



**Grand Opening**  
Library & City Hall



**First Senior Spring Brunch**



# FISCAL YEAR 2022 ANNUAL REPORT



**southburlington**  
VERMONT

# City of South Burlington

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# CITY DIRECTORY

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## CITY COUNCIL

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Chair	Helen Riehle	<a href="mailto:hriehle@southburlingtonvt.gov">hriehle@southburlingtonvt.gov</a>
Vice-Chair	Meaghan Emery	<a href="mailto:memery@southburlingtonvt.gov">memery@southburlingtonvt.gov</a>
Clerk	Tim Barritt	<a href="mailto:tbarritt@southburlingtonvt.gov">tbarritt@southburlingtonvt.gov</a>
	Thomas Chittenden	<a href="mailto:tchittenden@southburlingtonvt.gov">tchittenden@southburlingtonvt.gov</a>
	Matt Cota	<a href="mailto:mcota@southburlingtonvt.gov">mcota@southburlingtonvt.gov</a>

## CITY MANAGER

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City Manager	Jessie Baker	<a href="mailto:jbaker@southburlingtonvt.gov">jbaker@southburlingtonvt.gov</a>	802-846-4107
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## IMPORTANT NUMBERS

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City Clerk's Office	802-846-4105	Recreation & Parks	802-846-4108
Community Development	802-846-4123	Planning & Zoning	802-846-4106
CSWD (Champlain Solid Waste district) Trash Drop Off	802-872-8111	Police ( <i>non-emergency</i> )	802-846-4111
Fire Rescue ( <i>non-emergency</i> )	802-846-4110	Public Works	802-658-7961
Human Resources	802-846-4107	Tax Department	802-846-4109
Library	802-846-4140	Water Department (CWD)	802-864-4631
		Water Quality	802-658-7964

## Sources of Public City Information

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



# CITY DEPARTMENT REPORTS



# City Manager

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Submitted by Jessie Baker, City Manager

It is my honor to present the FY 2022 Annual Report to the community of South Burlington. FY 2022 (July 1, 2021 to June 30, 2022) saw a lot of changes for our City. In July 2021, after decades of community visioning and planning, we opened our City Hall, Library, and Senior Center at 180 Market Street thus anchoring our developing downtown with new community amenities. We welcomed new leaders such as Public Works Director, Thomas DiPietro and, City Attorney, Colin McNeil. We saw public and private investment in developing much needed new housing options for our neighbors as well as new professional opportunities. And we continued to be leaders in innovation through updated land development regulations, information technology modernization, and body worn camera deployment among many others.

On the following pages, you will find detailed reports from our Department Heads, Committees, and our governmental partners. There are hundreds of staff, elected and appointed officials, and volunteers who work everyday to further the vision of our community. Please join me in thanking them for their efforts and allowing me to highlight some of them for you!

## City Center and 180 Market Street

Thanks to so many of you who joined us for the community celebration to open 180 Market Street on July 23, 2021! In our first year of operations, we welcomed thousands of visitors to our new Public Library, City Hall, and Senior Center. There were art shows, story times, senior lunches, public meetings and public hearings about the future of our community, and so much more. In fact, the Library saw a 15% increase in cardholders over the first year in their new space and over 158,000 items were checked out for our neighbors to enjoy at home. Twice a week an average of 25 seniors in our community joined us for lunch at the Kevin Dorn Senior Center. We hope you are enjoying this new community asset and would love to hear your ideas for future uses of this new space – including our festival street – Market Street!

Around City Hall, there was a flurry of other activity in City Center this year. UVM Medical Center invested millions of dollars to build housing and a daycare center in City Center. Taconic Capital Advisors and Eastern Real Estate (proven national developers of innovative community spaces) purchased the University Mall property in the spring of 2022 spurred on by the community's work to develop our Downtown. The City secured a \$9.7M federal grant to support the design, engineering, and construction of a bicycle and pedestrian bridge over I-89. And planning work continued on City Center Park, Garden Street, and Willison Road in advance of our anticipated final Tax Increment Financing bond authorization vote on Town Meeting Day 2023.

While not in City Center, the growth of our downtown is also supported by much needed housing built at the O'Brien Hillside and Quarry Hill neighborhoods as well as the expansion of OnLogic, Beta, and many more small businesses in our community. The future of our City is bright!

## Climate Resiliency

This fiscal year, the Council, Planning Commission, Climate Action Plan Task Force, and many of you spent time thinking about and planning for the future climate resiliency of South Burlington.

After several years of Interim Zoning, the Planning Commission recommended to the Council and the Council approved major amendments to the City's Land Development Regulations. These updates, approved by the Council in February 2022, included an overhaul of the City's Environmental Protection Standards, Planned Unit Development, Subdivision, Civic Space, and Master Plan standards as well as the extension of inclusionary zoning city-wide.

In August 2021, the City Council convened a Climate Action Plan Task Force charged with recommending to the Council “the adoption of a Climate Action Plan that identifies a series of strategic pathways that most realistically achieve the State and City’s climate goals for South Burlington.” This Task Force met frequently throughout the year and successfully brought a Climate Action Plan to the Council early in FY 2023.

## **Public Safety**

Our community continues to be well-served by professional Police, Dispatch, Fire, and EMS professionals who provide for our community’s wellbeing each hour of the year. This year the Police responded to 10,731 calls for service and Fire/EMS responded to 4,447 emergency calls (72% or 3,196 of which were medical calls.) This fiscal year, both the Police and Fire department struggled with staffing levels adequate to maintain the health and well-being of staff as well as respond to the needs of our community. We continue to follow the national trend of folks retiring from these professions and the upcoming generations less likely to serve in this way. Both Chiefs put a great deal of effort into recruiting and retaining staff and we are optimistic that these new colleagues will add a significant value to our team.

Despite staffing challenges, we continue to be at the forefront of progressive public safety service provision. This year we continued our partnership with the Howard Center Community Outreach Team. This team co-responds to a variety of calls for service which involve a person suffering from an unmet social service need and ensure their needs are best met. In FY 2022, the Community Outreach Team responded to 482 requests for services in South Burlington.

Additionally, in FY 2022, our Police personnel implemented the use of body worn cameras. This technology (many years in the planning in South Burlington) improves criminal investigation, allows for more thorough review in use of force situations, and enhances our transparency and accountability to each other and the public.

FY 2022 saw a great deal of future planning in the Fire and EMS service delivery area. A critical component of this Department’s work is Fire Prevention which is responsible for enforcing the State’s Building and Fire Safety Codes and ensuring that new construction meets standards for safety. As you can imagine, in a growing community, this is a big undertaking. In FY 2022 Fire Chief, Terry Francis, served as both the Fire Chief (chief of department overseeing Fire and EMS operations) and Fire Marshall (overseeing prevention and building inspections.) In FY 2022, we started planning for additional resources to support growing demands on both sides of this house which were implement in early FY 2023 with the addition of Fire Chief Steven Locke. We are thankful that Deputy Chief/Fire Marshall Terry Francis continues to serve the City and oversee Fire Prevention.

## **Infrastructure**

With a continued focus on maintaining our municipal infrastructure, FY 2022 saw us focusing on the preliminary engineering needed as we consider significant upgrades to the Bartlett Bay Wastewater Treatment Facility as well as modernizations to our Airport Parkway Wastewater Treatment Facility and pump stations. This infrastructure is critical as we maintain the community’s public health and minimize our impact on Lake Champlain.

We crack filled, repaved and line striped all or sections of 19 individual streets in the City and completed a Rapid Flashing Beacon crosswalk on Kennedy Drive at W Twin Oaks Terrace. And, of course, we completed construction of the Muddy Brook Culvert replacement on Kimball Avenue at the City’s border with Williston.

## **Municipal Finances**

Prudent financial decisions were made by the previous administration, namely the tremendous leadership of Kevin Dorn and Tom Hubbard, to build a FY 2022 budget cautiously given the uncertainty COVID-19 presented. As Vermont emerges from

the pandemic, we saw our revenues rebound faster than anticipated and our permit fees increase. As a result, we ended FY 2022 with just over a \$2M surplus. With Council approval, a portion of these funds have been invested in deferred capital projects with \$1.2M allocated for traffic signal improvements needed along Dorset Street. With this surplus and the investment in capital, we continue to exceed our minimum 8.33% of our operating expenditures in Fund Balance – achieving 9.20% this year.

With another clean audit in FY 2022, the City continues to be in strong financial shape to achieve our shared goals of excellent municipal operations and continued community investment in the future. For additional information, you can find the results of our FY22 Audit here: [www.southburlingtonvt.gov/departments/finance/audited\\_financials.php](http://www.southburlingtonvt.gov/departments/finance/audited_financials.php).

## Gratitude

On a personal note, FY 2022 was my first full year serving the City of South Burlington. I am humbled and honored by the warm welcome I received from staff, elected and appointed officials, volunteers, and residents. I learn more everyday from the stories, anecdotes, and history you all share and I'm excited for the work ahead of us!

In FY2022 our community was well served by our City Councilors who put in hundreds of hours guiding policy work, attending Council and Committee meetings, and supporting our residents. We are fortunate for the service of Helen Riehle, Council Chair, Meaghan Emery, Vice Chair, Tim Barritt, Clerk, Thomas Chittenden and Matt Cota.

This year we said goodbye to staff who ably served our City for many years. Please join me in thanking the following individuals who retired with a combined 114 years of service to the City!

Equipment Operator Daniel Meunier (20 years of service)  
Fire Captain Micah Genzlinger (21 years of service)  
Police Sergeant Dennis Ward (23 years of service)  
Police Lieutenant Shawn Demore (25 years of service)  
Police Lieutenant Jeffery Martel (25 years of service)

Finally, I want to thank the City's Leadership Team. Each of them provides expert guidance to service areas that are critical for the residents and businesses of South Burlington. I'm thankful to call each of them colleagues and for the wisdom and commitment they bring to our community

Colin McNeil – City Attorney  
Daisy Brayton – Human Resources Director  
Donna Kinville – City Clerk  
Greg Yandow – Director of Physical Plant  
Holly Rees – Recreation & Parks Director  
Ilona Blanchard – Community Development  
Director  
Jennifer Murray – Library Director

Martha Lyons – Assessor & Tax Collector  
Martha Machar – Finance Director  
Mike Mott – Information Technology Director  
Paul Conner – Director of Planning & Zoning  
Shawn Burke – Police Chief  
Steven Locke – Fire Chief  
Thomas DiPietro – Director of Public Works

The City is at a fantastic place in our history because of the hard work of the City Council, committee members, volunteers, Leadership Team, and all of you and for that I am thankful. Thank you for the time you spend with this FY 2022 Annual Report. If you have questions or ideas you would like to share, I can be reached at (802) 846-4100 or at [jbaker@southburlingtonvt.gov](mailto:jbaker@southburlingtonvt.gov).

# City Clerk's Office

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## Department Overview

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

### Department Staff:

Donna Kinville - City Clerk since 2001, current term ends March 2024

2 full time positions

Deb Woodward (2017)

Pam Correia (2020)

1 part time position currently open



### Annual Budget for FY 22-23

Budgeted Revenue	\$312,000	Actual Revenue	\$356,324
Budgeted Expenses	\$261,238	Actual Expenses	\$246,729

## Accomplishments and Events

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- The annual town meeting was the only election that was held in this fiscal year. There were 3,195 voters who participated in the election for 20.05% turnout. The second lowest turnout in the past 10 years for an annual meeting. Early (absentee) ballot numbers continue to increase every election and 30% of ballots cast were early ballots.
- Recognized by my peer of Vermont city and town clerks as the Clerk of the Year. I was truly honored to be considered worthy of such an acknowledgement. I could not be recognized without the support of my staff who fully embraces the special projects that we have undertaken over the years and without the support of our citizens.
- Voter Checklist: The voter checklist, every year, is kept as current as we can with the information that we receive. What is hard to keep updated on our checklists is when a non-homeowner moves, students who graduate and settle outside the city limits, and those who have deceased while they are out of state.
- Conducted 9<sup>th</sup> annual Top Dog and First Feline contest with Zoe and Emma the winners. I had the opportunity to bring Zoe his winnings and he is such a sweet dog, and I enjoyed the time that I spent with him. This year was difficult finding vendors who were willing to give to our contest. A big thank you to Pet Food Warehouse and Guy's Farm and Yard for being a sponsor to our contest for all 9 years. If you

know someone who would like to contribute to our contest, whether big or small, please send them our way. We gladly welcome anyone with something to offer to this contest from bandanas, treats or toys.



2022 Top Dog Zoe



2022 First Feline Ella

- Land records: We continue to work backwards digitizing our land records. We are currently back to 1965 and are currently working on going back to South Burlington's beginning in 1865. Our goal is to be complete by July 1, 2023.

## Qualitative Summary

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Fiscal year 2022-2023

- As of June 30<sup>th</sup>, our dog and cat totals increased and picked up another 128 pets since last June 30<sup>th</sup>. When other municipalities are continually seeing a decline in the number of dogs registered, South Burlington stands out by itself as continuing to increase our pet registration every year. As part of the enforcement process requested by our citizens, we have an anonymous way for someone to report if they feel that a dog or cat is unlicensed. Simply visit the clerk's webpage and scroll down to Dog & Cat licensing and a link will pop up allowing someone to report an unlicensed cat or dog. We will receive an email from the website with no identifying information from the sender and mail out a letter to that address.
- We moved into our new city hall in July 2021 and in true South Burlington clerk's office tradition, we did not close to the public during the move except for our land record system was down for one day. Thanks to my staff who manned both locations and found ways to make this move not impact our citizens. Picture is of land record books being removed from one vault to be brought over to the new city hall.
  - We are now back to April 1965 or book 78 in digitizing the land records for the city.



## Quantitative Data

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During the period from July 1, 2021 to June 30, 2022 there were 169 births, 182 deaths and 123 marriages recorded in the City Clerk's Office.

### Revenue generated by the City Clerk's Office

Recording & copy fees: deposited to general fund		\$255,848
Vital Records certified copies		\$57,752
Civil Marriage Licenses:		
127 licenses issued @ \$60	\$8,520	
Paid to state treasurer	<u>\$7,250</u>	
	<i>Transferred to general fund</i>	\$1,270
Animal Licenses:		
1,486 dogs		
403 cats		
	<i>Deposited to general fund</i>	\$27,275
Pet Control Fees:	<i>deposited to general fund</i>	\$4,072
Motor Vehicle Renewals:	<i>deposited to general fund</i>	\$324
Green Mountain Passport:	<i>deposited to general fund</i>	\$412
Beverage Licenses:	<i>deposited to general fund</i>	\$7,870
1 <sup>st</sup> , 2 <sup>nd</sup> class, tobacco licenses, entertainment		

## FY2023 Goals and Priorities

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- We continue to work our way back through the land record books with the goal of having all the land record books digitized back to the day that South Burlington became a town.
- I am working with our land record software company to put our land records online. However, there are several factors to consider: our citizen's privacy and maintaining the revenue for research being the top 2 factors.
- We are also looking into a program that will alert a homeowner, who has signed up to be notified, if a document is filed in our land records with their name or a variation of their name, on it by email. More to come on these projects in the coming months.
- There will be 3 elections in the 2022-2023 fiscal year. State Primary in August, State election in November as well as our annual town meeting in March.

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

Respectfully submitted,

Donna Kinville, City Clerk MMC, CVC



# Community Development

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## Staff:

Ilona Blanchard                      Community Development Director                      10 years with the city

Total Staff: 1 FTE

FY 22 Interns: Koleigh Vachereau (spring semester and summer); Isabelle Menard (summer - began in June)

## Responsibilities

- Administer the City Center TIF district (record keeping, VEPC reporting, track values/land, support audits)
- Manage projects (secure funding, contracts, public outreach, consultant/contractor oversight, team communications, oversee expenditures & track budgets)
- Staff committees
  - Public Art Selection Committee
  - Energy Committee
- Manage City Center TIF district capital projects (FY 2022 included 180 Market Street closeout, City Center Park Phase II - Boardwalk Connection, Garden Street Phase I & II, East-West Crossing walk bike bridge over I-89, and the Williston Road Streetscape)
- Manage other projects, liaise, and conduct outreach as assigned



*The Public Art Committee kicked off the year with the first exhibit in the new gallery in the main hall of 180 Market Street – Opening for “One Degree of Separation” by Todd Lockwood held Saturday, August 7.  
Photo Credit - Penne Tompkins*

## FY 2022 Budget

- Operational budget is included in City Manager’s Budget.
- \$5,000 in CIP Funds for city-wide permanent public art – Public Art Committee issued call in FY2023 to combine FY 22 and FY 23 funds in one project.
- \$800,000 in General Fund revenues transferred to the City Center Reserve Fund.
- Special Fund Expenditures:

TIF District Project Costs (all project combined FY 22 expenditures) <i>funded with TIF district debt proceeds, City debt proceeds, grants, reserve funds</i>	\$1,650,867
Debt Service TIF District Financed Bonds \$10.5M (FY22 Principal \$10,429,962) <i>funded with TIF district tax increment revenues</i>	\$251,585
Debt Service on City Financed Bond \$14.9M (FY22 Principal \$14,503,371) <i>funded by City Center Reserve Fund</i>	\$922,729

## Accomplishments and Events

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- The South Burlington Public Library and City Hall (which opened in FY 22) design by Wiemann Lamphere Architects received a 2021 Merit Award from the Vermont Chapter of the American Institute of Architects; the building was also toured by this organization at one of their meetings, separately toured by the

Vermont Chapter of Civil Engineers and later toured by the Vermont Chapter of the American Society of Heating, Refrigerating and Air-Conditioning Engineers as part of their respective member enrichment activities.

- The US Department of Transportation awarded \$9.7M in RAISE funds to build the East-West Crossing walk bike bridge over I-89 at Exit 14 (Williston Road).
- Public outreach for the East-West Crossing concept design was launched with workshops and focus groups designed to broaden participation by underrepresented communities in June 2022.



East West Crossing Public Workshop participants were not shy about contributing ideas for the walk bike bridge over I-89. Photo credit: VHB

- The city was awarded \$30,000 from the State of Vermont to plan the first Market Street festival.
- The Vermont Economic Progress Council approved a Substantial Change to the City Center TIF District, updating the Financing Plan and right sizing the list of projects yet to be built to those four remaining: Garden Street (Phase I & II), City Center Park Phase II, Williston Road Streetscape, and the East-West Crossing Walk Bike Bridge over I-89.

## Qualitative Summary

Progress was made in advancing public projects within the South Burlington City Center TIF District. The City is rapidly approaching the conclusion of the term during which TIF District financed debt may be issued (March 2024).

Garden Street, City Center Park Phase II, the Williston Road Streetscape and East-West Crossing projects were all switched up a gear in order to advance the design on each, with the East-West Crossing requiring the lions share of capacity in the second half of the year. For this US DOT funded project, a partnership with the Federal Highway Administration and the State of Vermont for technical and grant administrative support was developed and a project delivery model was selected. A request for design services qualifications subsequently issued, and, following a competitive review process, the City Council awarded the contract to a cross disciplinary team of consultants enabling the City to move the project from scoping into the design concept stage.

The FY 22 City Center TIF District Substantial Change cleaned up the TIF District Plan approved in 2012 and the associated Financing Plan to align with the expected TIF District capacity and the City's planned projects.

The City contracted with an engineering firm to complete the City Center Park concept. This last phase will create a shared use path connection between City Center Park and Market Street and Garden Street. Over the winter and into the spring, a survey was conducted, soils tested, and a preliminary alignment was developed.

The Williston Road Streetscape plan was fully revised, and testing completed for stormwater infiltration. The design is now a shared-use path end to end, with no separated sidewalk.

The Public Art Committee was supported in their success with the opening and operation of the City's new Public Gallery in the main hall of 180 Market Street.

The two interns collected data regarding the City's demographic information, economy, business districts, artists and arts organizations, with updates made to the city website and Wikipedia to reflect the 2020 census and recent economic changes.

