warehouse, Guys Farm and Yard, Pet Advantage, VCA Browns Animal Hospital and Happy Tails Pet Resort and Spa. This event has greatly contributed to continually increasing the number of dogs and cats registered, which helps us comply with the state law that all dog owners must register their dog every year.

**Elections:** The Clerk’s office was very busy last year with five elections. Each election had average participation when compared to prior years. The Presidential Election had 10,582 voters cast their ballot, of which 3,672 voted early. The Board of Civil Authority, in cooperation with senior housing facilities, performs early voting or “mobile voting” at their facility to assist them in casting their ballot.

Please make sure that your vote counts by registering to vote and then casting your ballot on Election Day. If you are unsure if you are registered to vote, please contact our office. If you are going to be out of town or can’t make the polls on Election Day, don’t forget about your ability to cast an early ballot. Call the clerk’s office for more information.



Thank you to the Board of Civil Authority for all their help in running the City’s elections.

The Secretary of State’s office has implemented on-line voter registration (<https://olvr.sec.state.vt.us/>) and a My Voter Page (<https://mvp.sec.state.vt.us/>), which allows voters to make changes to their voting information as well as request absentee ballots.

**Population Info** (July 1, 2016 to June 30, 2017)

Births	203
Deaths	170
Marriages	144

**Animal Licenses:**

Dogs:	1,183
Cats:	263
Revenue to General Fund	\$22,015

**Civil Marriage Licenses:**

145 licenses issued @ \$60	\$8,700
Paid to state treasurer	<u>\$7,250</u>
Transferred to general fund	\$1,450

**General Fund Revenues**

Dog Control Kennel Fees:	\$2,356
Motor Vehicle Renewals:	\$ 660
Green Mountain Passport:	\$ 256
Beverage Licenses:	\$9,085 (1 <sup>st</sup> , 2 <sup>nd</sup> class, tobacco licenses, entertainment)
Recording & copy fees:	\$142,400

Thank you for allowing me to serve as your City Clerk.

Respectfully submitted,

Donna Kinville, City Clerk

# City Manager's Office – Project Development

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## Staffing

Ilona Blanchard Project Director 5 years in position

Ashley Parker Project Manager 1 year in position

## Overview

1. Lead special project initiatives, primarily related to City Center TIF District implementation and capital projects;
2. Staff the Energy Committee and Public Art Selection Committees; and
3. Advance economic development within South Burlington.

## Budget

Special Fund Revenues expended totaled \$454,184, including project costs and related costs.

## Accomplishments and events

- This was another milestone year in the development of City Center. After a successful November 2016 vote by the community to authorize the first TIF District Financing, the City triggered the first debt of the TIF District in February of 2016. This was within the five-year period mandated by the State and set the first year that the City will collect incremental property tax revenue (tax on the increase in value since 2012) as the April 1, 2017 Grand List for Fiscal Year 2018. The City will now be allowed to collect and use this revenue (as approved by voters) for the next 20 years.
- As part of the City Center Initiative, we:
  - Continued work on four major projects:
    - Market Street (securing environmental permits),
    - City Center Park (completed design and engineering),
    - Garden Street (preliminary engineering for the Williston Road Intersections), and
    - Williston Road Streetscape (phase II of scoping study).
  - Initiated a fifth City Center project in partnership with CCRPC:
    - scoping for a Pedestrian Bicycle Improvement over I-89/Exit 14 at Williston Road.
  - Participated in negotiations for land for public facilities in City Center and discussed development agreements with potential developers.
  - Collaborated with the South Burlington City Center for the Arts (SBCCA) and South Burlington City Center Collaborative (SB3C), working with SBCCA on outreach for the 'Night Out in City Center' in February of 2017 and City Center business owner-oriented events with SB3C.
  - Initiated "Weed Warriors" a first in the state effort to combat invasive plants in parks.
- Staff the Energy Committee,
  - Wound down Energy Prize initiatives focused primarily on natural gas and electrical usage;
  - Began scrutinizing opportunities in transportation (see Energy Prize Annual Report).

- This year, the Landfill Solar Array went under construction, and Project Development continued administering the contract. The City Manager’s Office established a reserve fund to receive the net-metering benefits and to set them aside to be used for electrical upgrades and energy efficiency/conservation capital projects.
- The Public Art Selection Committee recommended the City Council the award of the Market Street Public Art commission an artist through a competitive process, this was awarded, and the artwork, bronze geese, has been commissioned.
- Project Development continued to coordinate with artists, the hospitality industry and SBBA.
- Project Development surveyed businesses in City Center regarding what City initiatives would be most appreciated. Events followed by networking activities, among other indicators. 40% of businesses surveyed responded.
- Ashley Parker was hired full time as a Project Manager to advance project implementation.
- Worked with the Finance Office to handover primary responsibility of the Capital Improvement Program development.
- Prepared three grant applications (two pedestrian and bicycle and one for a utility infrastructure standards).
- The design for City Center Park – Dumont Parcel won a Public Places Honor Award.
- Vermont Climate Action and Energy Network (VECAN) recognized the Energy Committee with an award for the Landfill Solar Array.

## **2018 Goals and Priorities**

- Initiate these projects:
  - Williston Road Streetscape (south side),
  - Library + City Hall design,
  - City Center Infrastructure Standards, and
  - Impact Fee Study & Policy Support - Public Facilities.
- Hand over two construction-ready projects to Public Works for construction management:
  - City Center Park – Dumont Parcel, and
  - Market Street Reconstruction.
- Continue advancing design, permitting and ROW acquisition for:
  - Garden Street (Williston Road Intersections), and
  - Bicycle/Pedestrian Crossing over Exit 14 (at US 2/Williston Road).
- Continue ongoing initiatives including the Weed Warriors, working with South Burlington City Center Collaborative and the South Burlington City Center for the Arts, acquisition of land for projects, outreach to property owners regarding City Center, and administration of the TIF District.
- Support the organization and funding of public events in City Center in coordination and collaboration with South Burlington City Center Collaborative and South Burlington City Center for the Arts.
- Support the development of an Economic Development Plan.

# South Burlington Fire Department

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**Department Head:** Chief Douglas Brent

**Total Number of Staff:** 32

**Budget:**

FIRE BUDGETED	\$2,587,554.00	SPENT	\$2,480,050.00
AMBULANCE BUDGETED	\$674,682.00	SPENT	\$863,322.00

## FIRE AND EMS DIVISION

Main Functions –The core functions of the fire department are centered around prevention, protection, and response to natural and man-made disasters and other emergencies. These functions include; alarm response, fire suppression and extinguishment, Paramedic level pre-hospital emergency medical care, building evacuations, search and rescue, and hazardous materials response. In this ever-changing world our job also includes training and preparation for; chemical, biological, radiological, nuclear and terrorism type emergencies. We maintain personnel with subject matter expertise in; high and low angle rescue, trench rescue, confined space rescue, water rescue and structural rescue.

Response Data	Fire Emergencies	<u>FY17-</u> 1228	<u>FY16-</u> 1020	a 20% increase
	Medical Emergencies	<u>FY17-</u> 2243	<u>FY16-</u> 2119	a 6% increase

## FIRE MARSHAL/ELECTRICAL INSPECTION DIVISION

The City of South Burlington maintains an agreement with the State of Vermont Division of Fire Safety to perform all Fire, Building and Electrical inspections and plan approvals within the city.