Organization began for a new winter festival in partnership with Recreation and Parks Department with the development of a leadership team for the event including the City's hospitality and craft beverage sector.



*In FY 2022 Dover Place (far left) opened on Garden Street and work began on Union Place (far right)*

*Garden Street  
Fall 2021*

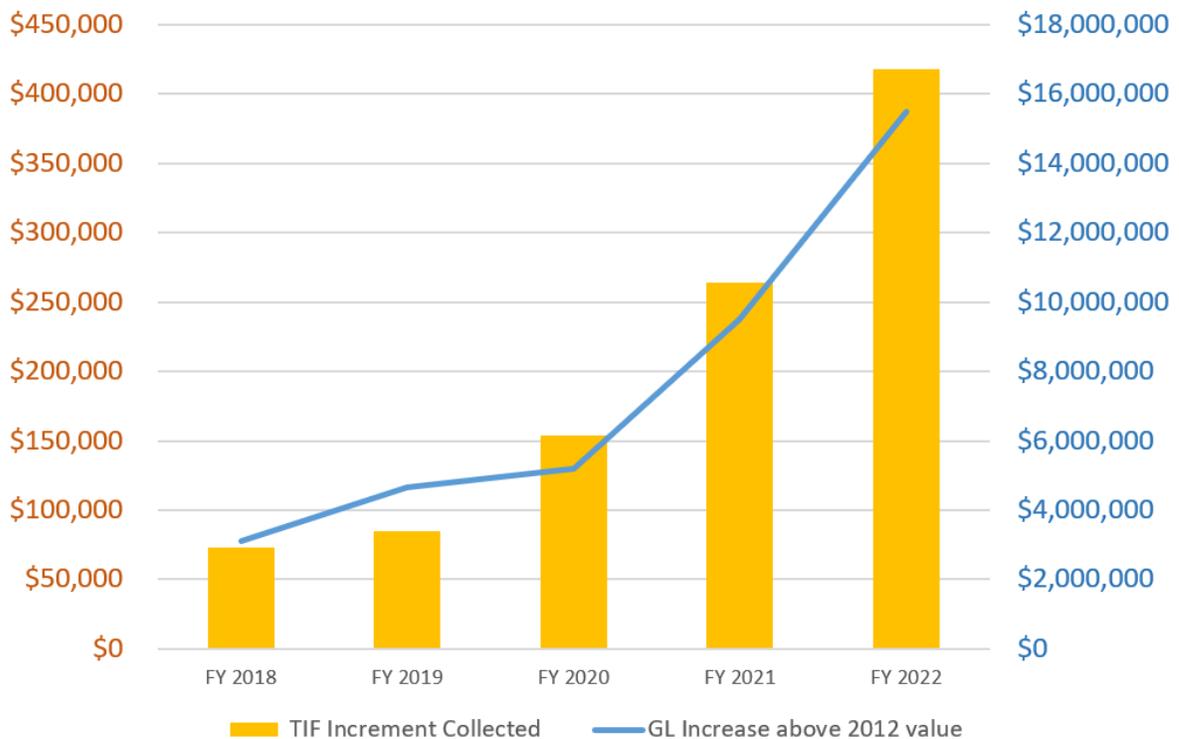


*Garden Street  
Spring 2022*

## Quantitative Data

- Secured two grants for a total amount of \$9,798,834.
- The April 1, 2021, grand list in the City Center TIF District (the property values against which FY 22 increment is collected) increased by \$14,910,900 or 29% with the resulting total increment revenue collected and held aside in a special fund to make TIF District debt payments amounting to \$418,122.

**Growth in the City Center Grand List and TIF Increment Revenues**  
(2018 was the first year the City was allowed to collect revenue)

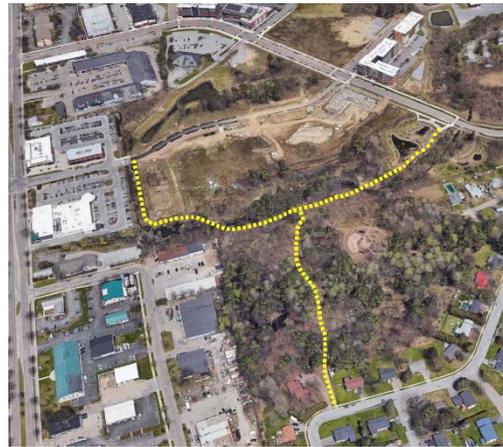


- 2 City Center TIF district projects restarted: Garden Street (Phases I & II) & Williston Road Streetscape
- 2 City Center TIF district projects kicked off new phases (East-West Crossing Walk Bike Bridge over I-89 and City Center Park Phase II– Boardwalk Connection)
- The final amount debt for the South Burlington Public Library and City Hall authorized by voters in 2018 vote was issued in the amount of \$429,962 (at 2.03% interest in TIF district financed debt) and \$970,038 (at 2.03% interest in debt serviced by reserve funds). The final breakdown of the 2018 \$20.4 M authorization was thus \$5,429,962 in TIF district financed debt and \$14,970,034 in City debt serviced with reserve funds.

## FY 2023 Goals and Priorities

- Administer the City Center TIF District, including supporting the first State Auditor’s Office audit.
- Begin Right-of-Way acquisition for Garden Street and obtain permission to begin right-of-way acquisition for Williston Road Streetscape.

- Support the City Council in obtaining authorization to use TIF District Financing bonding authority to fund the remaining TIF District projects where for costs not covered by federal funds.
- Complete construction documents for City Center Park Phase II – Boardwalk Connection.
- Complete the design concept and initiate the construction plan set for the East-West Crossing walk bike bridge over I-89.
- Organize and hold (with Recreation and Parks as the lead) a new festival in downtown South Burlington (Illuminate Vermont).
- Support the Public Art Committee in commissioning a city-wide public art project, management of the public gallery, and securing funding for a cultural plan.
- Support the Energy Committee and City energy/climate change initiatives including by pursuing and incorporating sustainable elements into projects.
- Support the Economic Development Committee in developing and making data available.
- Improve outreach and engagement opportunities to provide equitable access throughout South Burlington’s stakeholders and communities.
- Support a response to community-wide indoor recreation needs.
- Continue to build connections and otherwise support community development in South Burlington.



*Location diagram with Dorset along the left and Market Street top left with the City Center Park Phase II alignment (in yellow) of a boardwalk connection over the wetland and paved shared use paths from the boardwalk to Garden Street, Market Street, and Barrett Street (bottom right).*

# Community Justice Center

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## Department Overview

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The mission of the South Burlington Community Justice Center is to create and enhance the sense of community in South Burlington by fostering relationships, honest dialogue, respect, and healing. We strive to prevent and address crime and conflict in South Burlington by working with those involved through shared decision-making to make things right.

**Staff:** 1 full-time, 3 part-time  
Other members of the CJC team: 7 sub-contractors and 20 volunteers

### Programs/Services:

- Restorative Justice (RJ) Panels
- Parallel Justice (for crime victims)
- Mediation & Conflict Assistance
- Safe Driving (for Chittenden County)
- Community Dialogue, Education & Forums

**FY 2022 Budget**                      \$169,170.65

## Accomplishments and Events

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- We continued to offer RJ Panels and Safe Driving classes online and transitioned back to in person meetings in April.
- We navigated through staffing changes with a new Director, Victim Liaison and Panel Coordinator. We stabilized staffing and have been consistently providing service to the community.
- We received \$2500 in funding from the Town of Shelburne in FY21 to begin offering Parallel Justice services for crime victims in Shelburne. Outreach for the town of Shelburne is now being conducted for the first year.

## New Projects for 2022

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- We worked with Community Justice Centers statewide to discuss broadening Restorative Justice principles and practice to DV/SV work.
- We worked with Chief Burke to develop PR-322 (an internal policy) to streamline workflow through the CJC and expand Restorative Justice applications.
- We partnered with Officers to coordinate and conduct community events such as “Feeling Safe In Your Home Space”.
- We collaborated with law enforcement from Chittenden County, Chittenden County Community Justice Centers and the Vermont State police to host a training for the law enforcement community on Restorative Justice.

## Quantitative Data

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- Restorative Justice Panel cases (new referrals) = 68
- Restitution paid to crime victims from Panel offenders = \$13,580.32
- Mediation & Civil Panel Cases (new referrals) = 10
- Parallel Justice Cases (outreach to crime victims) = 762
- Volunteer Hours = 223.5

## FY 2023 Goals and Priorities

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- Work with statewide CJs to begin the process of expanding Restorative Justice work to Domestic Violence cases.
- Continue to work on staff stabilization by training and onboarding our new panel coordinator.
- Conduct additional “Feeling Safe in Your Home Space” community events.
- Organize equity trainings for volunteers.
- Expand partnerships with community business and agencies to expand resources available for individuals who are affected by crime.

# Facilities Department

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## Departmental Overview

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### Staff:

Greg Yandow	Director	1 year 8 months with the city
Eric Strong	Facilities manager	5 months

2 employees assigned to City Hall & Public Library

### Department Responsibilities:

Maintain City's buildings including:

- City Hall and Public Library at 180 Market Street
- Wheeler House
- 575 Dorset Street and Fire Station #1
- Fire Station #2
- 19 Gregory Drive (Police Station)
- Airport Parkway Water Treatment #1
- Bartlett Bay Water Treatment #2

Maintain City's building infrastructure and manage the daily operations of building improvements, building maintenance, contracts and scheduling contractors, safety and cleaning.

### Accomplishments and Events

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- Acted as main contact with leased spaces (SBSD, CSWD and TBD spaces.) Oversaw the re-engineering of our solar field on the roof at 180. Sun Common removed and re-engineered solar panels due to wind damage.
- Worked with NEAS (New England Air Systems) to overhaul antiquated control systems linked controls to 180 Marketplace for HVAC control comfort.
- Painted Police bathrooms.
- Installed 3 new interior doors at FS #1.
- Installed lactation room at FS #1.

### FY 2023 Goals and Priorities

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- Add charging stations within the city buildings (Fire and Police, and DPW).
- Continue to build facilities department from the ground up.
- Bring all city buildings under the same facilities management umbrella (contractual and maintenance, limiting redundant costs) removing underperforming contractors.
- Replacing reactionary maintenance with proactive maintenance which will lessen budget.

# Fire & Emergency Medical Service Department

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## Department Staff:

Steven A. Locke, Fire Chief

33 Fire & EMS personnel

## FY 2022 Budget

Budget \$3.6M

Revenue \$1.4M

## Accomplishments and Events

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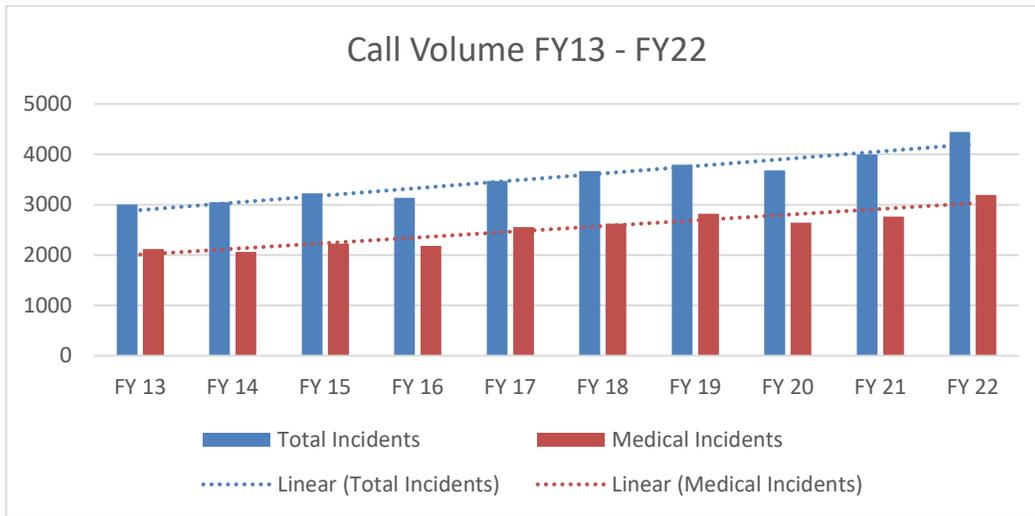
I would like to take a moment to introduce myself as your new Fire Chief. In July 2022, I was appointed to the position after a combined 30-year career spanning time in Hartford and Burlington. It is an honor to work for the City of South Burlington and with the men and women of the South Burlington Fire Department. A special thanks to Deputy Chief/Fire Marshal Terry Francis for his work leading the Department these last few years. The following report is a summary of their work.

### Personnel

In FY22 the department promoted Lieutenant Bradley Dattilio to Captain and Senior Firefighter Nick Perkov to Lieutenant. Additionally, Alex McCarthy and Dan Mullin were hired as entry level firefighters while Captain Sacha Lascala retired after many years of dedicated service.

### Fire Suppression – Special Operations

In FY22 the department responded to a total of 4,447 emergency calls for service. This represents more than an 11 percent increase in calls from the previous year and almost a 48 percent increase from 10 years ago. While most of the calls for service are for medical incidents, the department responded to 1,251 calls being for fires, hazardous conditions, service, alarm activations or other non-medical types of incidents. The chart below shows the calls for service over the past 10 years.

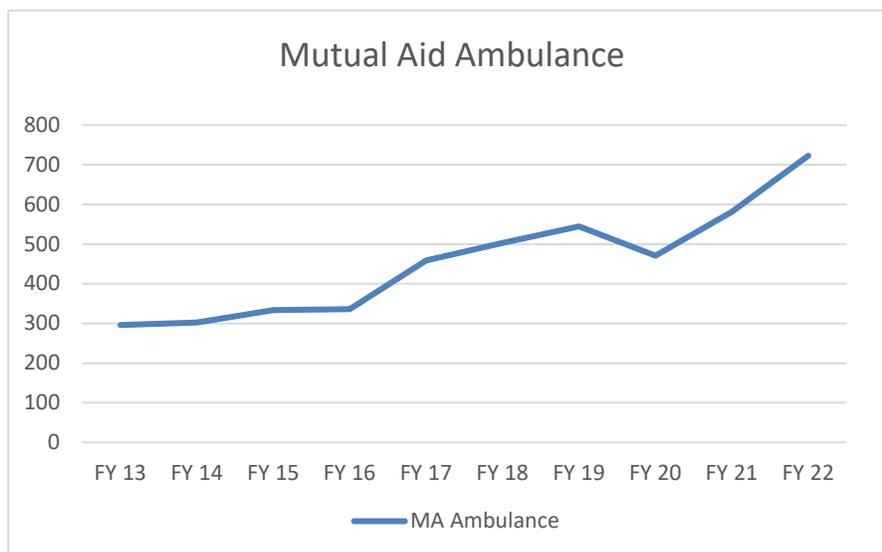


### Emergency Medical Services

The department operates a two-tiered response system that deploys the closest fire suppression unit and an ambulance for every medical incident. All personnel are trained at a minimum as Emergency Medical Technicians with the majority being licensed at the Advanced or Paramedic level. These highly trained personnel are committed to delivering the highest level of care to our citizens.

In FY22 the department responded to 3,196 medical calls for service. This represents approximately 72 percent of the total call volume and an increase of almost 16 percent over the medical calls from the previous year.

The department currently staffs one ambulance and as calls for service continue to increase, there is a greater reliance on the use of mutual aid from neighboring communities to provide an ambulance for patient transport. In FY22 the department required the use of a mutual aid ambulance 723 times but provided aid outside of the city less than 30 times. The chart below shows the increase usage of mutual aid ambulances within the city.



There does not appear to be any reduction of the medical call frequency on the horizon. This is a national trend where more and more people are utilizing the 911 system for all types of pre-hospital medical concerns. There is

little doubt that both the mental health system crisis as well as increased substance abuse are driving factors to our increase in service demands. This is significant challenge that will tax our services for years to come.

### **Fire Marshal's Office (FMO)**

The Department's Prevention Division is responsible for enforcing the State of Vermont's Building and Fire Safety Code as well as the City of South Burlington's Fire Safety ordinances. These rules are applied to all new and existing commercial properties, businesses, multi-family homes (2 or more dwelling units) and all rental dwelling units. The Prevention Division works in close coordination with the Planning and Zoning Department and are in the field everyday ensuring that buildings under our purview are being built and wired correctly.

The Prevention Division completed the following activities in FY 22.

Electrical Inspections:                    1,205 inspections  
    356 permits issued  
    3,222 - requests for information and service

Building Inspections:                    2,047 inspections  
    232 permits issued  
    3,242 requests for information and service

## **FY 2023 Goals and Priorities**

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### **Fire Suppression – Special Operations**

The department is in the process of implementing a new records management system (RMS). The current system is outdated and no longer supported. The department uses the RMS system not only to track emergency incident data, but also information on inspections, investigations, and inventory control. The department is also looking forward to the return of the ladder truck which has been out for rehab for almost 11 months. The work on the truck should extend the unit's usable life for several years. Finally, we will be creating our first strategic plan that will help us to develop our goals and priorities for the next five years.

### **Emergency Medical Services**

The department is concerned with our ability to meet the service demands of our community and is looking to increase personnel for a second staffed ambulance. The growth of the city as well as the increased reliance on the 911 system for pre-hospital medical services is putting a tremendous strain on our existing services. The department has ordered a new ambulance to replace our 2012 truck, however, supply chain issues have increased delivery times to over two years. Finally, the department has secured a combination of grant funding along with general fund dollars to support three members attendance at paramedic school. This is a major milestone for the department as we have not been able to send employees to this level of training in over 14 years. It is our hope that we will continue to support employ attendance at paramedic education for years to come.

## Fire Marshal's Office (FMO)

The Prevention Division is committed to the continued delivery of high-quality services to our customers. Our inspectors work every day with property owners and those in the construction trades to ensure the relevant building, electrical or fire safety codes are being followed. These inspections ensure the safety of the residents and our firefighters, while reducing property loss or injury should a fire occur. The division works hard to balance the desires of the building owner or architect while confirming any design meets the requirements of the applicable codes.

I would like to take a moment to thank our city manager Jessie Baker as well as the members of the City Council. We would not be successful without their support, and we understand well that there are many competing priorities within the city. I would also like to thank the citizens of this community for their continued support. Finally, a huge thank you to the men and women of the South Burlington Fire Department. They work extremely hard every day to deliver the highest quality services to those in need. I am fortunate to work with you; your work does make a difference.

# Information Technology Department

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## Department Staff

Mike Mott	IT Director	2 years with the city
Larry King	System Administrator	3 years with the city
Franco Salese	System Administrator	6 months with the city

## Department functions and responsibilities

- Implement and maintain technology utilized by City staff in day-to-day operations
- Respond to IT support requests in an efficient manner
- Make recommendations regarding technology and tech policy
- Plan for resiliency and reliability for all City data and technology services

## FY 2022 Budget

The IT Dept had a budget of \$271,001

## Accomplishments and Events

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- Completed the Office 365 migration project with minimal disruption to services. The city now has access to a full suite of tools like Exchange Online, SharePoint, OneDrive, Teams, and many others. These products will enable efficiencies and improve collaboration city wide.
- Migrated City endpoints to a next-gen Anti-Virus solution which improves our security posture and gives greater insight into potential malicious activity on our network.
- Enabled multi-factor authentication for City email and network access. This is the most important improvement in security an organization can make as it will end password compromised accounts.
- Rolled out our IT ticketing system which will improve our ability to track issues. It's also enabled us to gather metrics about intake and performance.
- Hiring of a third full-time IT staff member. Another full-time IT staff member will allow us to be more responsive to staff needs and to enable us to focus on project work and innovative solutions.