Fire Marshal

- 181 building permits issued
- 1,900 field inspections performed
- 1,658 requests for information
- 53 Occupancy Permits (new buildings)
- 54 Certificates of Completion (existing buildings)

Electrical

- 350 electrical permits issued
- 1,276 electrical field inspections
- 980 requests for information



*Figure 1: Electrical Inspector Jim Chagnon inspects wiring in new construction.*

## EMERGENCY MANAGEMENT DIVISION

The Fire Chief also serves as the Emergency Management Director, communicating on a frequent basis with Vermont Emergency Management (VEM) and the Federal Emergency Management Agency (FEMA). We work closely to coordinate efforts surrounding natural and manmade disasters most often in the form of weather related emergencies.



**Accomplishments and Events:**

- We replaced 1,200 feet of fire hose.
- We purchased new Hydraulic Rescue Tools (Jaws of Life) to replace equipment which was 15 years old.
- The Fire Chief was project manager for the city communications project which involved the replacement of all two-way radio communications equipment for Police, Fire and Public Works.

**Staffing**

- June 2017 saw the departure of 20-year employee Senior Firefighter Paramedic Will Moran. Though we hated to lose Will, we were proud that he was named Executive Director of Essex Rescue.
- Firefighter Paramedic Jason Neal left to accept a position at Burlington Fire.

**2018 Goals and Priorities**

- Work on a project to get HeartSafe Community designation for South Burlington
- Work to implement the Stop the Bleed program that encourages bystanders to become trained, equipped and empowered to help in a bleeding emergency or disaster.
- Continue to focus on employee mental health awareness.

# South Burlington Library

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## Department Overview

We provide a place where people connect with each other, books and information. Our mission is: "The South Burlington Library strengthens our community through abundant opportunities to learn, share and succeed. We do this through collections, programs, technology and services for all ages."

**Director:** Jennifer Murray (3 years)

**Leadership Team:** Kathryn Plageman, Circulation and Tech Services Librarian (17 years of service)  
Susan Bliss, Adult Services Librarian (4 years of service)  
Children's Librarian (currently vacant)

**Number of staff:** 14, six with 9 hours a week or less, three 16-28 hours, 5 FTE

**Annual Budget:** \$463,377 actual budget was \$460,750

## Accomplishments and events

- At the end of FY17, we began preparations for our move the U Mall. Earlier we collaborated *with Everybody Wins!* on our first annual Readathon.
- The Bookmobile was repaired for one final year, and summer participation in the garden story times was up, while summer reading participation doubled.
- We participated in the Edge Initiative which we will use in FY18 to set technology goals.
- The reservation and print release system has been pivotal in reducing staff involvement in public PC use and in garnering additional printing fees.
- We were highlighted for our participation in Reading Frederick Douglass and other programming with the VT Humanities Council in their magazine and on their website: [goo.gl/VP92s5](http://goo.gl/VP92s5), <https://goo.gl/F426iP>



## Qualitative Summary

- Our programming team moved the focus of their offerings towards intergenerational programming by including child-centered activities at adult concerts and offering craft activities at differing skill levels. This will grow in FY18.
- The Adult Services Librarian researched a collection development plan that was helpful in the culling-and-keeping process for our move.
- Our participation in the inter-library loan system maximized available titles for our patrons and allowed us to share ours.

## Quantitative Data

- We have exceeded our social media goals by adding Instagram and continuing on Twitter. Our Facebook following hit 1,000 and our e-calendar sign-up increased to over 900.
- Circulation continues to increase, this year by 2.48%.
- E-book and E-audio book checkout is up by 30%, leading to additional funds in the FY18 budget.
- Door count was down by 3,000 this year, due to a malfunctioning counter.
- We offered 40 fewer programs, intentionally culling those that were not sustainable, while attendance stayed very close to FY17 levels at 10,659.

# Planning & Zoning Department

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**Department Head:** Paul Conner

**Department staff:** Cathyann LaRose, City Planner  
Ray Belair, Administrative Officer  
Marla Keene, Development Review Planner

## **Main Functions of the Department:**

To provide long-range planning services to the community on subjects such as land use & development, resource conservation, transportation, housing, and economic development.

To provide development review & permitting services for development projects of all sizes.

**FY 17 Budget:** \$399,813 FY 2017 Actual: \$350,493

## **Accomplishments and Events:**

Fiscal Year 2017 was another active year in this dynamic community. Following the adoption of a new Comprehensive Plan and substantial amendments to the City's Land Development Regulations, staff and the committees we support moved to implementation.

So as to not be repetitive, I encourage everyone to read the following related annual reports:

- Development Review Board, prepared by Bill Miller, Chair
- Planning Commission, prepared by Jessica Louisos, Chair
- Bicycle & Pedestrian Committee, prepared by Dana Farr, Chair
- Zoning Administrator's Report, prepared by Raymond Belair

## **Qualitative Summary** (*Some key highlights that fall between these reports*)

### **Land Use & Transportation Planning**

- Completed Williston Road Network Study Phase II and were awarded \$800,000 grant to begin design & construction of a new streetscape
- Completed Tilley Drive / Kimball Ave / Kennedy Drive transportation plan Phase I
- Completed Phase I of a project to overhaul the way in which Master Plans and Planned Unit Developments are implemented in the City
- Initiated project to streamline review of development along Shelburne Road, reducing building setbacks and raising permissible building heights and establishing basic design standards

### **Development Review and the City Center Form Based Code**

- Reviewed and approved the first new building in the City Center Form Based Code district, a four-story, 39-unit residential building with non-residential uses on the first floor. The review marked the first multi-family building ever to be reviewed and approved administratively in the City
- Worked with the Development Review Board to review several key infill projects

### **Airport Input**

- Staff, the Planning Commission, and appointed members to the newly-established Airport's Sound Advisory Committee provided regular and direct input to Airport planning efforts
- The Planning Committee provided a formal letter of input on the draft Airport Re-Use Plan
- Staff and Airport Sound Committee members provided direct feedback on strategies to enhance quality of life in the neighborhoods adjacent to the Airport

### **Sustainability**

- At the very start of FY 2018, the City Council signed on the Vermont Climate Pledge and, at the same time, the role of Chief Sustainability Officer was established in the Planning & Zoning Office.