## FY 2023 Goals and Priorities

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- Integration of PD IT infrastructure with City Hall infrastructure. By using existing City servers and storage to provide PD IT services we will reduce overall IT expenditure. This is a large project with multiple phases, and, with FY24 budgetary approval, we will spend much of the 2<sup>nd</sup> half of 2023 completing the work.
- Revisit IT policy and procedures so that they are clear and comprehensive and will also meet best practice guidelines for a municipal IT dept.
- Create a knowledgebase for Office 365 related material. As we continue to roll out products like SharePoint, Teams, and OneDrive, we'll need to provide instructional support to City staff so they can successfully leverage the products.

- Expand our data backup efforts to cover our Office 365 cloud data. This will involve setting up a new storage server and integrating our cloud data.
- Improve the meeting space experience in 180 Market St. Now that we have used the meeting spaces for a year, we have a better understanding of how they are used and where they might be lacking. We'll plan to address some short-falls and improve documentation for the more complex spaces.

# South Burlington Public Library



- The library staff work together over the following areas: Children’s Services, Adult Services, Circulation and Cataloging.
- Jennifer Murray is the Director (7 years with SBPL). Her Leadership Team includes Kathryn Plageman, Circulation Librarian (20+ years of service), Kelly Kendall, Children’s Librarian (4 years of service), and Mira Geffner, Adult Services Librarian (started in November of 2021.)
- Number of staff in FY21: 18, six 18 hours and under, three 19-28 hours, 9 FT.
- “The South Burlington Public Library strengthens our community through abundant resources, including books; information; and opportunities to learn, share and grow.” The library fosters individual inspiration, community connection, self-directed learning, and access to technology and information.
- Annual Budget for FY22 was budgeted for \$814,254.67. \$763,114.00 was the actual, due in large part to vacancies.



## Accomplishments and Events

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### Qualitative Summary

- The first days of FY 2022 saw library staff preparing the new library building for the public. Excitement was mounting as we prepared for our soft opening and the Grand Opening a week later. 400 people visited on the big day and hundreds of visitors stopped by in July and August, many getting new library cards, many more writing positive comments in our guest book.
- With the Board of Trustees, staff brainstormed towards a new 5-year strategic plan, which includes inviting people and organizations in to create and participate in programming. With that in mind, staff collaborated with Veteran's organizations on programming and creating a space for telehealth appointments; partnered with school employees to bring families for whom English is a second language to the library; enhanced our large print collection by borrowing from the Dept. of Libraries; invited middle school youth in for craft and cooking programs; created a "Behind the Headlines" display; added the Mango language learning service; hosted a Drag Queen Storytime and visited the Senior Center to describe programs and services.
- The Trustees are also members of the Library Foundation, a 501-C-3 that spent the year raising money for the Capital Campaign. A grants committee also worked closely with staff to establish library needs towards making specific donor requests. Many spaces in the library honor individuals and businesses who agree that a fabulous library is critical to a growing city.
- Thanks to a library school intern, library staff were surveyed about their onboarding process and a new outline of orientation and onboarding activities were created. New staff have been very responsive to the updated system of integration.
- During this year final touches were made to the building and items that had been overlooked were ordered, like additional tables for the Activity Room and window shades to keep the glare off the public computers. Still to come are additional bulletin boards for community notices on both floors and directional signage.
- Several staff attended three-week classes in diversifying collections and becoming more inclusive. Outcomes include more community outreach, an audit of collections, hundreds of new books that feature other cultures and a focus on identifying and eliminating racism. Staff also participated in the City-wide equity group.
- The Marabella KidSpace has been discovered! Storytimes for babies and toddlers are extremely popular, and varied craft and reading programs attract older children. In June staff kicked off the first in-person summer reading program in 3 years and the public was excited to visit, to attend programs together, and to read, read, read. All programs that bring in large groups of people are served as well by the Circulation Desk staff who assist with checkout while offering stickers, book recommendations, and a friendly smile.



## Quantitative Data

- Cardholder total was 10,027 at the end of FY22, a 15% increase over our first year in the new building.
- Library visits came in at over 75,880 for the year. Manual counting indicates that our method of counting people is not catching up to 25% of the people who come in groups for large programs. A new technology will be investigated.
- A total of 158,176 items were checked out to visitors during FY 22, with physical item circulation divided fairly evenly between adult and children's checkouts. That's almost double the circulation from the previous year, which was still affected by reduced hours and Covid-19 concerns. FY22 checkouts were 13% higher than those in 2019, our last full-service year before Covid-19. We continued to offer self-service holds and take items to people in the parking lot as needed.
- Ebook circulation was stable; eaudio book increased by 12% in FY22.
- Library programs were up 24%, serving 8,068 attendees.

## FY 2023 Goals and Priorities

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- Be an engaged community leader by offering programs and materials to support an understanding of current affairs.
- Enhance inclusion by actively invite people and organizations from diverse cultures to create and participate in programming.
- Improve the use of digital tools by expanding web site accessibility.
- Identify and eliminate barriers to service.
- Support staff with ongoing training and development in safety and security.

# Planning & Zoning Department

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## Departmental Overview

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### Department Staff:

Paul Conner	Director	14 years with the city
Marla Keene	Development Review Planner	5 years
Kelsey Peterson	City Planner	1 year
Betsy Brown	Planning & Zoning Assistant	9 years
Dalila Hall	Former Zoning Administrative Officer	Departed at end of FY '22
Marty Gillies	Development Review Planner I	Joined in FY '23

### Department Functions and Responsibilities:

- 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
- To provide support to the City's Planning Commission, Development Review Board, and Task Forces as established

### FY 2022 Budget:

Expenditures:	FY 22 Budget: \$402,954	FY 22 Actual: \$457,660
Revenues:	FY 22 Budget: \$353,100	FY 22 Actual: \$666,847

## Accomplishments and Events

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Fiscal Year '22 was a big year in the city and for the Department. In early July 2021, the new Library / City Hall / Senior Center opened on Market Street in the heart of City Center. This investment by the community, for the community, will serve a centerpiece of the City's burgeoning downtown for decades into the future. We are elated and proud to have the honor of serving the community each day from this facility.

I encourage everyone to read the related annual reports of the Development Review Board, Planning Commission, and the Climate Action Plan Task Force, which our department staffed; their reports provide excellent summaries of the tremendous work they have done on behalf of our community. I will do my best not to repeat their work in my summary below. Some key areas of work for our Department in FY '22:

- Permitting and Development Activity: [see the Development Review Board's report for a more complete discussion of their work]
  - Activity in City Center: Construction and occupancy of buildings in City Center moved ahead at a strong pace, on Garden Street, Market Street, Williston Road, and Quarry Hill Road. Together these buildings, combined with recent work establishing City Center Park, opening the Library / City Hall, and infrastructure work are building South Burlington's long-envisioned City Center.
  - Commercial/Industrial activity. Final approval was issued, and construction began on two large manufacturing facilities in the City: a second OnLogic building in Technology Park, and a second Beta Air facility at the south end of the Airport.

- Kennedy Drive / O'Brien neighborhood. Construction continued on the O'Brien Hillside neighborhood, with much of Phase I now complete. The next phase, consisting of multi-family homes and a road connection to Kennedy Drive north of the first phase, received approvals and is expected to have its first two buildings under construction in FY '23. The following phase, O'Brien Eastview, received its preliminary approval from the Development Review Board in FY '22 and had begun their final plat review for 155 homes, mixed use & industrial lots, and park space.
- Residential conversions. A trend of conversions of existing buildings continued this year. Among the, the former comfort suites hotel off Shelburne Road received approval and began construction on a conversion to 74 homes.
- Planning Projects. [See Planning Commission and Climate Action Plan Task Force Report for additional detail]
  - Climate Action Plan. Early into FY '23, the City Council adopted its first-ever Climate Action Plan, setting sector-by-sector targets and identifying High Impact Actions to meet the Council's resolution committing the community to the goals of the Paris and complement the State's Climate Action Plan. This Plan was the result of tremendous work of a volunteer Task Force, consultant work by the CCRPC, and City staff input and participation throughout.
  - Amendments to the Land Development Regulations: See the Planning Commission's Report for a detailed discussion of the substantial overhaul of several sections of the City's Land Development Regulations. In brief, however,
    - The City Council adopted an overhaul of the City's Environmental Protection Standards, Planned Unit Development, Subdivision, Civic Space, and Master Plan standards in February 2022.
    - In May 2022, the Council adopted a further amendment establishing a "General PUD" type applicable in mixed-use and industrial areas, and established Site Amenity requirements for new development
    - In June 2022, the Planning Commission advanced the next round of amendments to a public hearing: expansion of the City's Transfer of Development Rights Program to extend receiving areas to mixed-use areas within the City's Transit-served area [this amendment was later adopted by the Council in November 2022]
  - Comprehensive Plan. Towards the end of FY '22, the Planning Commission and staff began work to update the City's Comprehensive Plan. The bulk of this work will be done in FY '23 in preparation for re-adoption of the Plan prior to February 2024.
  - All Hazards Mitigation Plan. City Staff from multiple departments collaborated with other towns in the Region to update the multijurisdictional all-hazard mitigation plan.
  - Bicycle & Pedestrian Infrastructure Planning. Staff from multiple departments worked with the Chittenden County Regional Planning Commission to complete scoping studies for bicycle-pedestrian projects at several locations throughout the city.

## Qualitative Summary & Data

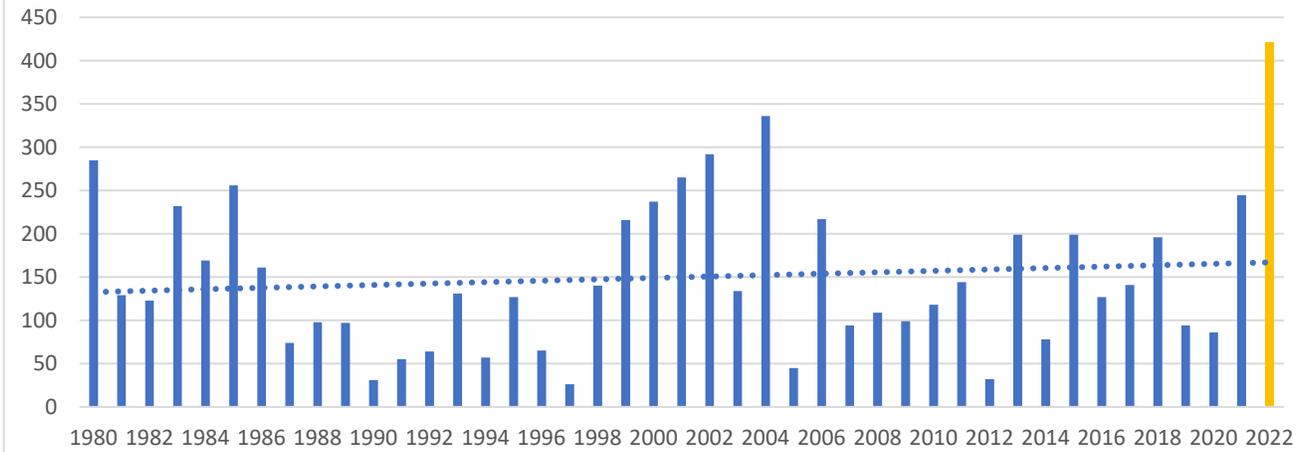
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	FY '21	FY '22
All Issued Permits	1028	952
Zoning Permits	458	460

- The Planning and Zoning Office issued a total of 952 permits and certificates of compliance / occupancy in FY 22. Zoning permits were approximately equal to FY '21 in numbers, though the types were somewhat different. Fewer Certificates of Compliance, which are issued at the time of sale or refinance of a home were sought, reflecting the tight housing market and beginnings of increased interest rates.
- Residential construction increased this year compared to the previous year. In FY '21, the department issued permits for 135 new homes, a figure just slightly below our 40-year average. In FY '22, this figure jumped to 312 homes, one of our highest years every. Below is a table of new homes' permit (by calendar year) from 1980 to present:

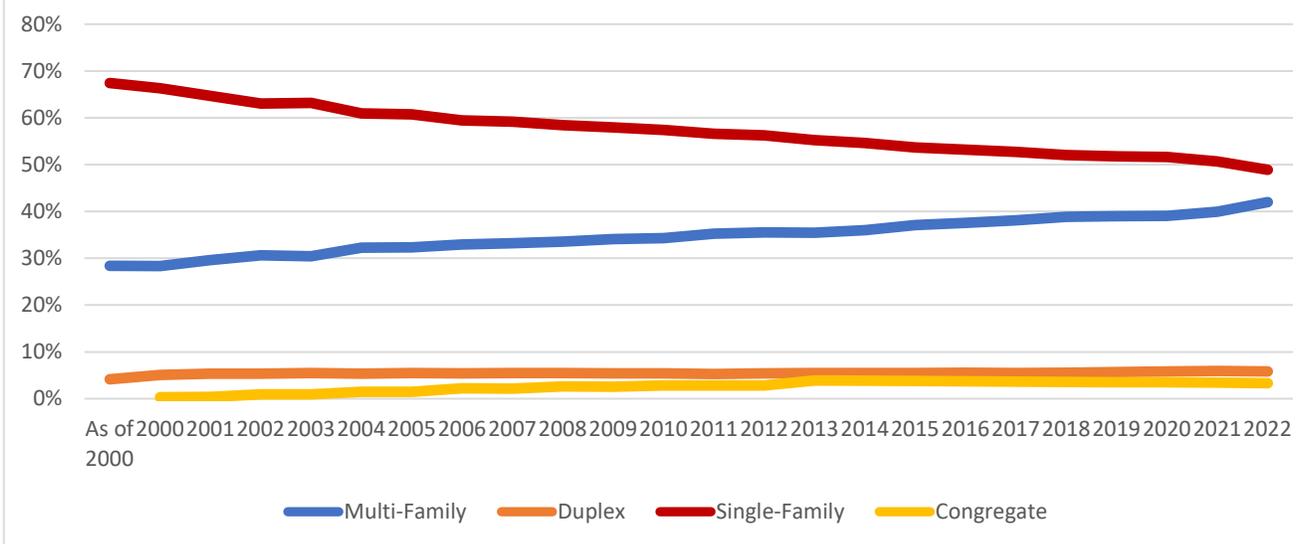
## Net Added Homes Annually By Zoning Permits Issued, CY 1980-2022\*

\*Through November 2022



- Types of housing: The majority of the City’s new housing, for many years now, has been multi-family (3+ homes in a building). The table below shows how over the past 20 years, multi-family housing has grown from about 30% of our total to close to 45%, while single family homes have dropped by two-thirds of our total to just shy of 50%.

### Housing Types as a Proportion of Citywide Total Homes



Each year we remind residents of 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, as well as any accessory structure (shed, detached garage, etc.) also regardless of cost. If you have any questions about whether your project requires a permit, please contact the Planning & Zoning office at [planning@sburl.com](mailto:planning@sburl.com) or call 846-4106.

## FY 2023 Goals and Priorities

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- Continue to provide top-level customer service for all users
- Provide consistent, objective, and thorough development review and enforcement services
- Prepare update to the City's Comprehensive Plan for completion in early FY '24
- Update to the City's Land Development Regulations including expanding Transfer of Development Rights receiving areas, update transportation demand management standards, adjust City Center Form Based Codes as needed, and identify areas from recent amendments that need modification
- Complete adoption and begin implementation of Climate Action Plan
- Complete and adopt Multi-Jurisdictional All Hazards Mitigation Plan
- Complete update to the City's Transportation Impact Fees
- Continue to foster smart development in the City Center area
- Develop integrated work plans across committees & departments using the Comprehensive Plan as the foundation
- Provide staff and Board training to assure we maintain the top department in the State
- Continue digitization of documents and processes
- Support capital project scoping, design, and permitting

### **A Final Note:**

I would like to personally thank each and every person who we have worked with this past year. The effort to provide the full spectrum of services and be nimble to meet the unique challenges of the pandemic was, and remains, herculean. To our staff, Kelsey Peterson, Marla Keene, Betsy Brown, Dalila Hall (who we were sad to see go in June '22) and Marty Gillies (who we welcomed in September '22), thank you. Your dedication, professionalism, and caliber of work are second to none. To our volunteers through various boards and committees, your service to the community, is hugely appreciated. And to all of our community members, thank you for your support; it remains an honor and a pleasure to serve this great City.

## Police Department (Including Dispatch)

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### Department Overview

The police department celebrated the retirement of key members of the senior leadership team in FY 22. We also said farewell to our long time Community justice Center Executive Director Lisa Bedinger. The department has faced severe staffing shortages related to vacancies, injuries, and deployment. All of these factors led to a consolidation of some duties in terms of “divisions” of the police department.

The department is currently functioning within the following structure: Patrol Division, Administration, and the Community Justice Center.

The patrol division is led by Lt. Chris Bataille who has been with the organization since 2011. The patrol division is staffed with eighteen employees who provide police services to the city twenty-four hours per day each day of the year. The patrol division is carrying five vacancies due to the aforementioned reasons.

The administration division of the police department is led by Lt. Gregg Jager who has been with the organization since 2004. The administration division of the police department is responsible for our Emergency Dispatch Center, Records Division, Bureau of Criminal Investigation, Youth Services, Training and Recruitment and a Human Trafficking Case Manager. The administration division is carrying three vacancies.

The Community Justice Center is led by Josef Lavanway who began in his role in May of 2022. The Community Justice Center provides restorative practice to resolve crime and disorder, parallel justice for those community members effected by crime, and conflict mediation services.

The department responded to 10,731 total incidents in FY 2022 and operated within the approved budget of \$5,273,261.62.

### Accomplishments – Qualitative Data

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Recruitment and retention of staff was a priority in FY 2022. As mentioned above, the department celebrated a number of retirements but at a time when police applicants were few. The police department recruits for and facilitates the hiring processes for police officer and dispatch candidates. The department was able to hire three police officers and one dispatcher during FY 2022. For reference, dispatch remained adequately staffed, the number of sworn officers hired simply did not keep pace with attrition.

The following graphic illustrates the workforce challenges we experienced related to sworn officer staff. These trends are consistent with those seen nationally in policing:



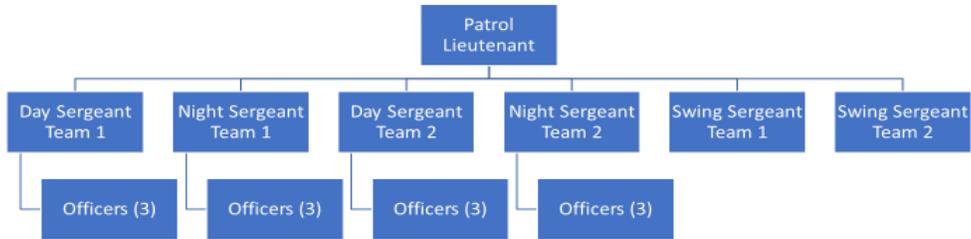
The department also invested in our employee wellness program during FY 22. The department trained additional peer support employees and made a major investment in the gym located within police headquarters. These investments have proven valuable as it relates to maintaining a healthy and resilient work force.

Lastly, the department launched a body worn camera program in FY 22. Body worn camera technology has improved criminal investigations, provided keen insight to use of force applications, and enhanced transparency in operations. The success of our body worn camera program can largely be attributed to how our professional staff embraced the technology. This technology has brought the department fully into the realm of 21<sup>st</sup> Century Policing and will serve a major role in meeting community expectations – nationally, body worn camera footage has become ubiquitous.

## Quantitative Data

In April of 2022 diminishing levels of sworn officers led to a process, aimed to identify the most effective patrol schedule in terms of deployment and work life balance. Department management and the bargaining unit identified a 12-hour patrol schedule which offered the desired staffing levels on each shift while providing a fixed days on / days off rotation. The parties entered into a MOU and the new patrol schedule was operationalized.

## 12 Hour Schedule Patrol Deployment



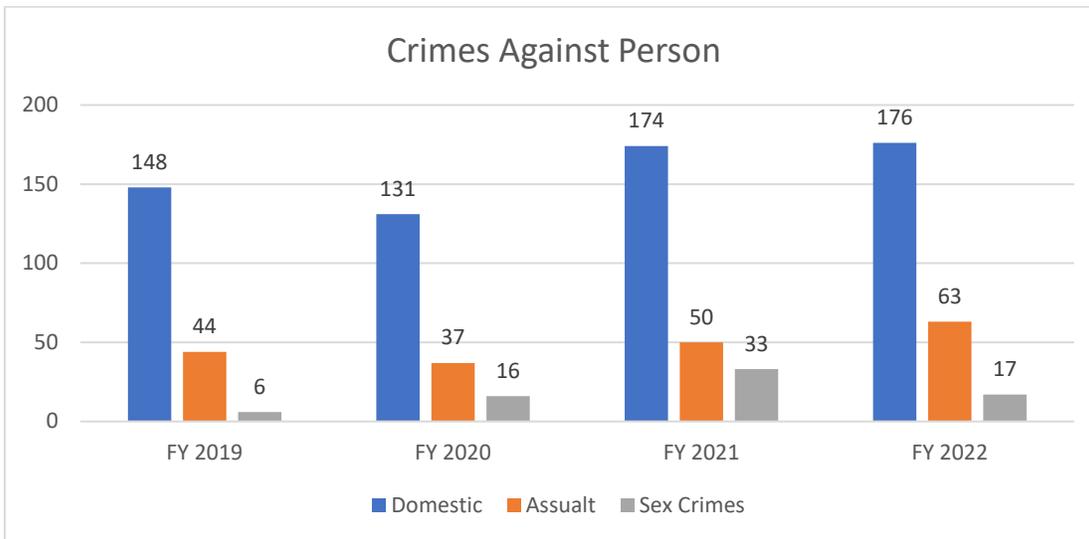
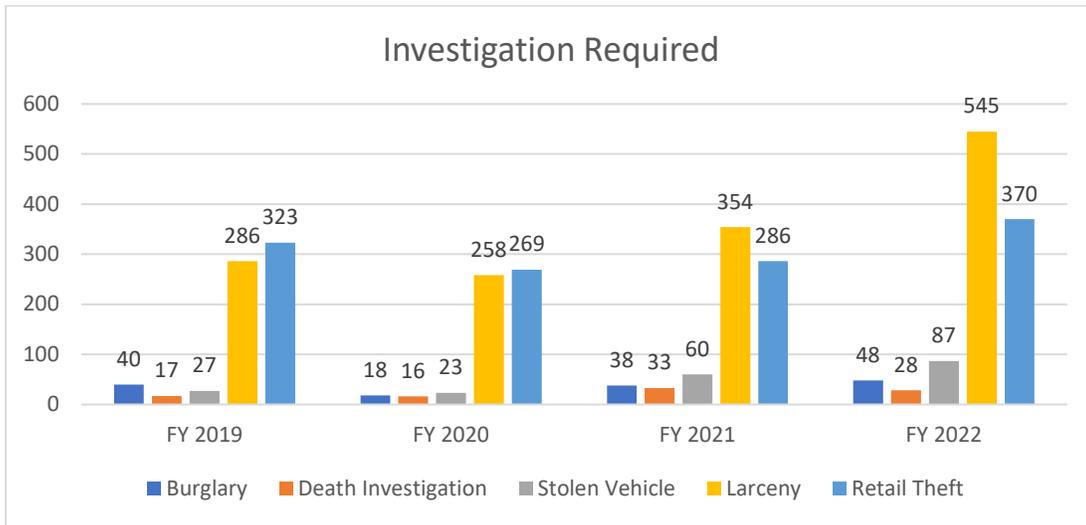
This operational shift has been positive, and this schedule will remain in effect until FY 2024. Prior to the 12-hour schedule patrol officers worked a 10-hour work schedule. The 12-hour schedule does create hardships for some employees and the organization is committed to filling the ranks of the department to best deliver on our commitment to providing excellent work life balance for our team.

The department has experienced a number of changes in operational demands and incident types over the past four years. In terms of raw incident count, the agency has seen an overall decrease in the number of incidents and arrests:

FY	Incidents	Arrests
FY 2019	13401	1085
FY 2020	13307	1033
FY 2021	12394	886
FY 2022	10731	698

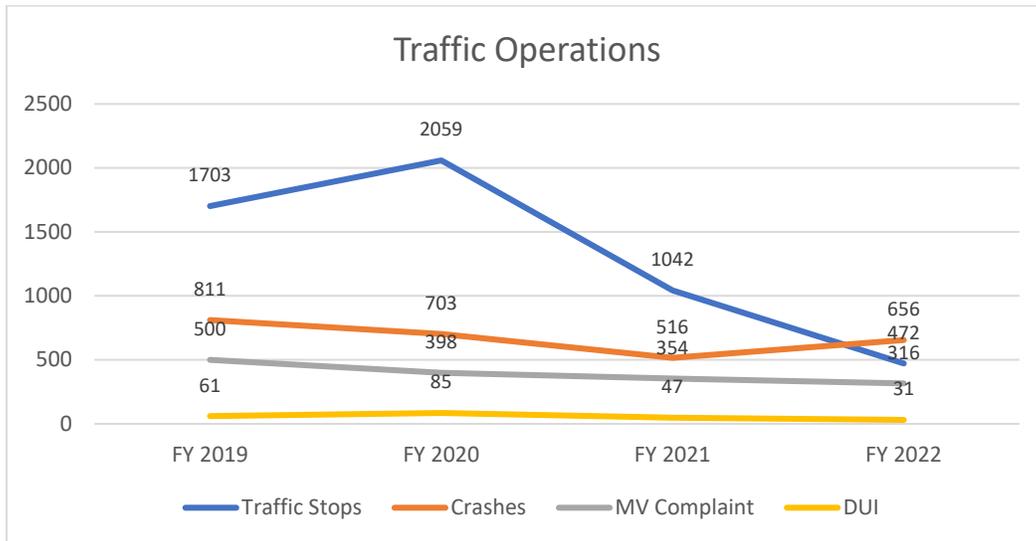
The reduction of raw incident numbers and arrests appear to be related to two things: officers' available and the complexity of prevailing incident types. Both factors cut drastically the amount of time officers have for proactive enforcement. Nearly every incident originates in patrol. Despite the reduction in incidents, the incident per officer rate has increased 8% over the four-year period due to low staffing.

The following illustrations show the trends related to criminality and investigations over the previous four fiscal years:



As illustrated, the department is responding to more complex crime and disorder which consumes bandwidth, e.g. 33% increase in retail theft and 35% increase in larceny incidents in FY21-22. The instances of stolen vehicles, retail theft, larceny, domestic violence, and assault are prevailing and consume resources in patrol and in many cases involve detectives for follow up.

Traffic operations have been affected over the last four years by three major factors; a reduction in the officer(s) assigned to the Traffic Safety Unit, patrol officer's availability to spend time on discretionary enforcement in general, and the controversy around traffic stop data as it pertains to racial disparities.



The organization has seen a drastic reduction in the number of traffic stops conducted FY 19-22. This reduction accounts for lower arrest statistics when the data is examined for the number of DUI arrests and arrests for driving with a suspended license. What is becoming more of a concern, the potential correlation between reduced traffic stops numbers and a rising crash rate. This area of operations is under scrutiny with the objective of looking for strategies to increase our traffic enforcement in ways that are consistent and legitimate in the eyes of the community - this work still hinges on the availability of officers to carry it out.

## FY 23 Goals and Priorities

The department is focused on recruitment and retention of staff. We aim to recruit six new police officers in FY 23. In terms of retention, the department is focused on training opportunities and other investments we can make in our current team. These investments serve to feed the intrinsic motivations of our staff and enhance the expertise of the police services we provide the community.

The department is also committed to leadership development. The retirement of several senior leaders gave way to both opportunities and challenges as succession planning was not adequate enough. The department has engaged in a leadership development path and will evaluate the rank structure with an eye on both succession and efficiency planning.

Recent call data analysis and development in the city has identified a need to look at the current size of the police department. The department aims to evaluate the size of the police force through an evidence-based process.

Lastly, the department aims to refine our 21<sup>st</sup> Century Policing practices and continue to deliver excellent service to the community. It is my distinct honor to serve the City of South Burlington as your Police Chief, your feedback is always welcome via our web site [compliment complaint link](#).

Respectfully submitted,

Shawn P. Burke  
Chief of Police

# Department of Public Works

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## Departmental Overview

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### Department Managerial Staff:

Tom DiPietro	Director	16 years with the city
Adam Cate	Deputy Director of Operations	12 years
Dave Wheeler	Deputy Director of Water Resources	7 years
Erica Quallen	Deputy Director of Capital Projects	Started with City in July 2022
Bob Fischer	Wastewater Superintendent	7 years
Jay Nadeau	Drinking Water Superintendent	14 years with CWD
Marisa Rorabaugh	Stormwater Superintendent	Started with City in Nov. 2022

### Department Divisions and their Responsibilities:

#### Highway Division - 14 employees

- Maintain the City's public infrastructure including roads and sidewalks, traffic signals, streetlights, wastewater collection system, street signs, and pavement markings.
- Conduct field inspection of all roadway construction work in the city
- Maintain the City's fleet of vehicles and equipment

FY22 Expenditures:	Budget: \$3,221,317.45	Actual: \$2,862,913.16
FY22 Revenues:	Budget: \$1,550,386.00	Actual: \$1,171,630.89

#### Parks Division - 5 employees

- Maintain the City's parks and shared use paths
- Manage the City's urban forest and forested parks
- Support the Recreation Department as their operational staff

FY22 Expenditures and Revenue line items included under Highway Division

#### Stormwater Division - 5 employees

- Maintain the City's stormwater infrastructure and manage the daily operations of the Stormwater Utility
- Design and construct stormwater treatment projects and other improvements
- Comply with federal, state, and local stormwater regulation

FY22 Expenditures:	Budget: \$6,019,628.95	Actual: \$5,274,228.46
FY22 Revenues:	Budget: \$6,019,629.00	Actual: \$5,470,390.88

#### Wastewater Division - 7 employees

- Operate the City's two wastewater treatment facilities: Airport Parkway and Bartlett Bay
- Perform lab analysis of each facility's treated effluent to ensure permit compliance
- Maintain three dozen sewer pump stations and miles of pressurized sewer pipe

FY22 Expenditures:	Budget: \$4,934,246.84	Actual: \$5,312,118.26
FY22 Revenues:	Budget: \$4,873,744.00	Actual: \$5,523,007.03

Water Division - 8 employees

- Contracted employees from Champlain Water District serve as our Water Division
- Operate the City’s water system, including lines, hydrants, valves, and lift stations
- Maintain compliance with federal and state drinking water regulations

FY22 Expenditures:	Budget: \$2,968,326	Actual: \$2,884,177.98
FY22 Revenues:	Budget: \$2,968,326	Actual: \$2,956,870.90

FY22 Department Budget Summary – Overall the DPW’s FY22 budget was \$17,143,519 and expenditures came in at \$16,333,437.

## Accomplishments and Events

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### Sewer Division:

- Continued with preliminary engineering work related to upgrade of the Bartlett Bay Wastewater Treatment Facility. State regulations require engineering analysis of existing facility and upgrades every twenty years. The Bartlett Bay facility was last upgraded in 1999 and current plans anticipate that the next upgrade will occur in 2025.
- Valley Ridge pumpstation was completely rebuilt with new pumps, controls, and related components.
- Wastewater flowing to the Airport Parkway and Bartlett Bay wastewater treatment facilities carried with it 83,169 lbs of phosphorus (P). The treatment plants discharged only 319 lbs of P to the environment. This equals only ~0.015 lbs of P discharged per resident.
- The Van Sicklen pump station was upgraded with new pumps and control panel.
- The Oak Creek Village pump station was upgraded with new pumps and larger diameter pipe to improve flows.
- The Wastewater division received five awards during 2022. The Airport Parkway Facility and Bartlett Bay Facility were both awarded the National Association of Clean Water Agencies (NACWA) Gold Peak Performance Award, Will Sheffer was awarded the Green Mountain Water Environment Association (GMWEA) Wastewater Operator Excellence Award and Bob Fischer was awarded the American Public Works Association (APWA) Professional Manager of the Year in Water Resources for the New England Chapter and the National Association.

### Highway Division:

- Despite an increase in the price of asphalt, the highway division managed to crack fill, mill, re-pave and line stripe all or sections of: Barber Terrace, Peterson Terrace, Lynn Avenue, Airport Parkway, Queen City Park Road, Spear Street, Green Mountain Drive, Swift Street Extension, IDX Drive, Arbor Road, Larch Road, Newton Avenue, Whatley Road, West Twin Oaks Terrace, Lyons Avenue, Gregory Drive, Whiteface Street, Mountain View Boulevard, and Victory Drive.

- Public Works began the process of replacing Ash trees in the City right of way in advance of the emerald ash beetle's imminent arrival.
- Purchased and placed a new full size plow truck with salt saver plow into service.
- Construction was completed on the Rectangular Rapid Flashing Beacon (RRFB) crosswalk on Kennedy Drive at W Twin Oaks Terrace.
- Engineering design work continued for shared use path projects on Spear Street between Swift Street and the UVM Agricultural Science building and on Dorset Street from Sadie Lane to Old Cross Road.

### **Water Division:**

- Continued with the installation of radio read units connected to all water meters to reduce the amount of time required to manually read meters, avoid misread meter reporting, and provide more real time readings.
- Completed required routine maintenance including operating over 1,500 main line water gate valves and flushing all fire hydrants in the city.
- Worked toward completing an asset inventory of all water infrastructure including over 950 fire hydrants and nearly 1,500 gate valves.
- Inspected new development plans and construction of water infrastructure to ensure safe and reliable water distribution.
- Responded to water leaks in a proactive manner to avoid unnecessary water loss and greater infrastructure damage.
- Upgrade of almost all meters over 3" in size to ensure better meter reading accuracy.
- Replacement of many customers' outside shut-off valves that have failed due to age

### **Stormwater Division:**

- Completed construction of the Muddy Brook Culvert replacement project on Kimball Avenue at the City's border with Williston.
- Received two grants for the construction of the Burlington Country Club Gravel Wetland project. One grant was obtained from the Lake Champlain Basin Program and the other was a Clean Water Design/Implementation Block Grant, administered by the Mount Ascutney Regional Commission.
- Received a Design/Implementation Block Grant for the design of distributed stormwater infiltration systems to treat the stormwater runoff from Logwood Street, Forest Street, Mills Avenue, Airport Road and a section of Williston Road.
- Received additional funding through the Clean Water State Revolving Fund for the design of stormwater treatment systems that will bring 12 sites into permit compliance with the recent 3-9050 permit (aka the 3-Acre rule).

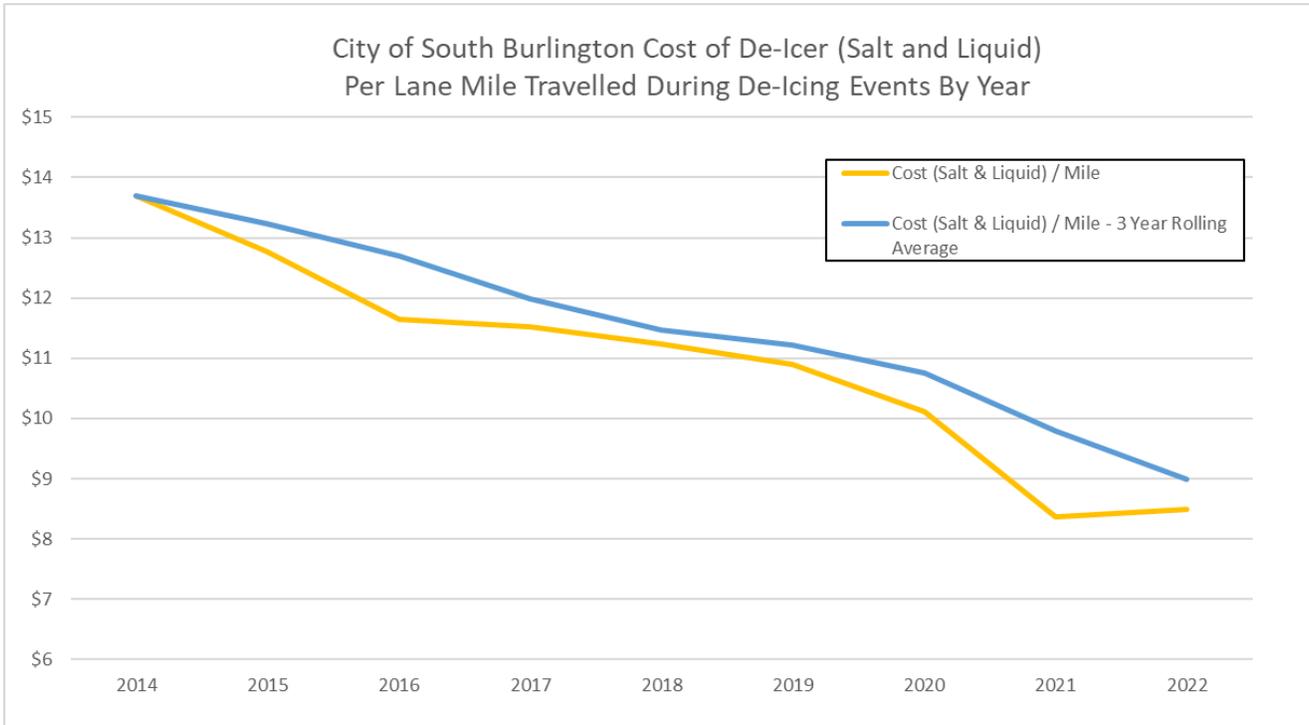
## **Qualitative Summary & Data**

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A main focus of the Department of Public Works' winter operations over the past few years is to monitor and reduce the amount of salt that we need to use during winter storm and road de-icing events. Past investment allows us to accurately track the amount of salt that our fleet uses when plowing and salting roads. On-going investment in technology and equipment has allowed us to drive down the amount of salt and liquid de-icer used

in order to ensure the safety of the traveling public. This also saves the City money on salt. Figure 1 shows the cost of road de-icer used by lane mile travelled each year.

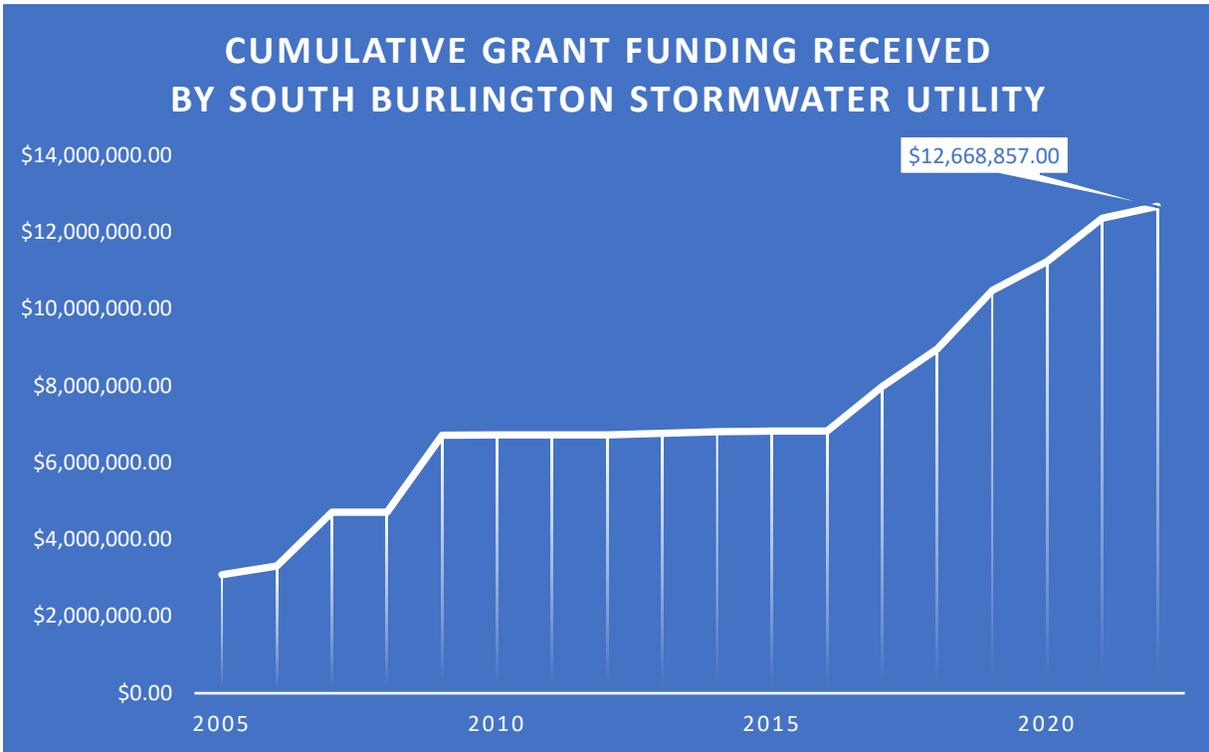
Figure 1 – Cost of De-Icer Per Lane Mile Travelled



At this time, the city has 9 trucks capable of applying liquid de-icer at the salt spinner, 6 trucks that have plow blades equipped with rubber cutting edges, and 3 trucks outfitted with “Salt Saver” plows behind the main plow. As we move forward, we plan to replace older trucks with new vehicles that have these improved technologies and further drive down the amount and cost of salt needing during the winter.