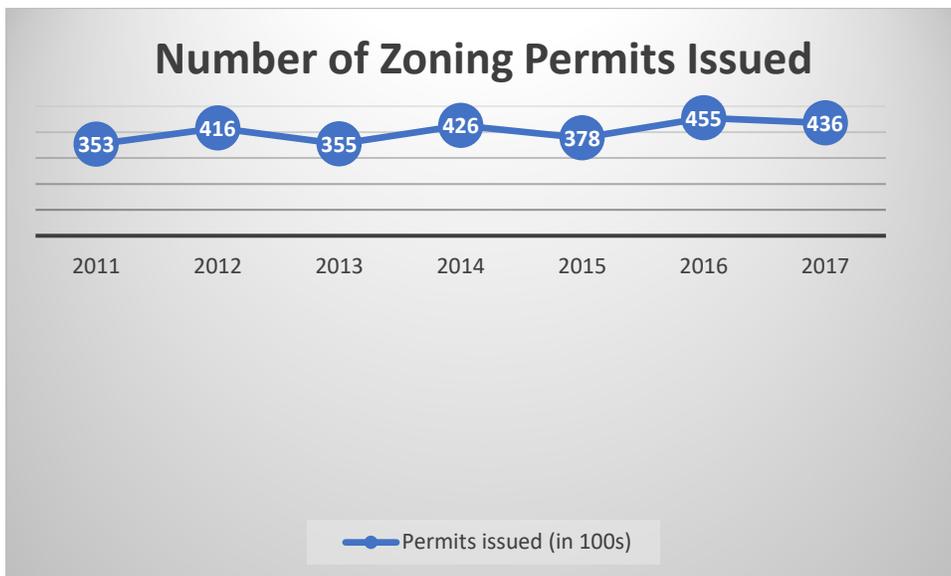
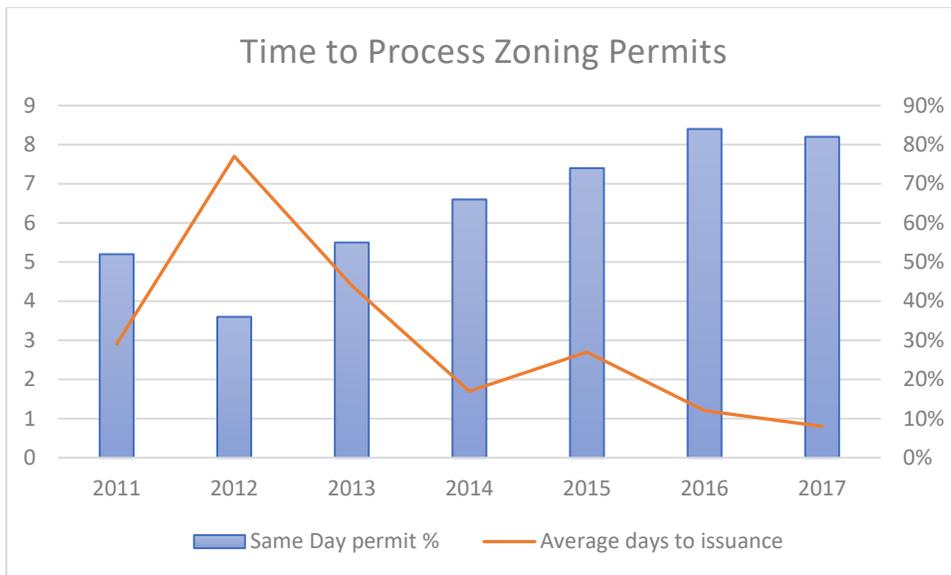
### **Staffing**

- Toward the end of the Fiscal Year, Development Review Planner Lindsey Britt moved on; thank you for your service this past year and all the best for the future.
- A tremendous thank you to Cathyann LaRose, City Planner, and to Raymond Belair, Administrative Officer, for their dedication and outstanding efforts in continuing to make this among the very best planning departments around.
- A big welcome, as we enter fiscal year, to Marla Keene, who joined us just days in FY 2018 and will be a great addition to this team.

### **Quantitative Data**

Many of the key metrics of the work of this department are captured in the reports of the Zoning Administrator, Planning Commission, and DRB. We would like to point to one metric on the permitting side which is the direct result of the work on the part of staff and our boards: time to issuance of zoning permits. State law requires that zoning permits be issued within 30 days of receipt of a complete application.

Over the past several years, the City's boards and staff have been re-organizing development review and permitting, and in 2016 a new development review planner position was established. Together these have yielded strong results, as shown below:



**2018 Priorities and Goals**

- Provide top-level customer service for all users
- Provide consistent and objective development review services
- Work with volunteer groups and City staff to implement the goals of the Comprehensive Plan
- Review and update LDRs to regulate those elements which implement the Plan and eliminate those which do not.
- Develop integrated work plans across committees & departments
- Track, measure, and evaluate implementation across all departments for a sustainable future
- Provide staff training to assure we maintain the top department in the State

# ZONING ADMINISTRATIVE OFFICER'S REPORT

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## FISCAL YEAR 2017

<b>PERMITS</b>	<b>NUMBER</b>	<b>CONSTRUCTION COST</b>
Residential (45 units)	38	\$11,086,007
Residential Additions & Alterations	227	\$4,997,637
Residential Garages	2	\$35,000
Commercial Buildings	3	\$5,750,000
Commercial Additions & Alterations	95	\$4,878,688
Other	53	\$328,568
Non-Taxable	24	\$29,364,438
<b>TOTALS</b>	<b>442</b>	<b>\$56,440,338</b>

## PRIOR YEAR COMPARISON (FY16)

<b>PERMITS</b>	<b>NUMBER</b>	<b>CONSTRUCTION COST</b>
Residential (252 units)	43	\$40,606,101
Residential Additions & Alterations	233	\$5,317,766
Residential Garages	1	\$80,000
Commercial Buildings	5	\$8,248,094
Commercial Additions & Alterations	112	\$16,703,348
Other	50	\$321,404
Non-Taxable	10	\$2,961,860
<b>TOTALS</b>	<b>454</b>	<b>\$74,238,573</b>

## Qualitative Summary

Residential construction significantly decreased this year over the previous year. The number of units decreased from 252 units to 45 units, reflecting a temporary lull in construction of new housing units. This type of fluctuation is not unusual and represents a 2-year average of 148 units, which is not far off from the last five (5) year average of 143. The 45 units represent 33 single family dwellings, 3 two-family dwelling units, and 6 multi-family dwelling units.

The value of new commercial construction was less than the previous year, with the number of new commercial buildings permitted during the year decreasing from five (5) buildings to three (3) buildings. The number of new commercial buildings constructed each year is small, hence the greater variability in the value from year to year.

Each year we remind residents the need to obtain a zoning permit when making repairs or renovations which exceed \$5,000. Or, if you are changing the footprint of your home (deck, porch, sunroom, etc.) regardless of cost. And, any accessory structure (shed, detached garage, etc.) regardless of cost.

If you have any questions about whether your project requires a permit, please call the Planning & Zoning office at 846-4106.

# Police Department

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## Department Overview

The main focus of the police department is to provide law enforcement services (emergency response and proactive/preventative services, emergency dispatch, community justice services to residents and visitor to South Burlington and, through a grant, victim services to human trafficking victims throughout the state.

## Management Team

Trevor Whipple, Chief of Police (11 years)  
Paul Edwards, Deputy Chief (27 years)

Jeff Martel, Support Service Lieutenant (20 years)  
Shawn Demore, Patrol Lieutenant (21 years)  
Gregg Jager, Patrol Lieutenant (13 years)

## Department Structure

39 sworn officers, 6 dispatchers, 2 records clerks, 1 administrative assistant, 1 human trafficking case manager, 5 part-time community justice center staff, 2 part-time dispatchers

The department is comprised of two divisions:

### Prevention Services

- Patrol
- Traffic Safety
- K9

### Support Services

- Detectives
- School Resource Officers
- CUSI
- Drug Task Force
- Dispatch
- Records



**Budget for FY 17:**      \$4,865,039      actual expenses      \$4,380,037

## Accomplishments and Events

We have continued to expand our Peer Support program with more officers attending training, regular meetings, training and overall engagement with our department clinician. We realize the strain placed upon all members of the police department and want to have the appropriate support systems in place, so those helping others also have the help they need.

Officers and civilian staff have been trained in the use of Narcan. This is a crucial tool as we work to prevent tragedies. Opiate overdose can happen through intentional use or accidental exposure. The carrying of Narcan could mean the difference of life or death for someone using opiates or an officer who is accidentally exposed during a search or evidence processing. Earlier in the year one of our officers was able to save the life of a citizen who had overdosed while driving. The car had crashed and the operator was unresponsive. The officer administered Narcan and the person was revived.