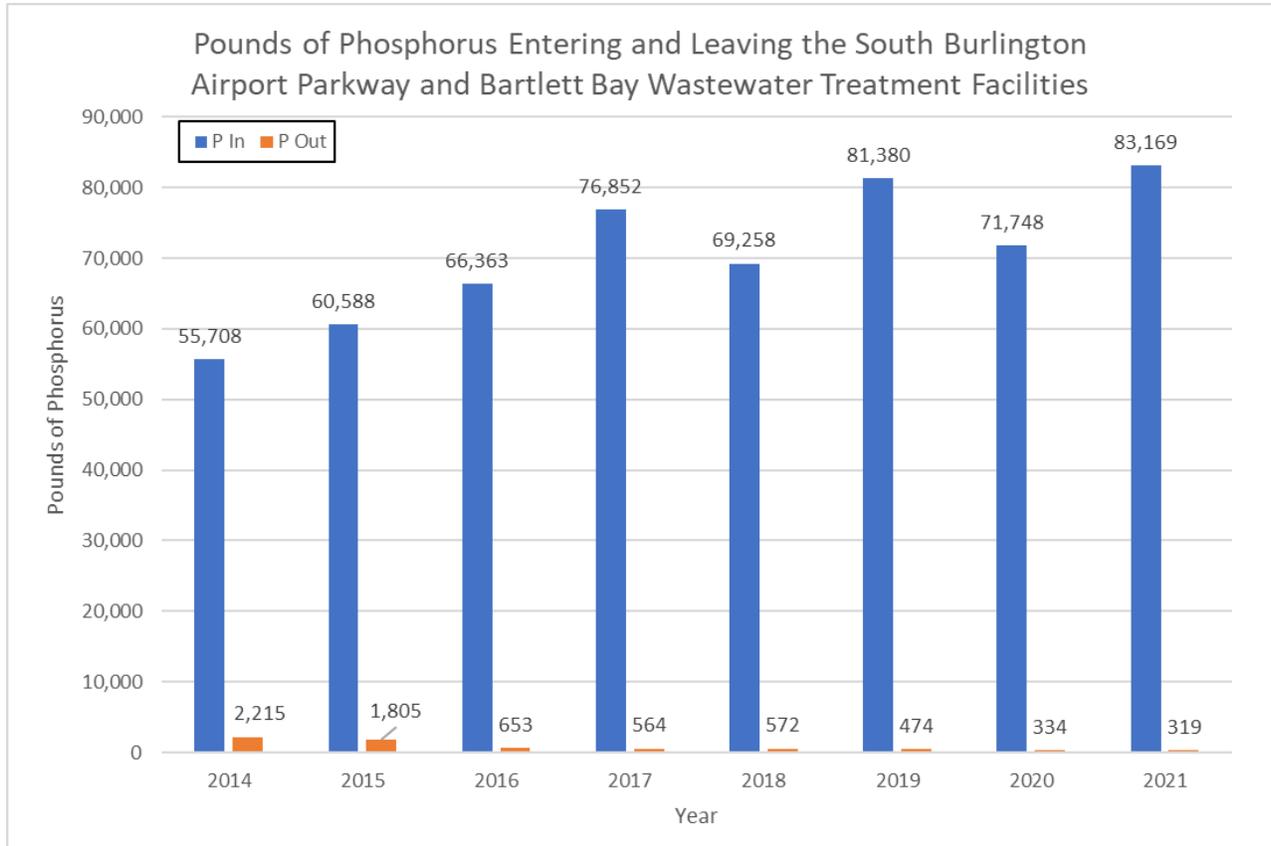
The South Burlington Stormwater Utility (SBSU) continues to successfully engineer and construct capital improvement projects that capture and treat stormwater runoff. The SBSU also repairs and replaces undersized culverts in the city. This work is achieved using the stormwater fees paid by all developed property in the City. SBSU staff has also been very successful at obtaining grant funding to support these efforts. To date, the SBSU has been awarded over \$12.6M in grant funding (Figure 2).

Figure 2 – Grant Funding Obtained by South Burlington’s Stormwater Utility Since its Inception



South Burlington wastewater division staff take great pride in the operation of the City’s two wastewater treatment plants and three dozen pump stations. Regular maintenance and upgrade of pump stations ensures that wastewater generated from South Burlington’s residents and businesses reach one of our treatment plants without incident. Investment and upgrade at our treatment facilities ensures that the wastewater received is treated to the highest level before discharging to Lake Champlain. During 2021 (half of the City’s FY22 fiscal year) 83,169 lbs P arrived at one of our treatment plants, but only 319 lbs were discharged to the environment (Figure 3).

Figure 3 – Phosphorus Removed by South Burlington Wastewater Treatment Facilities



## FY 2023 Goals and Priorities

- Begin final engineering of the Bartlett Bay wastewater treatment plant refurbishment project. Provide information to the public for a bond vote in support of this project.
- Complete a rate study to evaluate wastewater and drinking water rates in South Burlington.
- Begin work to inventory all drinking water service lines in South Burlington and identify any lead piping. Completion of this inventory is a new federal requirement.
- Complete preliminary engineering work related to an increase in water storage in the City's high service area.
- Continue to upgrade radio water meter-reading units with the goal of completing the program in 2024.
- Continue to upgrade all water meters over 25 years old. Complete upgrading aged and large water meters that contribute to water loss.
- Continue to replace aging water assets including fire hydrants and main line gate valves.
- Work toward the development of a formal asset management program within the Water Division.
- Continue to assist South Burlington property owners as they work to comply with the State's 3-9050 stormwater permit. Many of South Burlington's neighborhoods have expired stormwater permits and treatment systems that will require upgrades based on the recently released Vermont 3-9050 permit.
- Continue the design of twelve (12) projects designed to achieve compliance with the new 3-9050 (3-Acre) stormwater permit.

- Complete construction of the Burlington Country Club Gravel Wetland and the Lindenwood Stormwater project.
- Put three stormwater projects out to bid, including the Kennedy Drive Pond 2 Stormwater Upgrade Project, the Kennedy Drive Pond 7 Upgrade Project, and the BBSTS Expansion Project.
- Secure construction funding for the Irish Farm Stormwater Project.
- Develop a plan for installation of electric vehicle charging stations at the DPW building.
- Complete upgrade of traffic signals on Dorset Street from Williston Road to Kennedy Drive.
- Update the City's Pavement Condition Index (PCI) data.
- Develop an initial draft of a public works standards and specifications document.

# Recreation and Parks Department

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## Departmental Overview

### Department Staff:

Holly Rees	Director	Hired 2011
Brett Leonard	Recreation Specialist	Hired 2015
Travis Ladd	Special Projects Coordinator	Hired 2016
Rebecca Isham	Senior/Adult Recreation Specialist	Hired 2021
Nick Pillsbury	Recreation Specialist	Hired 2022

### Function/ Department Vision:

The mission of the Recreation and Parks Department is to enhance positive community connections by providing quality active/passive recreation space and programs for the community to play, learn and grow. We aim to foster a supportive and constructive environment that embrace equity through inclusive decision making and mindful daily actions.

## FY 2022 Budget

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	Budget	Actual	+/-
Revenues:	\$243,100	\$132,000	- \$111,100
Expenses:	\$642,000	\$520,000	- \$122,000
CIP:	\$35,000	*\$65,000	+ \$40,000

\*Decision to create pickleball facility in addition to the court renovation with an accrual of \$20K from FY21 CIP

## Accomplishments and Events

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**Launched Senior Center:** The Senior Center had a soft opening in September with the first meal being served in October. The program supports two weekly dine in meals as well as daily fitness, leisure arts and social opportunities. While the meal is provided through donation, we care committed to keeping nearly all daily offerings of the senior center free; though there will be nominal fees for trips and special events/activities.

**Launched new registration platform:** Built and launched a new registration platform that would pair seamlessly with our website. This intuitive software is proven to be user friendly; requiring less assistance directly to the public. Through a variety of fun and engaging community outreach opportunities; we were able to grow our user list from 0-3,600 registered participants on the new Civic Rec platform.

**Filled staffing vacancy:** A second Recreation Specialist programming position had been vacant since in inception of COVID. In February we hired Nick Pillsbury to support ongoing youth and athletic programs as well as support specialty events.

**ACCD Grant- Illuminate Vermont:** Awarded a \$35K grant in February for the creation of a new regional event to draw visitation to the city and highlight area businesses. Concepts for a two-day outdoor winter festival to take place in December of 2022.

### **Qualitative Summary:**

#### Indoor Recreation Space

- Refreshed presentation to City Council in October
- Public feedback shared concern of location:
  - Needing to be on a bus line
  - Explore rehabilitation of exist structure
- Stayed on the project list but not a priority project for coming FY23

#### Reconcile Long Deferred Capital Improvements

- Presented to City Council in December; \$1.5 million in deferred maintenance projects
- Coordinated project management for completion of park projects to include:
  - Overlook Park Plantings
  - Szymanski Court Rehabilitation

#### Detail and Fund Sustainable Structure for Department

- Determined that the Welcome Center position(s) would support administrative functionality and serve as first point of contact for the department. Supports with walk in questions and registrations as well as phone support
- Title changes in the Department from Special Projects Coordinator to Operations and Event Specialist
- Reviewing needs of structure after dual Recreation Specialist positions have been filled for one year

#### Improve coordination of Parks Maintenance through Recreation and Parks Department

- Worked with DPW staff to advocate for additional full-time maintenance staff in FY23 budget
- Directed workflow of athletic maintenance staff to ensure customer expectations
- Advocated for the need of maintenance plans for all our parks
- Coordinated with DPW staff to review any new park opportunities and evaluated the ability to take on more responsibility without more staff

#### Increase Larger Community Engagement Opportunities through Sponsorship

- Applied for and received ACCD grant for winter community event
- Preparations for Illuminate Vermont (Dec 16 and 17- Market Street)

#### Enhance Senior Center Engagement

- Build out schedule for Mon-Friday programming 8:30-4:00
- Two meals per week with an average of 25 in attendance
- Specialty events calendar to include Harvest Meal, Holiday Meal, Spring Brunch, Summer BBQ
- Built sustainable volunteer program to support Wednesday and Friday meals

#### Collaboration with Library for Comprehensive Community Program Inventory Outreach

- Shared event of star gazing
- Worked together on a proposal for join remote service delivery van
- Coordinated marketing efforts; library staff come to one senior lunch per week
- Defined programmatic divisions of Senior Center
- Share in patrol policies and supporting underserved populations
- Installation of little lending libraries at four parks

#### Purchase and Implement New Registration Platform

- Built platform
- Completed training with IT
- Launched platform
- Marketed to Community
- Grew registration user group from 0-2,500

#### Dog Culture

- Worked with Friends of Dog Park Group to support events
- Further developed plan for Wheeler Dog Park
- Reviewed needs for improvements at Farrell Dog Park
- Developed and implement dog education signage around pathways
- Poop Fairy Event
- April Stools Day Event

### **FY 2023 Goals and Priorities**

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#### **Indoor Recreation Center**

- Advocacy
- Location
- Funding
- Ballot Initiative

#### **Reconcile Deferred Maintenance in the CIP**

- Advocate for Bond
- Increase Annual CIP contribution expectation
- Seek alternative funding sources/grants
- Coordinate Project Management

#### **Enhance Maintenance in Parks**

- Develop annual safety audits
- Creation of weekly and monthly workflow check lists
- Implement Annual Spring Audit of Parks

- Identify national standards for FTE per developed acre of park land vs. open space
- Institute Parks Superintendent Position

### **Increase Community Event Inventory**

- Creation of adult tournaments for scholarships: Cornhole and Kickball
- Additional Family Events: Dive in Movie at The Edge, Family Skate Night at Cairns
- Large Scale Engagement: Summer Farmer’s Market and Spring Parade

### **Implement Phase 2 of Senior Center Programming**

- Implement driver program

### **Community Service Collaboration**

- Coordinate Marketing efforts with Library
- Continued participation in Pop Events at CHT facilities
- Launch remote service delivery vehicle program in partnership with library
- Take lead in Green Up Day Initiatives with Service Groups celebration event

### **Passive Recreation Programs**

- Initiate Parks Master Plan Process
- Creation of permanent story walk within recreation path inventory
- Research locations and funding for disc golf, sand volleyball, horseshoes & pump track
- Trails Identification and Promotion Plan- Internship Opportunity

### **Develop Positive Dog Culture**

- Work with Friends of Dog Park Group to support events
- Opening of Wheeler Dog Park
- Improvements to long standing water issues/fencing at Farrell Dog Park

### **Program Inventory Growth**

- Preschool: Tykes Scramble event and gymnastics, dance, art, karate programs
- Youth: Creation of Positive Youth Sports Alliance
- Teen: Creation of Recreation Teen Council with SBHS
- Adult: Indoor and Outdoor League Play, Trivia Nights, Paint and Sips
- Nature; Hikes, Talks, Walks, Kayaking
- Engage in robust intern program to support program implementation

## **Equity**

- Increase scholarship funding through the budget
- Fundraising efforts to enhance scholarship fund
- Review Program Pricing Pyramid to include level of free programming
- Collaborate with special Olympics for specialized programming
- Ensure new park amenity developments have accessibility measures
- Begin planning for “playground for all”

## **Support Community Access of Facilities and Resources**

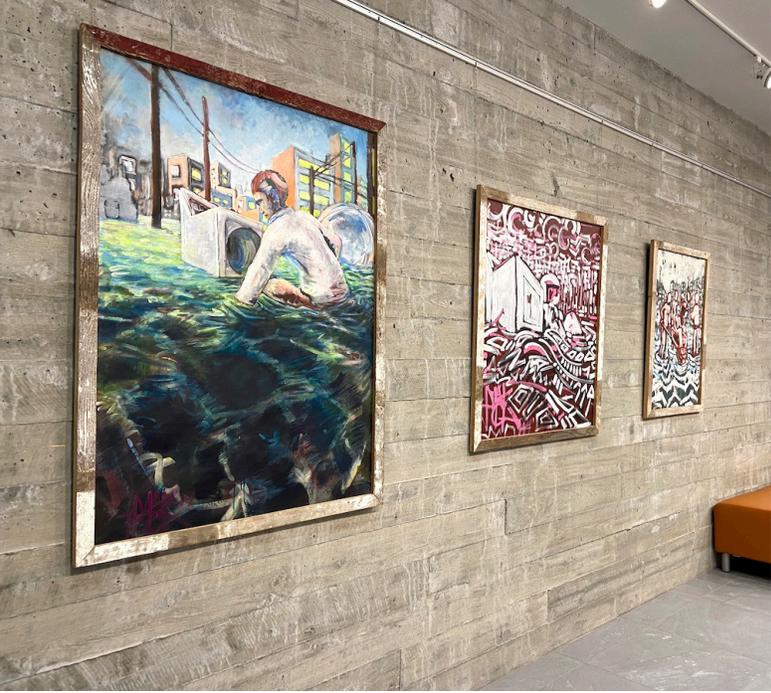
- Senior Center Rentals
- Support Marketing Wheeler House Rentals/Events
- Promote Bandshell and Pavilion Rentals

## **Increase Community Garden Capacity**

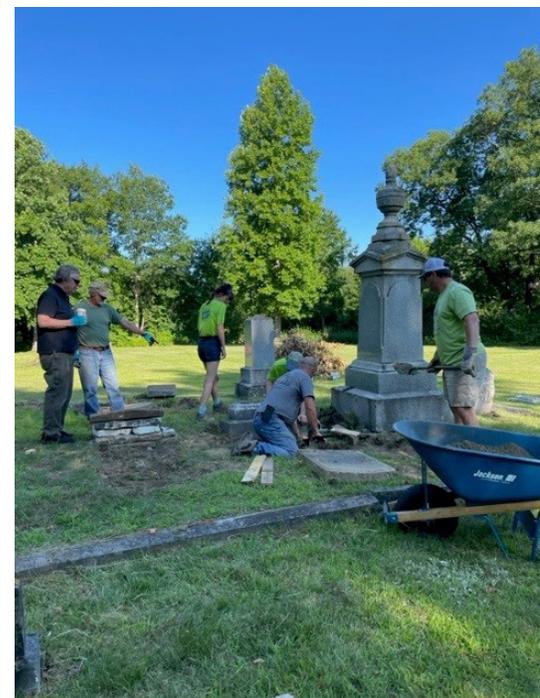
- Identify additional sites in the community
- Work with Parks Staff to ensure capacity to install and support additional gardens
- Create official Community Garden Handbook with FAQ’s
- Create volunteer job description for Garden Stewards

## **Recreation and Parks Contributions to the Comprehensive Plan**

- Review existing comprehensive plan
- Recommend changes/additions from Recreation and Parks perspective



# BOARD & COMMITTEE REPORTS



# Affordable Housing Committee

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## Committee Overview

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The Affordable Housing Committee’s mission is to increase the availability of safe and affordable housing in the city, particularly for households with incomes no greater than 80% of the median for the region. To this end, it provides guidance and policy recommendations to the Planning Commission and City Council, educates the community about housing needs, and collaborates with regional municipalities and housing partners. For additional information, please visit:

[https://www.southburlingtonvt.gov/government/city\\_committees\\_boards/affordable\\_housing\\_committee.php](https://www.southburlingtonvt.gov/government/city_committees_boards/affordable_housing_committee.php)

Members:	Term
Janet Bellavance	2024
Leslie Black-Plumeau	2024
Vince Bolduc	2023
Sandra Dooley (Vice-Chair)	2025
Ariel Jensen-Vargas	2024
Patrick O’Brien	2022
Darrilyn Peters	2024
Minelle Safur-Adu	2022
John Simson	2023
Chris Trombly (Chair)	2023

*Thank you to Minelle Safur-Adu and Patrick O’Brien for volunteering their personal time and contributions to make South Burlington a more affordable place to live.*

## Accomplishments

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Committee met 16 times in the fiscal year 2022.

### Policy recommendations to the Planning Commission and City Council:

- Issued policy recommendation to Planning Commission and City Council regarding the impact of the proposed land development to housing affordability.
- Testimony at Planning Commission and City Council meeting regarding Land Development Regulation rule changes and the impact to housing affordability.
- Participation in the Climate Action Task Force with appointed member
- Advocacy to re-legalize housing up to quadplex in Southeast Quadrant after they were downsized as part of Interim Zoning/Land Development Regulations. Maximum density on small SEQ lots were reduced from 4 units per acre to 1.8 units per acre with no discussion.
- Workgroup tasked with reviewing zoning barriers to develop vacant and underutilized properties within transit overlay district.
- Review ARPA rules and how other communities have implemented.

- Joint development with the Housing Trust Fund to create an RFP from Affordable Housing builders to leverage \$1mm in ARPA fund awarded and make an high impact and transformational investment in South Burlington.

**Educates the community about housing needs:**

- Received update from Planning Director on Land Development Rules and Interim Zoning
- Receive update on Summit Property affordable housing construction on Kennedy and Kimball.
- Received update from Chittenden County Regional Planning Commission – Regina Mahoney on the ECOS report outlining housing, transportation, and health needs in the county.
- Received update on anti-racism bill in the House from bill author Minelle Safur-Adu
- Amendments for applicability of the Conservation, Infill, and Traditional Neighborhood Development PUDs – Paul Conner

**Collaborates with regional municipalities and housing partners**

- Received updated from CVOEO on housing committee best practices
- Received update from VHFA and Habitat for Humanity regarding the merits of a Land Bank program.
- Memo to Chittenden County Reginal Planning Commission “How to craft zoning regulations that promote equity and address both the climate and housing crises.”

## Board of Civil Authority & Board of Abatement

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The governance and responsibilities of the South Burlington Boards of Civil Authority and Abatement are established by state statute. The Board of Civil Authority hears appeals of assessed real estate value and conducts all elections. The Board of Abatement hears requests from taxpayers for tax abatement under any of seven criteria set out in state statute. The two most frequent abatement criteria used in South Burlington are for fire loss and inability to pay. Inability to pay requests have been rarely granted and even then they are temporary. These two Boards operate under quasi-judicial rules, acting to hear evidence from the City and the citizen and render a decision in writing after a closed, deliberative session.

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

### Members

#### Justices of the Peace

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Chris Shaw – Chair  
Chris Trombly – Vice Chair  
Carol Callea  
Al Gross  
Barbara Gross  
Jason Kirchick  
Maurice Mahoney  
Patrick Mahoney  
Bob Nowak  
Kate Nugent  
Corey Santorello  
Michael Sirotkin  
Michel St. Germain  
Lynn Vera  
Cecile Wagner

#### City Councilors

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Tim Barritt  
Tom Chittenden  
Matt Cota  
Meaghan Emery  
Helen Riehle

#### City Clerk *(Clerk of the Board)*

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Donna Kinville

## Accomplishments and Events

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- The Board of Civil Authority met 1 time during the fiscal year for election preparations and election training.
- The Board of Civil Authority oversaw 1 election in FY 2022 which was the Town's Annual Town Meeting. The Board continued some COVID-19 restrictions and will keep them for all future elections. Pens will be handed out at the check-in table and sanitized after each use. The flow of the voters will continue to be one way to reduce everyone's contact, and hand sanitizers and masks are available at the polls.
- The Board of Civil Authority received 94 property value appeals and met 23 times to hear those. The Board successfully heard all appeals that were not withdrawn by the appellant. Two of the decisions made by the Board were appealed to the State Appraiser who upheld the Board's decision.

## Qualitative Summary

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

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

## FY 2023 Goals and Priorities

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- Completion of the Property Tax Assessment Appeals for residential and commercial parcels
- Assist the City Clerk with the Town Meeting Day election
- Acquire and maintain a Dominion Voting Systems high-speed scanner
- Explore expansion of the number of Justices of the Peace (presently 15) due to increased election demands – through legislative action
- Encourage new legislation to streamline the time-consuming write-in tabulation on election days so that excessive time is not spent on minutiae in the counting/tabulating process.(possibilities: *declared "write-in" candidacies, minimum count of all write-ins does not exceed lowest vote-getter, "unknown" candidates-not-counted other than as "blank" (JP determination)*).

- Advocate for essential funding and support for the City Clerk in the election, appraisal, and abatement processes.

## Acknowledgements

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Special thanks to the City Clerk Donna Kinville and her office. There has been incredible heavy-lifting amid the movement of records and personnel to the new building! All is secure in a wonderful new facility. The Board handled the extra work from the reappraisal process and sees continuing fluency with the elections as we understand the new Dominion Voting Systems tabulators.

City Councilors, including Helen Riehle, Meaghan Emery, Tim Barritt, Matt Cota and Thomas Chittenden, were indispensable help in the many hours and miles of the reappraisal appeal process – thank you so much!

We also wish to acknowledge the diligence and service of Justices of the Peace who are not continuing through to next year. Corey Santorello has moved out of town. Kate Nugent has her hands full now as the newly-elected Representative to the General Assembly from Chittenden-10 – congrats! Michael Sirotkin, after many years representing us in the State Senate, gave up his space to a newcomer. Michael St. Germain was ever-present – appearing for many last-minute needs of the Board. Carol Callea was equally solid in serving on the Board with her fine legal mind. Thank you to these five especially as their talents and commitment will be missed.

# Bicycle and Pedestrian Committee

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## Committee Overview

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The South Burlington Bicycle and Pedestrian Committee (SBBPC) is charged with advocating for the City's new and existing bicycle and pedestrian infrastructure including shared use paths, sidewalks, bike lanes, crosswalks, and trails. SBBPC also advises City Council on matters concerning bicycle and pedestrian safety, policies, and current and future operational needs. The SBBPC mission and duties has shifted in recent years and, as such, they have adopted an updated Committee Charge which was adopted by City Council on November 21, 2022.

## Members

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Havaleh Gagne (Chair), Bob Britt (Vice Chair), Nic Anderson (Clerk), Amanda Holland, Ann Ellen Mason, Dana Farr, Donna Leban, Doug Goodman, Joel Klug

City Staff Liaison: Erica Quallen, DPW Deputy Director of Capital Projects

## Accomplishments and Events

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### Project Progress in FY22

- VTrans grant received to design and install 2 crosswalks on Williston Road at Pine Tree Terrace and near Mills Ave.
- 4 scoping studies received funding from the CCRPC through their Unified Planning Work Program (UPWP) to be undertaken in FY 23. SBBPC meetings will be utilized as the platform for public meetings for 2 of these projects.
- Crosswalk with RRFB on Kennedy Drive at W Twin Oaks Terrace was constructed.
- 3 crosswalks were installed on Hinesburg Road at Ruth Street, Prouty Parkway, and the Awasiwi Trail Crossing.
- Upper Allen Rd shared use path was constructed from Spear Street to Baycrest Drive.
- Kimball Ave shared use path over Muddy Brook was constructed during bridge reconstruction.

### Progress Towards FY22 Priority Areas

Priority Area #1: Cultivate and maintain a network of bicycle and pedestrian infrastructure that provides a safe and accessible connection for all residents.

- Participated in FY23 CIP process and made recommendations on allocating Penny for Paths funds.
- Safety recommendations were made to DPW Staff and City Council, and DPW has responded by updating striping and Rectangular Rapid Flashing Beacons (RRFBs) throughout the City.
- Members participated in the Queen City Park Road Scoping Study

- 10 bicycle and pedestrian projects currently ongoing, with at least 1 beginning construction in 2023.

Priority Area #2: Strengthen communication with the South Burlington community on bike and pedestrian network needs, priorities, and successes.

- Committee members continue to attend meetings of other committees across the City and participate in local and regional bicycle and pedestrian events
- Advised City Council on ways to improve interactions between vehicles and bicyclists
- Advocated to City Council in support of adding \$30,000 budget line item for bicycle and pedestrian maintenance.
- Published 32 articles in The Other Paper related to bicycle and pedestrian infrastructure and use.
- Hosted public meetings for multiple ongoing bicycle and pedestrian projects.

Priority Area #3: Promote a culture of using the bike and pedestrian network as a pleasant, safe, and easy alternative for transportation to school, work, recreation and activities of daily living.

- Planning has begun for committee members to continue undertaking Safe Routes to School initiatives.
- Collaborated with Recreation and Parks Department to improve wayfinding on recreation paths.
- [PeopleForBikes](#) ranked South Burlington 82<sup>nd</sup> out of 565 Small Cities (85<sup>th</sup> percentile) in 2022. The community received a Community Score of 48, with the average score of all 1,105 cities being 24.

## Quantitative Data

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### Bicycle and Pedestrian Network

- Approximately 30 RRFBs were upgraded
- 148 crosswalks were inventoried by committee members

## FY 2023 Goals and Priorities

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### Goals

From the Comprehensive Plan: Create a bicycle and pedestrian friendly City with safe transportation infrastructure.

### Priorities

Priority Area #1: Cultivate and maintain a network of bicycle and pedestrian infrastructure that provides a safe and accessible connection for all residents.

- ACTION: Engage closely with City Staff on the allocation of the Penny for Paths Fund as well as a strategic plan for implementing priority projects.
- ACTION: Annually participate in the CIP process to ensure alignment with the Committee's bike and pedestrian infrastructure priorities.
- ACTION: Meet regularly with Dept. of Public Works to drive alignment on safety, maintenance and network priorities.
- ACTION: Coordinate with the Recreation & Parks Dept. and appropriate City Committees to ensure City trails are accessible and maintained.
- ACTION: In coordination with City Staff, monitor the condition of the bike and pedestrian network (paint, signage, surface condition) and report maintenance concerns.
- ACTION: Participate in scoping studies, planning efforts, and development review applications that impact bike and pedestrian modes of travel and monitor the integration of the preferred alternative or permit condition through to construction.
- ACTION: Advance new crosswalk locations by working with City Staff to determine level of design and funding necessary for installation.
- ACTION: Annually review and provide updates to the mapped data of bike and pedestrian infrastructure (existing and proposed GIS datasets) to maintain an accurate record of the system.

Priority Area #2: Strengthen communication with the South Burlington community on bike and pedestrian network needs, priorities, and successes.

- ACTION: Increase awareness of South Burlington as a bikeable, walkable city through community outreach, digital/paper maps, signage and community surveys (People for Bikes and League of American Bicyclists surveys).
- ACTION: Provide guidance to City Staff on the development and deployment of the Recreation Path wayfinding package and regulatory signage.
- ACTION: Communicate bike and pedestrian network needs, priorities, successes through announcements, events, meetings, digital/paper maps, and publicity.
- ACTION: Support City Staff in conveying the progress of projects funded by the Penny for Paths Initiative with signage and announcements to indicate infrastructure improvements "coming soon" or completed.

Priority Area #3: Promote a culture of using the bike and pedestrian network as a pleasant, safe, and easy alternative for transportation to school, work, recreation and activities of daily living.

- ACTION: Partner with Energy Committee and South Burlington schools to increase bus, public transit, bicycle and pedestrian commuting for students, staff, and residents (statewide *Way to Go School* program, *Safe Routes to School* program and Committee's *Neighborhood to Schools Greenway* pilot).
  - Partner on efforts to annually promote and support the statewide *Way to Go School Program* and schools registered with the *Vermont Safe Routes to School Program*.
  - Continue the design and deployment of the *Neighborhood to Schools Greenway Pilot* to create a safe route by foot or bike for middle and high school students to get to school from the Mayfair Park and adjacent neighborhoods.
  - Promote Bike to Work Week to encourage non-car transportation.

- Promote walk/bike to City Center (as building continues).
- ACTION: Collaborate with state and local agencies to explore novel ways to increase bicycle and pedestrian safety by deprioritizing automobile transportation.
- ACTION: Participate on the City's Climate Action Plan through a Committee liaison, cognizant of the important role micro-mobility devices will play in a carbon-neutral future.
- ACTION: Identify partnerships to aid the education of all modes of travel (automobile, e-assist devices, and non-motorized) on the rules of the road and use of the South Burlington network.

# Climate Action Task Force

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## Mission:

The Climate Action Task Force is a task-oriented body stood up for the sole purpose of working with the Chittenden County Regional Planning Commission (CCRPC) and the Vermont Climate Council to develop a Climate Action Plan for the City of South Burlington. It is aligned to Resolution #2017-14A “City Council Resolution on Climate Change” and Resolution #2022-10 “Resolution for Policymaking to Reduce Carbon Emissions and Counteract Climate Change.”

## Task Force Members:

Andrew Chalnick (Energy Committee/Planning Commission), Ethan Goldman (Energy Committee), Donna Leban (Bike and Ped Committee), Michael Mittag (Planning Commission), Darrilyn Peters (Affordable Housing Committee), Sriram Srinivasan (Economic Development Committee), Bill Wargo (Natural Resources and Conservation Committee), Paul Conner (Non-voting City staff liaison), Helen Riehle (Non-voting City Council liaison)

**Chairperson:** Ethan Goldman (Chairperson), Andrew Chalnick (Vice Chair)

**Meetings:** Met regularly from November 2021 through September 2022, typically twice per month.

## Accomplishments

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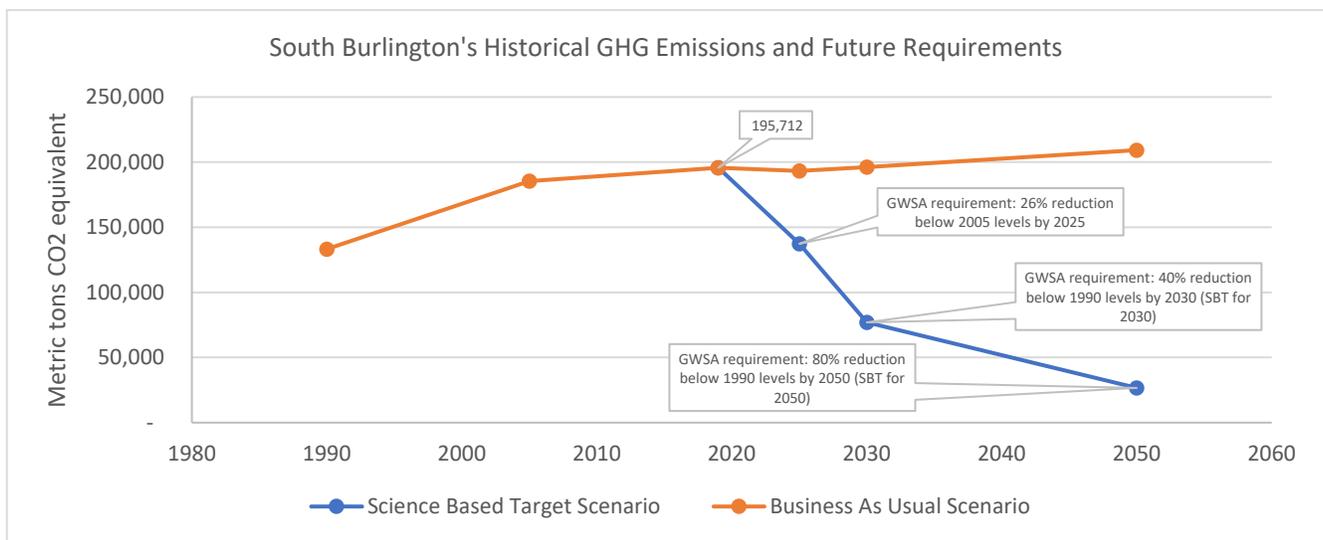
- Developed science-based targets for South Burlington’s community-wide greenhouse gas (GHG) emissions for the Climate Action Plan based on guidance from CCRPC consultants Melanie Needle and Ann Janda, who utilized analysis from *ICLEI – Local Governments for Sustainability*.



- Established a comprehensive list of recommended climate goals, pathways, and actions in the following categories: Buildings/Thermal, Transportation/Land Use, Renewable Energy, Natural Areas, Non-energy Sector (Waste), Government Operations, Small Engines, Adaptation and Resilience, and Agriculture/Food Systems. The full list can be found in Appendix C of the Climate Action Plan.
- Prioritized a set of “high-impact actions” for each category as the primary focus for the city’s efforts.
- Adopted a GHG emissions inventory and reductions targets for the largest categories, based on recommendations from the CCRPC consultants and their analysis in the ICLEI Clear Path tool.
- Reviewed multiple drafts of the Climate Action Plan from the CCRPC consultants and provided feedback and edits.

- Gathered feedback from the public regarding the draft Plan, focus areas, and sentiments towards climate change in general. This included in-person outreach at events such as SoBu Nite Out, Champlain Housing Trust BBQs, and a presentation at City Hall. We also conducted an online survey, promoted through local media channels, that received more than 100 responses.
- Approved a final version of the Climate Action Plan as prepared by the CCRPC consultants and submitted to City Council. [Council then adopted the Plan in October 2022]
- Presented a summary of the Climate Action Plan to the City Council and, following adoption by Council, to the City's Staff Leadership Team.
- Provided two detailed priority action recommendations to the City Council: an ordinance to require renewable heating systems in new buildings and a charter change to allow the city to regulate fossil fuel use in existing buildings.

Upon Adoption of the Plan by Council, the charge of the Task Force was completed.



# Committee for Common Areas for Dog

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## Committee Overview

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The Committee on Common Areas for Dogs shall be defined as any facet of community life pertaining to: the interests, health and safety of dogs and citizens, including their presence in parks, on trails and in open spaces as deemed appropriate, by approval of the South Burlington City Council.

## Committee Members:

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Betty Milizia	Chair	(3 yr term/ 2024)
Justin Palmer	Vice-chair	(3 yr term/ 2024)
Molly Besio-Joy		(3 yr term/ 2024)
Linda Chaison		(2 yr term/ 2023)
Muriel More		(2 yr term/ 2023)
Mike Simoneau	Rec & Parks liaison	(1 yr term/ 2022)
Lisa Yankowski	NRCC liaison	(1 yr term/ 2022)

## Accomplishments and Events:

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- Provided staff with input on Wheeler Dog Park site application revision
- Received final Development Review Board approval of Wheeler Dog Park
- Met and provided input to local developer re. private dog park
- Submitted written "*Recommendations for LDR/PUD "Site Amenities" requirements*" to P&Z staff for PC consideration (no further action taken)
- Drafted preliminary CCAD workplan for FY 22
- Developed guidelines for collecting data on "dog incidents" complaints
- Met with staff to:
  - problem solve winter maintenance issues at Farrell Park (staff addressed)
  - discuss possible strategies for mitigating water and facility issues (staff developed 2 options for construction work. (Timeline TBD)
- Revised "dog park" rules to be used at Wheeler and Farrell Parks
- Adopted strategy to address sanitation issues associated with dog waste on public spaces:
  - Reviewed strategies adopted by municipalities nationwide
  - Conducted inventory and locations of city's current dog waste bag stations
  - Determined additional locations based on public spaces visited by people with dogs, as well as, multi-use paths and trails they frequent

## Quantitative Data:

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### Suggested Language for LDR's and PUD's

Residential developments/ neighborhoods/ apartment complexes:

- There is public signage communicating rules, expectations for dogs and people;
- The development includes amenities such as: common areas, open space, civic spaces, parks, trails, recreation paths;
- The development has adequate open space to accommodate a dog park and/or pet waste stations;
- Single family home lots have adequate private space to accommodate dog waste;
- In smaller developments < 20-30 residences, there is common area (possibly a bench/ pocket or snip-it park) shared by residents where dog waste station(s) can be located;
- Multi-unit, multi-level, residences have dedicated outdoor spaces “doggie bathrooms” and dog waste station(s), if not, a small area dedicated to dogs, is provided;
- HOA is responsible for maintenance of common areas (including dog waste stations).
- Dog waste stations are amenities located in common areas, civic spaces, parks, trails, walking paths where dogs and people are likely to be present;
- Dog waste stations are located on trails, recreation paths that intersect with neighborhood;

Commercial developments/ businesses:

- There is signage regarding the legal requirements / expectations for dogs visiting the business or location;
- Outdoor areas where dogs are allowed, are encouraged to include a dog waste station;
- In the case of “infill” or re-development, a new dog park could be considered.