Working with other jurisdictions we collectively understood the need for mental health workers to be on the front lines with our officers. After several meetings and support from City Manager Kevin Dorn, we have entered into an agreement to share four mental health workers with six communities. This program has rapidly evolved and I am excited to have it become fully active in the first quarter of 2018. Having social workers imbedded with our police officers will afford a much more appropriate response to those struggling with mental illness. It will provide a much higher level of service while being a great resource to the community and to our officers.

### **Qualitative Summary**

- The department saw a 6.5% reduction in traffic crashes.
- Officers and some civilian staff were trained in the use of Narcan. It is available to all employees.
- Peer support leaders received additional training.
- A grant was written and received to hire a Human Trafficking Victim Services Case Manager.
- We continue active engagement in the ComStat and SubStat program to identify those struggling with addiction who are most at risk. Once identified, we work with community partners in an attempt to get them services.

### **Quantitative Data**

South Burlington has followed the national trend of seeing a reduction in crime and an overall reduction in calls for service. It can be difficult to know the cause but I would like to think the strides being made in Vermont to assist those struggling with addiction may be a driver. We also know the efforts of everyone at the police department also have a direct impact on the safety and security of our community. I assure you that we will continue to serve with the highest of integrity and caring for the citizens we serve.

As July 1 draws near, and with it the legalization of small amounts of marijuana on the horizon, I would like to point out that for the past three years all arrests made by the South Burlington Police Department are for incidents that will continue to be crimes. These were cases of someone possessing more than one ounce of marijuana or more than 2 mature or 4 immature plants. The new law will not save any law enforcement resources for the City of South Burlington and only time will tell if it will require more.

Below is a chart showing some general statistics from the police department

	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Arrests	723	562	687	736	661
Vehicle Stops	4005	4581	5228	4885	3491
Traffic Tickets	1668	1771	2175	2233	1015
Traffic Warnings	2337	2810	2932	2652	2476
Crashes investigated	868	863	812	722	679
Total calls for police service	15,307	14,834	15,651	15,102	13,951
<b>Criminal Arrests</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
DUI	100	61	111	103	98
Drug possession	77	36	43	46	23
Marijuana possession	32	3	2	3	7
Heroin possession	18	10	12	14	11
Burglary	114	32	42	42	49
Theft from vehicles	288	171	82	144	63
Shoplifting	322	220	191	271	238
Domestic Assault	64	49	35	41	36

Drivers for the development and implementation of the new Community Outreach Program were police staff experiences, increasing numbers and severity of calls involving people and families struggling with mental illness. The department is experiencing an increase in calls regarding mental health issues, suicide and attempted suicide and drug overdoses. Our officers and dispatchers are well trained and embody the spirit of helping others, but despite their best efforts there remains the challenge of how to help those who may be resistant to accepting the help. The direct access to and presence of social workers in our agency will provide a much-needed tool when it comes to handling some of the most challenging calls. We are fortunate to have a great community partners who came together so that we can provide a better level of service.

### **2018 Goals and Priorities**

- Continue an emphasis on traffic safety for a further reduction in traffic crashes.
- Recruit to fill existing officer vacancies.
- Utilize the department succession plan to facilitate a smooth transition from the retiring chief of police to the new police chief.
- Continue the development of the Community Outreach Program with success measured through a reduction in repeat calls to those struggling with mental illness.
- Train and deploy a new police K9.

Each year, I close by offering that we have some of the finest people in law enforcement working in our department. Learning and growth takes place through receiving feedback from our community. I encourage you to take time to offer your thoughts, whether it be a compliment, a suggestion or a concern. You can do this with a phone call to the on-duty supervisor (802-846-4111), completing the form on our website ([www.southburlingtonpolice.org](http://www.southburlingtonpolice.org)), sending a letter or by email. And, as always, you should never hesitate to contact me directly. As your chief I want to hear ideas, compliments and concerns.

I have announced my retirement as Chief for January of 2019. After more than 37 years of policing, I have decided it is time for a change. It has been an absolute honor to serve as your chief and I look forward to being able to work through 2018 and leave one of the finest law enforcement agencies well-positioned to welcome a new chief who can lead this great department in to the future.

# Department of Public Works

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## Department overview

We maintain the City's 90 miles of roads and the hundreds of miles of utilities that lie underneath them. Additionally, the Sewer Division is responsible for two wastewater treatment plants and over 30 sewer pump stations.

**Director:** Justin Rabidoux

**Divisions:** Highway, Parks, Sewer, Water, Stormwater, Technical Services and Fleet Maintenance

**Number of employees:** 36

## Accomplishments and events

2017 was the first year the City constructed numerous, large stormwater projects as part of our 20-year plan to improve water quality in South Burlington and Lake Champlain. Large stormwater projects on Market Street, in the Pheasant Way neighborhood, in Oak Creek Village and the Village at Dorset Park were completed. Over a million dollars in grants were obtained for these projects, reducing the cost to South Burlington property owners. In the coming years there will be more projects, or larger scale, annually.



*Figure 1: Market Street Culvert*

Other noteworthy events and projects for the Department included:

- Continued support for the City's growing list of community events, that are excellently planned and programmed by our Recreation & Parks Department, at Veteran's Memorial Park.
- Multiple facility and infrastructure energy efficiency upgrades that will save taxpayers and rate payers anywhere between tens of thousands of dollars to hundreds of thousands of dollars over their lifespan continued to be implemented city-wide.
- A growing relationship with the Town of Shelburne for South Burlington's Stormwater Division to provide full-scale stormwater services to the town via a shared services agreement. The shared municipal services model is something the City continues to explore with all its services.

- The Water Division, which is managed by the Champlain Water District, completed year five (of a seven-year project) of a multiyear project to upgrade and replace customers' water meters. This project will ensure metering accuracy, improve leak detection and efficiency in meter communications and reading.
- The Water Division began a project at our Dorset Street water tank that will ensure adequate water pressure exists for existing and future development.
- The Sewer Division advanced to its construction phase a project in the Hadley Road/Proctor Avenue neighborhood that will save Sewer rate payers millions of dollars in the coming years. This project's financing from the State also included 'gifting' the City a free stormwater project.

# Recreation and Parks Department

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## Department Overview

The main functions of the department are to provide opportunities that enhance healthy community connections and to provide quality active/passive recreation spaces and programs for the community to play, learn and grow. We foster a supportive and constructive (work) environment that embraces **Conservation-Social Equity-Health & Wellness** through inclusive decision making and mindful daily actions.

### Divisions:

**Parks** (under supervision with DPW Department of Public Works) 3 full-time staff members

**Recreation** 5 full-time staff members

Director	Maggie Leugers, CPRP	(2 years)
Assistant Director	Holly Baker, CPRP	(7 years)
Recreation Specialist	Brett Leonard, CPRP	(2 years)
Special Projects Coordinator	Travis Ladd	(2 years)

## Annual General Fund Budget

Expenses = \$1,139,439.21 Revenues = \$759,536.00

## Accomplishments and Event

- **City Fest Event** continues to grow with the support of City Administration, City Council, Rotary Club, Sponsorships and Community Engagement.
- **Bikes & Bites Event** continues to be hugely supported by the community as "South Burlington's BEST Idea. By popular demand we increased the event by adding 3 additional dates to include: Live Bands, Best of the Best Local Food Trucks, Bicycle Valet (very popular), and yard games for the whole family. It is now considered a regional destination event venue.
- **Yappy Hour Event** was a first-time event at Red Rocks Beach for dogs, owners and friends. There was a cover charge for dogs and included: food, water play, and lots of giveaways.
- **Electrical/Water Upgrades** at Veterans Memorial Park. We wanted to thank our City Council and the administration for making this significant investment that will support additional event venues at the park.
- **Event Trailer** has been a much-needed addition to our department thanks to a sponsorship from Members Advantage Credit Union. This trailer has giving us the ability to put all traveling equipment into one vehicle and take to whatever venue needed for programs and events throughout the year. It also is a department billboard supporting our mission, and pillars of Conservation-Health & Wellness-Social Equity for the whole community.



- **Recreation & Parks Foundation** established a 5-member board. Its mission is seeking to inspire the spirit of stewardship and philanthropy for our cherished parks and recreation assets for residents and visitors, consistent with the pillars of recreation: Conservation, Health and Well-being, and Social Equity.
- **Open Space Funding** has given us the ability to improve our park system at Red Rocks Park, Wheeler Nature Park, Wheeler Homestead, and develop a Master Plan for Underwood Property.
- **Weed Warriors** is a volunteer group trained to recognize and support removal of invasive species in our park system.



- **National Recreation & Parks Presentation at headquarters in Washington DC** was a feather in our caps. They selected our grant project **Commitment to Health** as one of the BEST across the country. We shared our knowledge and summer youth camp program with over 88 NEW grant recipients from across the USA.
- **National Recreation & Parks Conference in New Orleans, LA.**, again NRPA asked us to present at our national conference. Over 9000 delegates attended this conference and is the premier conference for our profession. We were asked to share our knowledge and experience on executing the **Commitment to Health** grant received.
- **City Volunteer Service Hours** include: Natural Resources Committee, Recreation & Parks Committee, Weed Warriors, Events, Community Garden Coordinators, Master Gardeners Project, and Burlington Garden Club. **For a total of 3100 hours of service.**

### Qualitative Summary

- **Develop an overall Master Plan for parks, open space, community gardens and recreational programs.** We have Master Plans for our Park system and Open Space; however, we are in the process of working towards a more comprehensive plan for programs that will included a community survey, having goals and objectives and cost recovery for all current and future program and event.
- **Work with city administration, boards and departments to acquire additional park land, recreation spaces, paths and pedestrian trails.** This is a continued process with stakeholders.



- **Continue to work with UVM Lands programs, Vermont Youth Conservation Corps and Winooski Valley Parks District to conduct an analysis of our natural Areas and implement recommendations from our Open Space priority list and fund.** We have made significant progress in this area at Wheeler Nature Park, to include: New punch-ins, and foot bridges. At Red Rocks Park to include: Replacing path culverts, improvement of trail system, and closing off non-designated trails within the park. We are in the development stage of gathering public input for a NEW Master Plan for the Underwood Property.
- **Continue to advocate and pursue funding for indoor recreation program space.** We now have a Recreation & Parks Foundation to pursue a much-needed Community Recreation Facility.

## 2018 Goals and Priorities

- Explore locations for Community Recreation Center.
- Develop Business model for Staffing and Programming Community Recreation Center.
- Increase Recreation Programming opportunities specifically; Adult Educational programs, Adult Leagues, Afterschool Enrichment programs, Weekend Family programming.
- Develop community recreation needs public survey.
- Increase program participation.
- Increase Large City Events
  - SnowBu Winerfest (February 2019)
  - Great SoBu Chili Cook Off (March 2019)
  - Investigate other events in partnership with private/non-profit event producers
- Increase Community Engagement through program and event partnerships to include: LL Bean, Common Roots, Rotary, Cairns Arena, Big Blue Trunk, Red Clover, Rice HS, Higher Ground and Businesses.
- Increase Grant writing for specific projects.
- Continue Open Space Projects to include:
  - a. Signage and Wayfinding Red Rocks and Wheeler Nature Parks
  - b. Correct Erosion at Red Rocks Park into Lake Champlain
  - c. Puncheons improvements Wheeler Nature Park
  - d. Invasive removals at Red Rocks Park
- Complete Bay Crest Park to include path, benches, bike rack, and shade trees per plan.
- Official renaming Dumont Park. Organize community event highlighting park.
- Transition into Phase I of implementation of Underwood Property and rename park property
- Develop Brochure for soliciting weddings, reunions and small gatherings at open space parks to include fee structure (Wheeler, Overlook, and Red Rocks Parks) to assist in growing facility reserve funds.

# Community Gardens Annual Report

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Vermont Garden Park  
1100 Dorset Street

**A Master Gardener project, the Burlington Garden Club, and unaffiliated volunteers**  
(does not include the Community Garden plots – a separate entity)

Submitted by: Jan DeSarno, Volunteer Coordinator  
4 Ladd Point, Grand Isle, Vt. 05458  
phone: 372-4058, cell: 343-0847  
e-mail: [jandesarno@gmail.com](mailto:jandesarno@gmail.com)

In 2017 the volunteers planted, maintained, and did fall clean-up from May 10 to November 8 every Wednesday from 10 a.m. until 2 or 3 p.m.

**Total hours donated by volunteers for the 2017 season: 641**  
**Value : 641 hours @ \$10.00 hour = \$6410.00**

Gardens include the Cottage, Butterfly, Pollinator, Grandma & Grandpa's Heirloom, All America Selections Display, the Berm, and Children's Gardens. The flowers and vegetables for the gardens are grown from seed by several of the volunteers. Value of the annuals donated by the volunteers is about \$550.00.



The vegetable garden, "Grandma and Grandpa's Garden" was planted and maintained by the Growing Young Gardeners program under Burlington Garden Club leadership every Thursday morning from June to September. Unfortunately, the garden was less bountiful than the prior year due to animals eating the produce!

**Amount of vegetables donated the Food Shelf sponsored by Common Roots at the Wheeler House: 354 pounds.**

Every day there were children in the Tea Table play area, the sand-pit DinoLand, Frontier Land, and Gnome Village -- especially on Tuesdays, Wednesdays, and Fridays when the Library Program was held in the gardens. On some days there were 130 children and parents there! It was a delight to see the happy faces.

Emma from the Parks Department was an invaluable part of the 2017 season doing what the volunteers couldn't do, and was gratefully appreciated.

## **Budget Request for the 2018 season**

- Compost from Champlain Valley Compost Co.: \$150.00
- A few six-packs of annual flowers for the entrance sign, and 6 pots: \$40.00

In the spring of 2018, Paul Steinman might have a few repair expenses due to winter damage to arbors or fences.



# CITY PARTNER REPORTS





**CHAMPLAIN WATER DISTRICT**  
Dedicated to Quality Water & Service



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First In The Nation ~ Excellence In Water Treatment, Partnership For Safe Water

Date: January 4, 2018  
To: CWD Served Municipal Systems  
From: Jim Fay, CWD General Manager  
RE: 2018-2019 Fiscal Year Budget

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CWD's publicly elected Board of Water Commissioners has finalized the fiscal year budget for July 1, 2018 to June 30, 2019 setting the uniform wholesale water rate at \$2.165/1000 gallons from the existing \$2.10/1,000 gallons. This is an increase of 6.5 cents per 1,000 gallons, or a 3.10% increase. Assuming this CWD wholesale increase is fully passed along in each retail rate within CWD's twelve served municipal water systems, the average family using 180 gallons per day will see a 36 cent per month increase (\$4.27/year) in water costs. We have attached a table entitled "Historical CWD Wholesale Rate Increase Impact on CWD Served Systems" which summarizes that the annual increase over the past nine years is \$4.15 per year for a family using 65,700 gallons/year.