## Dog “Mutt Mitt” Station Recommendations to City Council

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The Committee on Common Areas for Dogs (CCAD) recommends the city increase the inventory of dog “Mutt Mitt” (MM) stations in South Burlington, based on our current inventory, history of complaints and established practices by municipalities across the nation. Studies estimate that dog waste is responsible for 20-30% of the bacteria found in urban watersheds. It can also get into the air we breathe. Forty-three % of the Potash Brook Watershed flowing into Lake Champlain travels through South Burlington. Addressing dog waste should be a priority for its environmental impact, not dismissed as a minor nuisance.

While people should be responsible for cleaning up after their dogs, it is nearly impossible to “police” or “fine” those who don’t. The most effective and manageable strategies adopted by municipalities nationwide are, locating “MM” stations in frequently visited common areas and well-traveled pedestrian routes, along with waste receptacles nearby. Many municipalities do educational campaigns. But nothing proves as effective as having waste bags readily available and a receptacle to place them in.

In addition, municipalities, nationally, are encouraging private developers, businesses, HOAs to assume responsibility for these amenities through zoning regulations and incentives. Despite, having no policy or regulations to follow, here in South Burlington, the Eastwoods apartment complex on Farrell St provides residents a small dog park to enjoy. Another is planned for the Hillside at O’Brien Farm on Old Farm Road. In addition, the O’Brien apartments provide at least 1 bag dispenser in their neighborhood. Our community must to encourage new residential developments to include neighborhood dog parks or relief areas. We must develop policies that provide guidance as to what is appropriate for the various types of developments.

## FY 2023 Goals and Priorities

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- Work toward increasing the amount of space available to off-leash opportunities for dogs.
- Develop plan for community education (*signage, public meetings, media, classes*).
- Gather community input on needs (*targeted surveys, public meetings & events*).
- Develop neighborhood groups/ stewardship (*"Friends" groups, Park Rangers, etc.*).
- Work with staff to revise and develop city ordinances and policies that support responsible dog ownership, plan for dogs in public spaces, that ensure safety for everyone, sanitation to ensure enjoyment for all.
- Assist in identifying the necessary resources to accomplish goals.

# Development Review Board

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## Overview

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: Dawn Philibert, Chair; Dan Albrecht, Vice-Chair; Mark Behr, Clerk; Quin Mann, Frank Kochman, John Stern, Stephanie Wyman. Members who served during the year but whose terms ended prior to June 30, 2021: Elissa Eiring, Jim Langan.

## Accomplishments & Events

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Beginning August 3, 2021, the Board returned to in-person meetings with a remote participation option. Beginning in June, 2022, and due to an increase in the number and complexity of Development Review applications, the Board began to allocate a specific meeting review time for each application. This is intended to ensure that all applications on the agenda are heard by the board during the meeting. Those that cannot be adequately reviewed during the allocated time will be continued to a later date.

A significantly revised set of Land Development Regulations was adopted in February 2022, which seems to have had the effect of shifting applications not involving subdivision of land from Planned Unit Development (PUD) applications to site plan applications. PUD applications require a three-step review process within increasing level of detail provided at each stage of review, while site plans are reviewed in a single application, requiring a plan to be fully finalized before submission.

Below are some notable projects reviewed by the DRB over the past fiscal year.

### *Commercial Projects*

- On December 21, 2021, the DRB reviewed sketch plan application #SD-21-27 for 835 Hinesburg Road. The DRB provided the direction that the project was not compliant with the LDR warned November 10, 2021 and therefore concluded the meeting without discussion. The applicant was notified that if the draft regulations were rejected, the Board would review the sketch plan application in more detail at the request of the applicant.
- The DRB approved a master plan application of Beta Air, LLC for a four-phase PUD, including a 344,000-sf manufacturing and office building, a 37,800-sf office and retail building, a 15,600-sf commercial building, and an 85,000 sf flight instruction and airport use building on 37.6 acres. The approval included stipulations as to order of phases in order to comply with parking regulations in effect at the time of approval.
- The Board approved a preliminary and final plat application of Beta Air, LLC for the first phase of a master plan, consisting of a 344,000-sf manufacturing and office building and approximately 2,400 ft of private road.
- The DRB approved a minor expansion to the Beta Air, LLC hangar/office building at 1150 Airport Drive.

- The DRB began review of a site plan application of Beta Air, LLC for the second phase of a master plan, consisting of a 24,000-sf hangar representing portion of the phase including at 85,000 sf flight instruction and airport use building at 430 da Vinci Drive.
- The DRB approved site plan and conditional use application of the Burlington Tennis Court to add a third platform tennis court.
- The DRB approved a site plan application of Reperio Properties to demolish an existing light manufacturing and retail complex and construct a 4,480 extension to an existing childcare facility on the adjacent lot at 1459 Shelburne Road.
- The DRB reviewed a sketch plan application of South Burlington City Center, LLC to subdivide the lands south of Market Street and west of Garden Street into three lots.
- The DRB approved a final plat and a site plan application of Greenfield Capital, LLC to consolidate three lots for the purpose of building a 130,790-sf manufacturing, warehouse and office building on the resulting 19.81-acre lot at 443 Community Drive.
- The DRB reviewed a sketch plan application of UVM Medical Center to construct a one and a half story 84,000 square foot medical office on a 13.5-acre lot at 119 Tilley Drive.
- The DRB approved a minor building expansion for an existing auto sales building at 1795 Shelburne Road.

### **Residential Projects**

- The Board approved a preliminary plat application of 600 Spear FJT, LLC, for 32 homes in four-family buildings on 8.66 acres at 600 Spear St.
- The DRB reviewed a sketch plan application and approved a preliminary plat application of Rivers Edge Building Development, LLC for 14 homes in two-family buildings in the 3.6 acre "Park Road Area" phase of the Golf Course PUD.
- The DRB approved a final plat application of Green Mountain Development Group, Inc., for the construction of 94 homes, of which are proposed to be inclusionary housing, in two multi-family buildings, and construction of two City streets, at 255 Kennedy Drive. The approval is part of the O'Brien Hillside development.
- The DRB upheld the decision of the Administrative Officer in an appeal of a zoning permit for site improvements on a single-family lot at 410 Golf Course Road.

### **Municipal Projects**

- The DRB approved a miscellaneous application of the City of South Burlington for a dog park on the northwest corner of Wheeler Nature Park. The project involves impacts to Class III wetlands and wetland buffers.
- The DRB approved a miscellaneous application of the City of South Burlington for stormwater upgrades within a Class III wetland and wetland buffer at 239 Spear Street.

## Quantitative Data

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<u>Decisions Issued</u>	<u>Decisions Issued</u>
Conditional Use (CU) <sup>1</sup>	6
Site Plan (SP) <sup>2</sup>	16
Subdivision (SD)	13
Subdivision (SD), Sketch	7
Master Plan (MP)	1
Design Review (DR)	0
Reconsiderations	1
Miscellaneous (MS)	2
Appeal of Administrative Officer (AO)	1

1. Includes 5 combined conditional use and site plan applications
2. Site plans issued by the DRB only.

514,481 sf of new commercial square feet approved

6 new lots created via final plat

## FY 2023 Goals and Priorities

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- Provide input to Planning Commission and City Council in the effort to create clarity and consistency in South Burlington's land development regulations.
- Adapt to a new agenda format that allocates a specific amount of Board review time to each application on the agenda. This will ensure that all applications on the agenda are heard.
- Continue to provide a timely review of applications
- Provide an impartial review of applications based on their compliance with the LDRs.

The Board is aware that residents of South Burlington have a range of perspectives about the balance of preserving the natural environment with the need for adequate and affordable housing. As a quasi-judicial body, the Board must apply the current LDR's when making decisions about proposals. During the various steps of each proposal's review, the Board strives to provide feedback to applicants that will ultimately guide and shape the evolution of proposed projects to be the best they can be consistent with the regulations. Public comments provide useful input to the Board to consider in providing direction to applicants.

## Economic Development Committee

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The Economic Development Committee's mission is to create a diverse and vibrant economy built on quality jobs, employment centers along with a supportive educational and research system. The committee works in concert with other committees, boards and economic development organizations to advise the council on ways to attract new enterprises and maintain a diverse and vibrant economy. To this end, the committee provides guidance and policy recommendations to the City Council, educates the community about economic initiatives, and collaborates with regional municipalities around economic issues. The committee meets monthly to discuss economic development issues and make recommendations.

**Members:** John Burton (Chair), Thomas Bailey, Michael Biama, Ken Linge, Linda Norris, Sriram Srinivasan, Charles Johnston

### Activity Summary:

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- Provide input regarding proposed changes to the Land Use Regulations. Passed motion to encourage an economic impact study to determine long-term effects.
- One member participated on the Airport Rezoning Taskforce and another participated on the Climate Action Taskforce.
- Received periodic updates from the City Manager and other city committees.
- Participated in the Chittenden County Regional Planning Committee workgroup regarding a possible change to Interstate 89.
- Provided input to the new owners of the University Mall regarding future improvements
- Made recommendations to the City Council on best use of ARPA funding
- Provided input on TIF program changes
- Worked with Ilona, UVM intern, UVM and CCRPC to started development of an economic dashboard to assist with decision making and city planning. Encouraged City to hire future interns for data preparation and research.
- Increased communication and dialog with area businesses and the South Burlington Business Association
- Considered economic issues of commercial cannabis and recommend a city vote to determine level of community interest
- Initiated efforts to recruit and retain clean energy businesses

## Energy Committee

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**Mission:** to promote energy conservation, energy efficiency, and the use of renewable energy resources among the city's residents, businesses, and in municipal affairs.

**Committee members:** Andrew Chalnick, Kate Bailey, Steve Crowley, Keith Epstein, Ethan Goldman (Chair through December 2021), Marcy Murray (Treasurer), Tim Perrin (Chair January 2022 forward), Ken Pulido, MJ (Mary Jo) Reale (Vice-Chair January 2022 forward) and Sam Swanson. Andrew Chalnick and Linda McGinnis resigned from the Committee during the fiscal year.

**City staff:** Ilona Blanchard staffed the committee and Lou Bresee (Energy Project Manager) was present at meetings.

**Chairperson:** Ethan Goldman served July 2021 – January 2022. Tim Perrin served February 2022 – June 2022.

**Meetings:** met regularly from July 2021 – June 2022. In addition to regular monthly meetings, two special meetings were held.

### Accomplishments

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**Climate Action Plan (CAP)** – two committee members, Ethan Goldman and Andrew Chalnick served on the CAP Task Force. The Energy Committee received updates and provided feedback on Task Force progress and CAP elements as needed.

**Weatherization** – a weatherization event was held in January with the Champlain Valley Office of Economic Opportunity. The Committee coordinated with CVOEO and publicized the event in print and digitally. Participation was online and in person at City Hall. The presenter relayed that participation compared well with other events he has done.

#### Energy Efficiency

- Energy tracking – The Committee worked closely with Energy Project Manager to help identify projects to pursue and best ways to assess project success. The group worked to determine ways to gather the most precise data for tracking in order to maximize taxpayer dollars used for those projects that will likely yield the greatest long-term dollar and/or emissions benefits.
- Equipment Demonstration – Committee supported a Vermont Clean-Cities Coalition and Mow Electric Vermont demonstration of electric yard care equipment for municipalities and commercial landscapers hosted in South Burlington's Veterans Memorial Park. Participants tried out new, commercial grade all-electric powered mowers and other lawn care equipment.



*Public Works (shown here: Adam Cate) tried out all-electric equipment at the Electric Mower Demo Day in October 2021.*

- Developments – The Committee weighed in on municipal energy projects managed by the Energy Projects Manager, including the Honda Clarity lease energy calculations, monitoring the solar array on City Hall & Library, and the Wheeler House heating upgrade that is now in the preliminary phase.
- POWER-D.city – Members of the Committee introduced this to City staff and the Committee offered its unanimous support for the City to engage in the MOU to explore this software solution to help South Burlington aggregate and track energy usage data for the community.

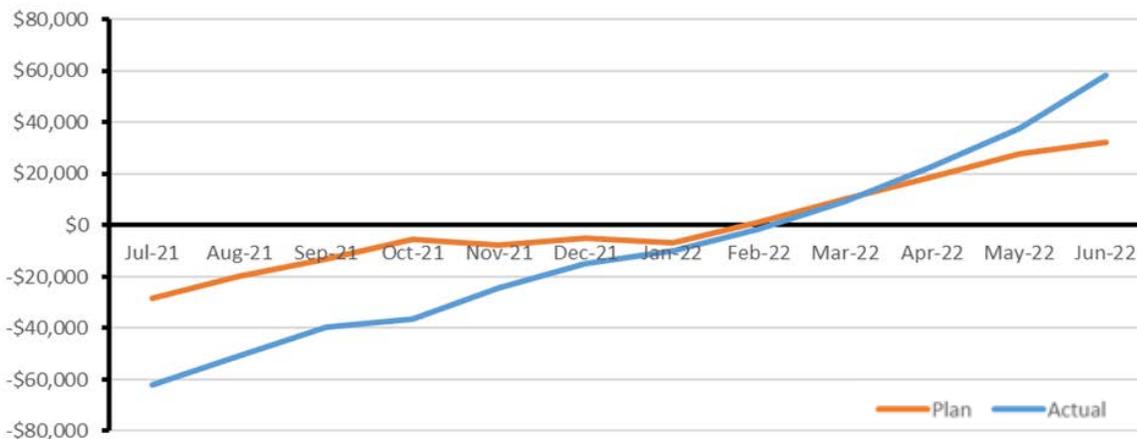
### Community Engagement

- Solar Bike Shelter – a research project was undertaken with middle and high school students to gauge interest in a solar powered bike shelter. Of the 127 SBHS survey respondents, 7.1% said they currently bike to school, and 24.8% who don't currently bike said they would if there were covered bike storage. Of the 86 FHTMS respondents, 16.3% said they currently bike to school, and 37.8% who don't currently bike said they would if there were covered bike storage.
- Climate Action Plan support – Developed plans for community outreach at SoBu Nights out and senior recreation events. The committee coordinated with City staff. Committee members and CAP Task Force members were recruited as volunteers for the events. The goal is to let the community know about CAP development and ask for their opinion on certain things.
- Website and Facebook -Committee transitioned Facebook from the Energy Prize page to a page with the name South Burlington Energy Committee. The Energy Prize website was taken down and the committee created a plan with city staff to migrate content to the city website under the "Sustainability" section.

**ARPA Funds** – the committee began the process of analyzing options for best uses of the ARPA funds. The group created an overarching list of options on how to use the funds and worked to narrow down the suggestions with the plan to produce a document to present to the City Council.

**Revolving Fund and Work Plan** –The Committee consistently monitored the balance of the Revolving Fund and work plan for other potential projects that could be pursued utilizing the Fund. Revolving Loan Fund started at -\$61,000 to start the fiscal year and ended at +\$59,000.

**Energy Fund Balance**  
(incorporates FY 22 capital fund projects)



*The Energy Revolving Fund balance was able to move from \$ -60,000 to \$60,000 due to proceeds from the Landfill Solar Array netmetering on city meters and efficiency savings returned to the fund. By the close of the fiscal year, the actual balance was \$10,000 above the expected balance.*

## FY 2023 Goals and Priorities

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- Develop strategies, projects, and outreach that the committee will undertake to minimize energy usage by residents, businesses, schools, and municipal departments by driving (a) energy efficiency of new and existing buildings, (b) renewable energy generation and (c) low- and no-carbon transportation initiatives.
- Support the collection, analysis, and reporting of historical citywide greenhouse gas emissions. Support development of or subscription to tools to track, compare and evaluate future emissions on a citywide and project-by-project basis.
- Support more community events – weatherization events, energy education, etc.
- Expand communication (print and digital) to community about what energy committee and others are doing to support CAP implementation, environmental stewardship, and energy efficiency.
- Support and facilitate a solar bike shelter at the high school or middle school.
- Outreach and education to low income and multifamily residential building owners to connect property owners with resources they need to weatherize and solarize their properties.



*One of six public two-port electric vehicle charging stations (total capacity: 12 chargers) that opened in FY 2022 - all installed at the new South Burlington Public Library and City Hall to expand accessibility to public charging stations in the new downtown – supported by a state grant application driven by the Energy Committee and secured in prior years.*

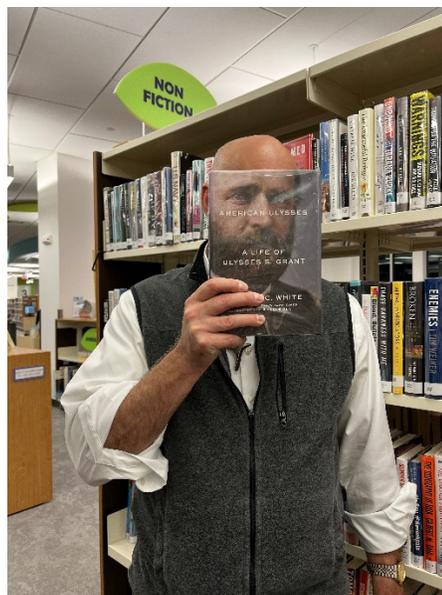
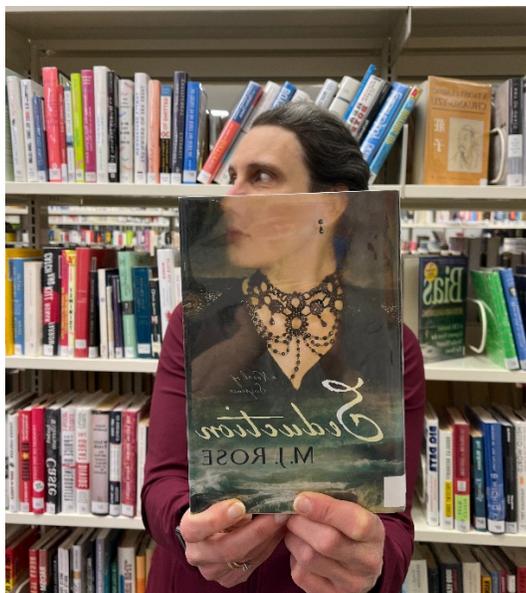
## South Burlington Public Library Board of Trustees

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The South Burlington Library Board of Trustees is an 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. This past year, the Board was active in mapping out a strategic operational budget for the libraries new space and resulting staff needs, supported staff through the transition into 180 Market Street and the reopening, assisted the Director in updating policies to better fit the new situation, raised awareness of the programs and offerings of our public Library, and led the charge on the annual appeal in collaboration with the South Burlington Library Foundation.

The Board meets monthly, and Trustees also serve on one of the following committees: Advocacy, Governance & Nominating, Evaluation, or Finance. The Trustees also make up the South Burlington Library Foundation Board.

**Trustees:** Stacey Pape (Chair) – 2025, Patrick Leduc (Past Chair) – 2023, Ted Lenski (Vice Chair & Treasurer) – 2024, Margery Vagt – 2023, Lee Freeman – 2025, Anne LaLonde – 2023, Lauren Ballard Hatch – 2025, Penne Tompkins – 2024, Kevin Morgenstein-Fuerst – 2025, Donna Swartwout (Secretary) – 2024, Rebecca Stazi – 2024, Holly Painter – 2025



## Accomplishments and events

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In FY22, the Library Board met the following goals:

- Completed the Library's Strategic Plan
- Supported staffing and operation needs to increase access to library and services. Ongoing
- Created several promotional videos for social media
- Formalized the annual giving campaign to support the library's ongoing needs
- Evaluated possible large scale community events suitable to be hosted by the Public Library as a way to increase engagement and bring additional value to the community. Library will participate with the Green Mountain Book Festival and participate in Illuminate VT.

## Quantitative Data

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- As the Library Foundation, transferred \$250,000.00 from the capital campaign to the city to assist in covering costs for the new Public Library.
- Submitted an operating budget that met the financial goals of the City Council.
- Ran a successful annual campaign, with the help of the South Burlington Library Foundation, in support of library projects.