Also please find attached a table titled "Comparative Retail Water Rates" which was just updated as of our December 2017 Survey of CWD served systems, as well as a table titled "CWD Wholesale Increase Impact on Served Municipal Systems". Please note that a family using 65,700 gallons/year (180 gallons/day), within CWD's twelve served municipal water systems in Chittenden County, has a present annual "average" water cost across CWD's served systems of \$301.13 per year (\$25.09/month). Of this \$301.13/year, \$137.97/year (\$11.50/month) is paid to CWD under the uniform wholesale water rate, and the remaining \$163.16/year (\$13.60/month) is the average retained by the respective served CWD municipal water system. With CWD's rate increase from \$2.10/1000 gallons to the proposed \$2.165/1000 gallons, the average family using 65,700 gallons per year will see an increase of \$4.27 per year (36 cents/month). If this CWD increase of 6.5 cents per 1,000 gallons is fully passed on, the average Retail water rate will increase an average of 1.42%, with a high of 2.00%, and a low of 1.00%, given the varying retail markups to the CWD uniform wholesale water rate across the twelve CWD served municipal water systems.

Finally, one item of interest this year is that the State of Vermont "water fees" are scheduled for an increase on July 1, 2018. These fees increase on a three year cycle rather than annually, and they have increased historically at an average of 12%-15% every three years. We put a place holder of 14.4% for July 1, 2018.

Please contact Jim Fay, CWD General Manager at 864-7454 (ext. 103) or by email at [jim.fay@champlainwater.org](mailto:jim.fay@champlainwater.org), if you have any questions or need further information.

## HISTORICAL CWD WHOLESALE RATE INCREASE IMPACT ON AVERAGE FAMILY

The following list shows the CWD uniform wholesale water rate for the last nine years. It also shows the annual average family using 75 gallons per day per person for an average household usage of 65,700 gallons per year. Assumes Chittenden County average family of 2.4 people/home use 180 gallons/day (75 gpd/person) for a total of 65,700 gallons per year.

FISCAL YEAR ENDING	CWD Uniform Wholesale Water Rate \$ Per 1000 Gallons	Annual Average Family Cost @65,700 Gallons/Year	Annual Family \$ Increase Over Previous Fiscal Year
2011	<b>1.650</b>	\$108.41	\$3.55 (30 cents/month)
2012	<b>1.714</b>	\$112.61	\$4.20 (35 cents/month)
2013	<b>1.782</b>	\$117.08	\$4.47 (37 cents/month)
2014	<b>1.840</b>	\$120.89	\$3.81 (32 cents/month)
2015	<b>1.913</b>	\$125.68	\$4.79 (40 cents/month)
2016	<b>1.978</b>	\$129.95	\$4.27 (36 cents/month)
2017	<b>2.038</b>	\$133.90	\$3.95 (33 cents/month)
2018	<b>2.100</b>	\$137.97	\$4.07 (34 cents/month)
2019 Proposed	<b>2.165</b>	\$142.24	\$4.27 (36 cents/month)

**Note: CWD's nine (9) year annual average (2011-2019) increase is \$4.15/family per year.**

**COMPARATIVE RETAIL WATER RATES**  
**Survey Compiled December 2017**

The following list represents the cost per 1,000 gallons and the annual cost for the Chittenden County average household occupancy (2.4 people per home) multiplied by 75 gallons per day per person for an average household usage of 65,700 gallons per year. The annual cost of water reflects individual characteristics of the communities water rates, i.e. any base rate per quarter, incremental rates based upon usage, or any minimum charges.

<b>Water System</b>	<b>Total Cost per 1,000 Gallons (Including any Base Rates)</b>	<b>Annual Cost Average Family</b>
CWD Wholesale (Uniform Rate)	\$2.100	\$137.97
<b>Village of Essex Junction</b>	<b>\$3.33</b>	\$218.78
<b>City of South Burlington</b>	<b>\$3.88</b>	\$254.92
<b>Colchester Town</b>	<b>\$4.09</b>	\$268.71
<b>Malletts Bay Water Company</b>	<b>\$4.09</b>	\$268.71
Colchester Fire District #2	\$4.56	\$299.59
<b>Colchester Fire District #3</b>	<b>\$4.98</b>	\$327.19
<b>Town of Williston</b>	<b>\$5.01</b>	\$329.16
<b>City of Winooski</b>	<b>\$5.17</b>	\$339.67
<b>Town of Essex</b>	<b>\$5.26</b>	\$345.58
City of Burlington	\$5.49	\$360.69
<b>Town of Milton</b>	<b>\$6.30</b>	\$413.91
<b>Town of Shelburne</b>	<b>\$6.49</b>	\$426.39
<b>**Village of Jericho</b>	<b>\$3.25</b>	\$213.53
<b>***Colchester FD#1</b>	<b>\$3.45</b>	\$226.67

\***Bolded water systems are served by CWD**

Note: The annual average retail cost of water is \$319.30 for **10** of the 12 above "**bolded**" CWD served municipal water systems for a family using 65,700 gallons per year. Of this \$319.30 average annual family cost, \$137.97 (43%) is paid to CWD for the uniform wholesale purchase price, and the remaining dollars is retained by the respective CWD served water system.

\*\*Village of Jericho – Rate does not include Village Tax Rate assessment charge. Not included in

\*\*\*Colchester FD#1 - Rate does not include bond special assessment charge. Not included in average

**CWD UNIFORM WHOLESALE INCREASE IMPACT ON SERVED MUNICIPAL SYSTEMS  
FY 2018 - 2019**

The following list represents the cost per 1,000 gallons and the annual cost for the Chittenden County average household occupancy (2.4 people per home) multiplied by 75 gallons per day per person for an average household usage of 65,700 gallons per year. The annual cost of water reflects individual characteristics of the communities water rates, i.e. any base rate per quarter, incremental rates based upon usage, or any minimum charges. Assumes average family uses 180 gallons/day (75gpd/person) for a total of 65,700 gallons per year. Therefore, "CWD" increase is: \$2.100/1000 gallons to \$2.165/1000 gallons = 0.065 cents/1000 @65,700 gallons/year = \$4.27/year or 36 cents/month.

CURRENT WHOLESALE RATE			PROPOSED CWD RATE INCREASE		
\$2.100/1000 Gallons			For New Wholesale Water Rate of \$2.165/1000 Gallons		
Water System	December 2017 Retail Rate/1000 Gallons	Current Annual Average Family Cost	For New Wholesale Water Rate of \$2.165/1000 Gallons	New Annual Average Family Cost	Estimate of Retail Rate Increase if CWD Increase Passed on 100%
Village of Essex Junction	\$3.33	\$218.78	\$3.40	\$223.05	1.95%
City of South Burlington	\$3.88	\$254.92	\$3.95	\$259.19	1.68%
Malletts Bay Water Company	\$4.09	\$268.71	\$4.16	\$272.98	1.59%
Colchester Town	\$4.09	\$268.71	\$4.16	\$272.98	1.59%
Colchester Fire District #3	\$4.68	\$307.48	\$4.75	\$311.75	1.39%
Town of Williston	\$5.01	\$329.16	\$5.08	\$333.43	1.30%
City of Winooski	\$5.17	\$339.67	\$5.24	\$343.94	1.26%
Town of Essex	\$5.26	\$345.58	\$5.33	\$349.85	1.24%
Town of Milton	\$6.30	\$413.91	\$6.37	\$418.18	1.03%
Town of Shelburne	\$6.49	\$426.39	\$6.56	\$430.66	1.00%
**Village of Jericho	\$3.25	\$213.53	\$3.32	\$217.80	2.00%
***Colchester Fire District #1	\$3.45	\$226.67	\$3.52	\$230.94	1.88%
Served System Annual Average	\$4.58	\$301.13	\$4.65	\$305.40	1.42%
CWD's Portion of Total Annual Average Retail Bill	\$2.100	\$137.97	\$2.165	\$142.24	

Proposed July 1, 2018 Annual average CWD Wholesale cost per family = \$142.24/year @ 2.165/1000 gallons

Proposed July 1, 2018 Annual percentage CWD Wholesale cost to average retail family cost of \$305.40 year = 47%

Proposed July 1, 2018 @ \$2.165/1000 gallons increases average family cost an additional \$4.27/year or 36 cents per month

**\*\*Village of Jericho – Rate does not include Village tax rate assessment charge**

**\*\*\*Colchester Fire District #1 - Rate does not include bond special assessment charge**



# Winooski Valley Park District

Ethan Allen Homestead  
Burlington, Vermont 05408

Tel: (802) 863-5744 Email: info@wvdp.org www.WVPD.org Fax: (802) 865-0647



## Visit the WVPD's Parks:

Colchester Pond  
Natural Area

Delta Park

Derway Island  
Nature Preserve

Donohue Sea Caves

Essex Overlook Park

Ethan Allen Homestead

Heineberg Wetlands

Macrae Farm Park

Mays Landing

Muddy Brook Park

Muddy Brook  
Wetland Reserve

Old Mill Park

Riverwalk Trail

Salmon Hole Park

Winooski Gorge

Wolcott Family  
Natural Area

Woodside Park

Valley Ridge

**Winooski Valley Park District  
Annual Report: July 1, 2016 – June 30, 2017**

Nick Warner  
Executive Director

The Winooski Valley Park District's mission is to plan, acquire, and manage lands and waters within the boundaries of its member municipalities for purposes of conservation, preservation of natural areas, establishment of parks, and resource-based education and recreation. WVPD's 1,750 acre portfolio features over 13 miles of shoreline and offers 25 miles of trails in 18 parks throughout the Winooski River Valley. In South Burlington, this includes Muddy Brook Park, Muddy Brook Wetland Reserve, Winooski Gorge, and Valley Ridge. The Town of South Burlington has been a supporting member for 46 years, and Dave Crawford is South Burlington's representative. Please visit [www.wvdp.org](http://www.wvdp.org) for trail maps and to learn more, or stop by WVPD's headquarters at the Ethan Allen Homestead in Burlington.

### **In South Burlington this past year, the WVPD:**

- continued to finalize the property and easement transfers that will result in the expansion of Valley Ridge into a 24-acre park with a new trail system;
- performed general maintenance of trails at Winooski Gorge, Muddy Brook, Muddy Brook Wetland Reserve
- planned a Trees for Streams planting with Winooski Natural Resources Conservation District (WNRCD) for Spring 2018 at Muddy Brook Wetland Reserve;
- worked with volunteers from South Burlington High School (a group of incoming freshman led by seniors) on a riparian habitat restoration project at Colchester Pond where 300 plants and shrubs were planted over two acres;
- established a fee-for-service contract with South Burlington completing a 30' bridge at Wheeler Natural Area and a run of timberframe steps, ramps and handrails on bridges and boardwalks, conducted a Red Rocks Trail assessment, supervised a YCC crew, and installed new fencing in Red Rocks parking area.

**New Park Acquisition:** WVPD has obtained a purchase option on the Rivers End Marina property at the Winooski river mouth, and is working with several conservation groups, Lake Champlain Land Trust, and the Burlington Conservation Board on the purchase.

- **Environmental Education:** The WVPD's Americorps Environmental Educator met with 692 people including 473 children (includes people from all of the WVPD's member towns), and served as the activities and curriculum coordinator, and head counselor for the S.O.L.E. Camp (Sustainable Outdoor Leadership Education Camp). The camp ran eight full weeks in the summer of 2017, with over 60 campers attending. The camp will continue in summer 2018 and has emerged as a highly popular and successful

program. At the 31st Annual Conservation Field Day, WVPD had over 300 students attend, with 28 professionals leading engaging workshops. WVPD's Educator and Programs Director continued educational offerings to afterschool enrichment programs in several schools within WVPD member's towns. WVPD also hosted numerous school, college, youth and civic groups visiting the parks. Champlain College continues its' multifaceted partnership with WVPD, including a full class conducting and reporting on a marketing project, and a communications intern working directly for WVPD.

- Financial Sustainability:** Over the past three fiscal years, WVPD staff has increased the leveraged resources that help keep costs low for member towns. In FY17/18, a Pilot Project commenced providing fee-for-service project services for the City of South Burlington as a means to create new revenues. Volunteers from local schools and community organizations also contribute nearly 1,000 hours of labor annually to various WVPD parks and help complete projects such as removing invasive plant species, picking up trash, assisting with programs and events, and repairing trails. WVPD has received additional grants from the Department of Environmental Conservation to hire a greeter at Colchester Pond to help monitor for invasive aquatic plants; trails funding for the construction of a trail system at Wolcott Family Natural Area in Colchester; expanded a lease for the Burlington Forest Pre-School at the Ethan Allen Homestead; ran the S.O.L.E Camp and Winter Wonders Vacation Camp programs at capacity; and renegotiated its' contract with L.L. Bean Outdoor Discovery School which provides fly fishing instruction and special programs at the Ethan Allen Homestead and other parks.
- Activities for Residents, and Tourists:** WVPD's 18 regional parks offer nature trails, scenic overlooks and wildlife viewing, hiking trails, picnic facilities, cross-country skiing and snowshoeing trails, canoe/kayak launches, fishing accesses, and public garden plots. The Ethan Allen Homestead Museum (a partner organization) provides tours of Ethan and Fanny Allen's 1787 restored farmhouse, historic lectures, programs and hosts special events such as Citizenship Ceremonies, historic talks, fundraisers, and historic re-enactments.
- Programs Offered by Others at WVPD Parks:** Many school groups, local Colleges and Universities, summer camps, and scout groups visit WVPD's parks as part of their curriculum. WVPD parks have also been the subject of numerous collegiate and post-graduate studies. The Burlington Area Community Gardens, the Vermont Community Garden Network, Visiting Nurses Association and New Farms for New Americans lead educational gardening programs at WVPD's Ethan Allen Homestead.

People need natural areas to stay in touch with the local landscapes that sustain them. In turn, natural areas need protection and management to assure people and wildlife can peacefully coexist. In an era of forest decline and water quality challenges, WVPD will continue to prioritize high value conservation properties for acquisition and management. South Burlington's annual support makes it possible for thousands of Vermonters and tourists to explore our ecologically-diverse system of natural areas embedded within the most developed county in Vermont. Thank You!



**State of Vermont**  
**Department of Health**  
Burlington District Office  
108 Cherry Street, STE 102  
Burlington, VT. 05402  
[HealthVermont.gov](http://HealthVermont.gov)

[phone] 802-863-7323  
[fax] 802- 863-7571  
[toll free] 888-253-8803

*Agency of Human Services*

## Vermont Department of Health Report for South Burlington

**Your local health district office** is in Burlington District Office at the address and phone number above. Come visit or give us a call! At the Vermont Department of Health, we are working every day for your health. With twelve district offices around the state, and state office and laboratory in Chittenden County, we deliver a wide range of public health services and support to your community. For example, in 2017 the Health Department:

**Supported healthy communities:** The Health Department's 3-4-50 initiative aims to engage multiple sectors – business, education, municipalities – in implementing policies and strategies that will reduce the three (3) behaviors of tobacco use, physical inactivity and poor diet that lead to four (4) chronic diseases of cancer, heart disease and stroke, diabetes and lung disease that result in more than 50% of deaths in Chittenden County. The local office is working to get these sector partners to sign-on to 3-4-50 and make a commitment to take action that will help to reduce chronic disease in our state.

**Provided WIC nutrition services and healthy foods to families:** We served 2,554 pregnant women, infants and children to age five in Chittenden County with WIC (Special Supplemental Nutrition Program for Women, Infants and Children). WIC provides individualized nutrition counseling and breastfeeding support. We partner with grocery stores across the state to enable participants to use a debit-like card to access nutritious foods. The average value of foods provided is \$50 per person per month. 380 WIC families received \$11,400 in Farm to Family coupons to buy local fruits & vegetables.

**Worked to prevent and control the spread of disease:** In 2017, \$15,014,203 of vaccine for vaccine-preventable diseases was distributed to healthcare providers statewide.

**Aided communities in addressing substance abuse and misuse:** Regional Prevention Partnership grants work statewide to increase state and community capacity to prevent underage and binge drinking, reduce prescription drug misuse and marijuana use. Our staff have been working in partnership with this grant and sub-grantees on policy and community level strategies. The Chittenden County Regional Planning Commission has been the fiscal agent for \$160,000 in funds and the back-bone staff supporting this effort locally.

**Emergency Preparedness:** For 2017-18, \$10,000 is funding training for Chittenden County Medical Reserve Corps (MRC) volunteers. The Chittenden County MRC is a group of health care and public health volunteers who are trained to provide support to the hospital, the Health Department, and communities. If you are interested in becoming an MRC volunteer, you can register at <http://www.oncallforvt.org/>



# VACCINATE TO ELIMINATE RABIES

## WHAT IS RABIES?



Rabies is a viral infection passed from animals to other animals or humans, usually through a bite. The virus affects the brain, and is nearly always fatal (causes death). Here's how we control rabies in animals and reduce transmission to people.



## 1. VACCINATE DOGS

Rabies shots protect dogs and people. Because dog vaccination is common in the United States, people don't get rabies from dogs like they do in countries where dogs are not vaccinated.

## 2. VACCINATE CATS

In the last 25 years, most of the rabid domestic animals in the US have been cats. Cats are almost 5 times as likely as dogs to get rabies - but you can prevent this by vaccinating them.



## 3. VACCINATE WILDLIFE

Many Vermont wildlife are vaccinated with an edible vaccine through a bait drop. Do not touch or feed wildlife.

## 4. PREVENTION IN PEOPLE

If you are bitten or scratched by an animal or find a bat in a room where you were sleeping, wash any wound thoroughly. Call your doctor and the health department. 1-800-4-RABIES. You may need to get post-exposure prophylaxis (PEP), a series of shots that keep the virus from making people sick.



**ONE HEALTH  
VERMONT**

VERMONT VETERINARY MEDICAL ASSOCIATION

For more information:  
[www.vtvets.org](http://www.vtvets.org) 802-878-6888



**DEPARTMENT OF VETERANS AFFAIRS**  
**Veterans Affairs Medical Center**  
**215 North Main Street**  
**White River Junction, VT 05009**  
**866-687-8387 (Toll Free in New England)**  
**802-295-9363 (Commercial)**

January 29, 2018

Dear Veteran,

The White River Junction VA Medical Center is attempting to contact all Veterans in our catchment area of Vermont and New Hampshire who are not enrolled or are enrolled and no longer utilizing our services. If you currently receive our services, please pass this note on to a Veteran who may benefit.

We offer a wide variety of services including assistance to Veterans. We are able to help those who are homeless or unemployed, and also offer high quality healthcare for both primary care and a variety of specialty care options. We have a robust mental health department offering one-on-one counseling, peer support, group sessions, and more. There is a designated treatment area for our women Veterans at the Women’s Comprehensive Care Clinic; a safe space.

The White River Junction VA Medical Center has seven community based outpatient clinics. They are located in Bennington, Rutland, Brattleboro, Newport and Burlington, Vermont; in New Hampshire we offer services in Keene and Littleton. We are here to serve all Veterans! Please do not hesitate to contact us, if for no other reason than to register/enroll with us, in case of future need.

Our eligibility office in White River Junction can be reached at 802-295-9363, extension 5118. A single form - VA form 10-10EZ – and a copy of the DD214 is all that is needed.

The American Legion, Disabled American Veterans and the Veterans of Foreign Wars have full time Service Officers that are knowledgeable about our programs. These independent organizations serve all Veterans, including nonmembers, in processing disability and pension claims. They can be reached in White River Junction at:

American Legion	802-296-5166
Disabled American	802-296-5167
Veterans of Foreign Wars	802-296-5168

Thank you for your service to our nation. On behalf of the White River Junction VA Medical Center team, we look forward to serving you.

Sincerely,

Matthew J. Mulcahy  
 Acting Medical Center Director

**Bennington CBOC**  
**186 North Street**  
**Bennington, VT 05201**  
**(802) 440-3300**

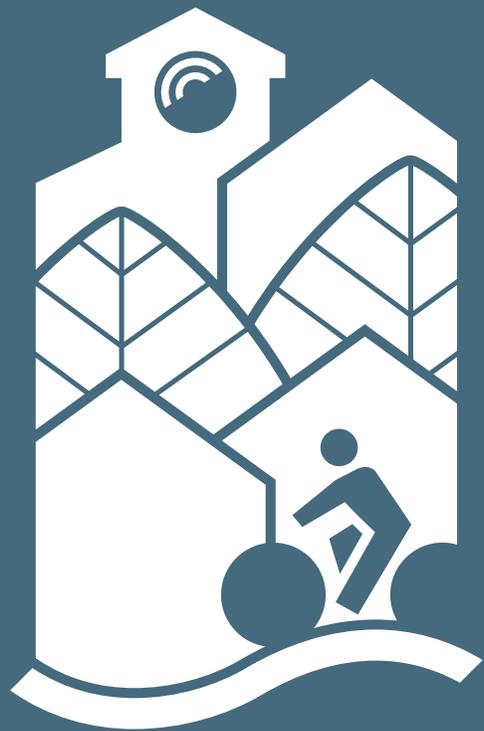
**Brattleboro CBOC**  
**71 GSP Drive**  
**Brattleboro, VT 05301**  
**(802) 251-2200**

**Burlington CBOC**  
**128 Lakeside Avenue**  
**Burlington, VT 05401**  
**(802) 657-7000**

**Littleton CBOC**  
**264 Cottage Street**  
**Littleton, NH 03561**  
**(603) 575-6701**

**Rutland CBOC**  
**232 West St**  
**Rutland, VT 05701**  
**(802) 772-2300**





# south**bur**lington

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VERMONT

City of South Burlington, 575 Dorset Street, South Burlington, Vermont 05403  
[www.southburlingtonvt.gov](http://www.southburlingtonvt.gov)