## FY 2023 Goals and Priorities

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- Plan a communications framework to take advantage of amplification opportunities
- Design and distribute a strategic plan brochure
- Support staffing and operation needs to increase access to the library and services
- Work closely with Foundation working group to engage the community in support of the library through an annual fundraiser
- Review and update library policies
- Assist as needed with library events

# Natural Resources and Conservation Committee

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The mission of the South Burlington Natural Resources and Conservation Committee is to promote community awareness and recommend policy, on behalf of natural resources, which contribute to the health, wellbeing, and quality of life of current and future generations within the South Burlington community.

The Natural Resources Committee is guided by the following principles:

- Advise the City Council, Planning Commission, and Development Review Board on natural resource related issues;
- Maintain awareness of the current status of our natural resources;
- Expand our knowledge base of conservation related issues;
- Monitor planned development or projects which may affect the status of our natural resources;
- Participate in natural resources policy development;
- Collaborate with other city-sponsored advisory bodies, community organizations and institutions;

## Committee Members

	<u>TERM ENDS</u>
Jean-Sebastien Chaulot, Chair	2025
Larry Kupferman, Vice Chair	2023
Lisa Yankowski, Clerk	2022
Linda Bailey	2023
Andrew Shatzer	2023
Michele Korpos	2025
John Bossange	2024
Katherine Boyk	2024

## Accomplishments and Events

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- Reviewed and provided recommendations on the LDR updates related to Environmental Protections Standards & Conservation PUDs.
- Developed an outline for an Open Space Plan, including an inventory of open spaces.
- Participation in Weed Warrior Events
- Other Natural Resource & Conservation initiatives worked on:
  - Reviewing LDRs as they pertain to Topsoil Conservation
  - Updating Tree Ordinance to focus on tree canopy preservation/increase
  - Land Acknowledgement
  - Met with State to discuss use of Herbicides in railroad rights-of-way
  - Met with City Arborist to discuss Emerald Ash Tree Border and Spongy Moth infestations
- Developed Strategic Work Plan

## FY23 Goals and Priorities

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- Support efforts to implement the Climate Action Plan.
- Review the Hubbard Recreation and Natural area
- Review Conservation opportunities
- Update Tree Ordinance
- Finalize Open Space Plan
- Develop an Ash Borer Mitigation Plan

# Planning Commission

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## Overview

**Mission:** 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.

**Meetings:** Planning Commission meetings are typically held on the second and fourth Tuesdays of each month at 7:00 PM. Multiple special meetings were added to this schedule to accomplish more work as enumerated below. At the beginning of FY22 the Commission continued to hold all meetings virtually under the State’s emergency open meetings law, and in August 2021 began to meet in person with a digital option available as well. The dual format has been more flexible for public participation and allowing for Commissioners to more fully participate when traveling or otherwise not able to attend in person.

**Members:** Jessica Louisos, Chair (4-years, 2024); Bernie Gagnon, Vice-Chair (3 years, 2024, served until April 2022); Monica Ostby, Clerk (3 years, 2025); Ted Riehle (4 years, 2024), Paul Engels (4 years, 2023), Duncan Macdonald (4 years, 2023), Michael Mittag (3 years, 2023), Andrew Chalnick, (3 years, 2024, joined April 2022).

## Accomplishments

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Our community visioned the City we should be in the Comprehensive Plan, and although it is not fast, we are changing our Land Development Regulations and City policies to reflect those visions. Listening to our citizens and balancing the current and future needs of all our citizens is something our committee is proud to strive for. There are many competing goods that take thoughtful planning to accomplish. Our small steps in each recommendation for change to our laws are all moving toward our city having a better more thoughtful future. The principles of Smart Growth do not always align with our traditional ways of doing things and that change may not always be comfortable, but we are trying to move the City in the right direction.

The Planning Commission’s primary focus in 2022 was completion of work related to the City Council’s Interim Zoning Bylaw, and specifically, updated Environmental Protection Standards, Planned Unit Developments standards, subdivision, master plan, and related standards. This long project started in previous fiscal years and has multiple interconnected parts. Land Development Regulation (LDR) changes adopted this year are as follows:

### LDR amendments Adopted February 2022:

- LDR-20-01: Replace Surface Water Protection Standards with Environmental Protection Standards, including existing 100-year floodplain, river corridor & stream buffer, wetland & wetland buffer, and stormwater management standards; establish standards regarding 500-year (0.2%) floodplain, habitat block, habitat connector, steep slope, and very steep slope standards; establish criteria to evaluate undue adverse effect; and related amendments referencing the above-listed resources.
- LDR-21-02: Generally amend or replace existing Subdivision, Master Plan, Planned Unit Development (PUD), Site Plan, Conservation PUD, Traditional Neighborhood Development PUD, Civic Space Types, Street Types, Building Type, and related zoning district, procedural, and site plan standards
- LDR-20-08: Modify required setbacks applicable to arterial and collector roads

- LDR-21-04: Modify Southeast Quadrant sub-district boundaries including and between Natural Resource Protection, Neighborhood Residential, and Village Residential
- LDR-21-05: Change zoning of land to the west of Hinesburg Road, immediately south of I-89, from Industrial-Open Space to Residential 7-Neighborhood Commercial
- LDR-21-06: Modify Commercial 1- Residential 15 and Residential 4 boundaries in vicinity of Lindenwood Dr to follow property lines more closely
- LDR-21-07: Update city-wide stormwater standards, including for consistency with state regulations
- LDR-20-10: Establish maximum building envelopes for allowed development in the SEQ-NRP subdistrict, modify allowed building types
- LDR-20-17: Extend Southeast Quadrant zoning district residential building design standards city-wide, update standards
- LDR-21-01 Require Solar-Ready Roofs for new buildings subject to Commercial Building Energy Standards
- LDR-19-07 Modify landscape requirements to allow for Solar Canopies in Parking Areas
- LDR-20-22: Update to comply with Act 179 pertaining to accessory dwelling units, existing small lots, and conditional use criteria for multi-family housing
- LDR-20-25: Increase maximum allowed area of accessory structures and update for consistency with Act 179
- LDR-20-28: Expand inclusionary zoning, offset, and bonus provisions city-wide, replacing existing bonus standards where existing
- LDR-21-03: Allow for "limited neighborhood commercial use" within a larger residential building for neighborhoods with Master Plan
- LDR-21-07: Exempt the conversion of a dwelling to a licensed childcare facility from housing preservation requirements
- LDR-20-21 Minor and technical amendments

### **LDR Amendments Adopted May 2022**

- LDR-22-01: Establish a General Planned Unit Type for new PUDs and amendments to existing PUDs
- LDR-22-02: Establish Site Amenity requirements for new development, expansions, or residential conversions subject to site plan review; add additional allowable Site Amenity types, and allow partial credit to Site Amenity and Civic Space requirements for nearby publicly accessible civic spaces & parks
- LDR-22-03: Augment Site Plan review standards of Relationship of Structures to the Site, and of Relationship of Structures and Site and to Adjoining Area
- LDR-22-04: Minor and technical amendments

### **LDR Amendments Warned for Public Hearing by the Planning Commission June 2022**

- LDR-22-05: Update the regulation of Transferable Development Rights (TDRs), including, but not limited to, expanding the receiving areas for TDRs, assigning value for TDRs, updating process for sending and receiving TDRs, and clarifying existing applicability in receiving areas
- LDR-22-06: Minor and Technical Amendments to Bicycle Parking, Performance Bonds, Submission Requirements, and Section numbering

**In addition:**

- Began planning and discussions for the 2024 Comprehensive plan updates starting with the long-term vision and goals, outreach planning, and scheduling. Discussions of data needs, known data, and approach were started.
- The Airport Rezoning Task Force was convened as a temporary subcommittee of the Commission. The ARTF examined possibly rezoning of approximately 11 acres near Airport Parkway and Kirby Road Extension to allow for additional airport and commercial uses. Through that process of approximately 6 months, the ARTF held public listening sessions, worked with a consultant to produce a report on the possible rezoning, and recommended against rezoning. The Commission concurred with the Task Force’s conclusion.
- The Commission considered, held a public hearing, and advanced recommended changes to the Official Map to the City Council, which included replacing a planned roadway connection from Swift Street Extension to Hinesburg Road with planned recreation paths, and removing a planned roadway connection between IDX Drive and Deerfield Ave. As well as to add a bike/pedestrian connection at planned I-89 bike/pedestrian bridge.
- The Commission served as the primary public body on review of possible improvements to the Swift/Spear Intersection and endorsed a roundabout as the preferred alternative to advance to the next step.
- The Commission received information on the Climate Action plan, with a focus on how to begin pursuing implementation actions to meet the Plan’s objectives.
- The Commission received and provided feedback on several issues / topics in the community

**FY 2023 Goals and Priorities**

The Commission’s first objective in FY 23 is to complete and send the draft Comprehensive Plan to the City Council for adoption. All items included on the Planning Commission’s work plan are as follows:

<b>Project</b>	<b>Description</b>	<b>FY 23 Commission Role / Action</b>
<b>COMPREHENSIVE PLAN ITEMS:</b>		
2024 Comprehensive Plan Development	Update of Comprehensive Plan as required by State Law	Full Process - outreach, drafts, review, hearings in August/September 2023
	Internal review of policies and goals by City departments and committees for inclusion in 2024 Comprehensive Plan	Engage with committees and departments for review of subject areas
	Planning Commission review of Comprehensive Plan policies and update	Include policy updates as needed
	Iterative process of review and update to drafts of sections and complete draft as produced	Review and edit drafts of Comprehensive Plan prepared by Staff
Comprehensive Plan progress check-in	Review status on achieving objectives and implementing strategies from 2016 Comp Plan	Full status update from Staff, PC, and committees as part of 2024 Plan process
Targets, Projections, and Data	Identify targets, projections, data, and other information we have and information that we need to form the foundation of 2024 Comprehensive Plan policy	Review 2016 plan for existing information, locate and review updated information from other sources, and update 2024 Comp Plan

Industrial Zoning	Comprehensive look of space for future industrial-only areas	Task to EDC for initial review of Industrial-zoned areas; Adjust Comp Plan Land Use
Climate Change Mitigation	Review recommendations from Climate Action Task Force; determine how or if to include in regulation; adopt regulations	Review and incorporate recommendations from Climate Action Task Force in 2024 Comprehensive Plan for future regulation
Housing Policy Examination	Review diversity of housing types available and set goals for missing or underrepresented types; review home ownership and set pol	Collect information about existing housing, discuss and add policy statements regarding housing development and needed housing in the 2024 Comprehensive Plan
<b>REGULATORY ITEMS:</b>		
Address specific public comments on draft LDRs	Consideration of exempting restoration projects	Decide on exemption and update LDRs
	Exempt parcel from Master Plan requirement if subdividing only for conservation	Decide on exemption and update LDRs
	Street types	Refer to Bike/Ped Committee
	Tree ordinance and soil conservation	Refer to Natural Resources Committee
Density Calculations in SEQ	Address "1.8 acre" issue in SEQ	Review and determine if changes are needed
Change name to Land Use Regulations	Consider change to the name of the regulations	Adopt name change after legal review
Updates to City Center FBC and Official Map	Continually consider regulatory barriers for implementation and build out of the FBC, including updates to Official Map	Address issues that arise, open dialogue with developers and DRB regarding FBC function
Clean up of 2022 LDR amendments	Identify any functional issues with the LDRs and correct as the issues arise, including addressing specific public comments from draft LDRs and post-adoption	Address issues that arise
<b>POLICY ITEMS:</b>		
Update to Official Map with land use around I-89 Bridge Connections	CCRPC UPWP Project for review, study, and planning of the land uses and zoning around the landing areas for the I-89 bike/ped bridge	Work with CCRPC and review land uses
Review of Uses in Commercial Districts and Industrial Districts	Explore possibilities of adding uses, clarifying definitions, changing boundaries, etc. to facilitate innovative commercial uses, including review of residential uses	Examine Mixed I-C district allowed uses (including definitions) for any updates; examine Industrial-Open Space for compatibility with additional residential use
Parks Master Plan	Identify Function of existing parks and needs for future parks.	Support Rec & Parks Committee; Task initial review and development to the Rec & Parks Committee; possible

		review and implementation in City Official Map
Climate Action Plan	Respond to Climate Action Task Force Report and take regulatory action to implement recommendations	Receive and review Climate Action Task Force Report
Solar Requirement on new buildings	Second half of the recommendation for commercial buildings to include a minimum solar	Review staff recommendations; adopt minimum solar requirements if desired
Replace Transportation Overlay District with Transportation Demand Management (TDM)	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.	Adopt TDM
Scenic Views	Establish scenic view protection overlays, including a methodology, analysis of priorities, and standards for foreground, middle ground, and background	Define project goals and information needs, engage consultant(s)

## Acknowledgements:

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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. The staff has gone above and beyond to make a non-normal year smooth and successful. The transition to virtual meetings would not be possible without the dedication and support we receive from staff.

We also thank the hard work of the many City committees and their dedicated volunteers and staff that are helping to bring together the pieces of the puzzle, and the many South Burlington residents that attend our meetings and workshops to participate in our planning efforts.

# Public Art Committee

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## Purpose

The purpose of the Public Art Committee is to a) make recommendations at the request of the City Council on the selection of artists and acquisition of permanent public art located on property owned or controlled by the City including public facilities; b) advise the City Council on planning and policy matters related to art; and c) conduct, organize or engage in activities that support art and artists as a path to strengthen, transform and foster community within our diverse, growing and evolving City.

## Members

Amanda Holland	(2024)
Denise Townsend	Resigned in August 2021
Jean-Sebastien Chaulot	Vice Chair (2025)
Jessica Manley	Appointed in April 2022 (2024)
Michele Bailey	Appointed by the Vermont Arts Council
Penne Tompkins	Chair October 2021 forward (2023)
Sophia Babbitt	Appointed in April 2022 (2025)
Trice Stratmann	Chair through October 2021 (2023)
Ilona Blanchard	Committee Staff, non-voting
Dave Wheeler	Public Works Staff, non-voting

## Accomplishments and Events

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Met thirteen times between July 1, 2021, and June 30, 2022.

- Mounted the first two shows in the new Public Art Gallery at 180 Market Street (Todd Lockwood’s photography in “One Degree of Separation”, Lynn Cummings, Martin LaLonde, Lauren Wooden, Joey Bibeau, and Alice Eckles’s paintings in “Hometown Watercolorists”) and the fourth gallery show (Gregg Blasdel, Kimberly Bombard, Sara Katz, Kate Longmaid, and Dianne Shullenberger’s works “In the Garden”).
- Appointed the first gallery curator, Daniel Zeese, who curated the third gallery show of works by Harlan Mack
- Made recommendation to embed an artist within the design team for the East-West Crossing Walk Bike Bridge public project to fulfill the percent for art requirement for City Center projects



*Hometown Watercolorists was the second show to be mounted in the Public Art Gallery located in the main hall of the South Burlington Public Library and City Hall. Photo credit: Penelope Tompkins*

- Recommended the City Council expand the Committee charge (approved November 2021) and rename it the Public Art Committee (from Public Art Selection Committee)
- Created new City website content for the public art pages
- Welcomed new committee members Jessica Manley and Sophia Babbitt
- Issued an RFP for permanent public artwork to be located in a to-be-determined site in South Burlington (not in City Center).
- Consulted with Beta Technology regarding their process for a public art piece sited at their new location
- Dedicated the "Season's out of Time" clock commissioned for the South Burlington Public Library and City Hall in June 2022



*Philip Godenschwager speaking at the dedication of his work, Season's Out of Time in the Public Library. Photo credit: Sophia Babbitt*

## Quantitative Data

Meetings:	13
Gallery Shows:	4
New Members Welcomed:	2
Consultations:	1
Commissions Dedicated:	1
Calls Issued:	1

## FY 2023 Goals and Priorities:

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- Hold public art dedication for Gooses on Market Street
- Mount four or more shows in the Public Art Gallery
- Select a curator for the South Burlington Public Art Gallery
- Begin the public art selection process for the Williston Road Streetscape
- Populate the Public Art page on the City's website
- Recommend a piece of art to be commissioned and installed by the City Council for a site outside of City Center
- Issue a Call to Artists for FY 24
- Secure funding for development of a cultural plan
- Establish a protocol to serve as a resource for the Development Review Board

# Recreation and Parks Committee

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## Committee Overview:

### Committee Charger Per City Council:

The committee shall be called the City of South Burlington Recreation and Parks Committee.

The mission of the Recreation and Parks Committee is to support the Recreation and Parks Department in their goals and efforts to provide recreation and program opportunities; and to acquire and maintain recreation facilities and open space. We do this in concert with the NRPA pillars of recreation: Conservation, Health and Well-being, and Social Equity.

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.

### Members:

William Barber	Chair
Lauren Wedam	Vice- Chair
Christy Pilsucki	Clerk
Mike Simoneau	
Jon Pence	
William Sudbay	
Caroline Henne	
Ravi Venkataraman	(Mid Term Placement -January 2022)
Oliver Pierson	(Mid Term Placement -January 2022)

## Committee Accomplishments

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### Indoor Rec Center

- City Staff Presentation to City Council in September
- Feedback from some community members to rehabilitate an existing structure and not disturb grass at Vet Memorial
- Public comment to ensure Rec Facility is on a bus line; equitable access for all.
- City Council decided to keep on the project list but not prioritize next phase at the moment.

### DRB Review

- Committee discussed concern of adopting recreation infrastructure within private development as city amenities without planned public access and parking and shared the need for evaluation and of and planning for a work force that could sustain additional park amenities, as the current inventory is not maintained as it should be.
- An official position was drafted against accepting private development park assets unless plans were vetted through the committee, approved by the staff, supported through sustainable management/maintenance plans, and had sufficient adjacent parking that intentionally welcomed the greater community. Otherwise, the Recreation and Parks Committee was not supportive of HOA park amenities being deeded to the city for perpetual maintenance/liability.

## Social Equity

- Garden Committee came to speak of their needs.
- DEI discussion in May
- Recommendation of pricing changes for upcoming budget
- Common Roots partnership continues to flourish as the committee supports their food production at Hubbard, summer camp education through the Recreation Department, community events on the land at Wheeler and sustained donations to the food shelf.
- Support of Recreation Department Pop Up summer/fall events at the various housing authorities.
- Support of service delivery vehicle for Rec on The Go Programming in collaboration with the library for book mobile remote services
- Supportive of little libraries installed in four of our parks.

## NRPA matrix review

- The Recreation and Parks Department staff inputted data to the system in December.
- Committee needs to do comparative analysis from 2022 data.

## Open Space Management

- In August 2022 Advocated for seat at the table for Climate Action Task Force; membership was denied.
- In October co-hosted Hubbard Park Phase 1 Public Feedback:
  - Community Advocated for Minimal design
  - Phase 1 is parking, paved path, viewing area, signage, and low-level lighting for safety.
  - Concern was shared about pathway surface materials; request to investigate a non-pavement application
  - Consider buffering immediate neighbors with vegetation
  - Conceptualize a fix for water sheeting off farming slope
  - Opportunities for storm water treatment to support this property and adjacent properties
  - Red Rocks Management Plan reviewed in March and adopted in April
  - In May Open Space Project Manager, Ashley Park, left employment with the city. Position remained vacant for the remainder of the fiscal year

## Park Asset Management

- October- presented the deferred CIP at 1.5 million to City Council.
- Review of new development infrastructure dedication: See DRB review notes.
- Wheeler dog park permitting design and permitting completed in January for spring construction. A fall opening is planned.
- ARPA fund discussion in April
- Conversation with SBLL- May baseball fields
- Project success: court facilities at Szymanski began in June.

## FY 2023 Goals and Priorities

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The committee's themes remain consistent year after year, supporting our mission, the Recreations & Park Department, and our community. The following is our prioritized work list; though it ebbs and flows with the current city needs and capacity. We are poised to act on all as the City Council desires.

### PARK ASSET MANAGEMENT

- **Evaluating Park Facilities-** The Committee will begin an annual seasonal park inspections (with forms and schedules to be developed) with the goal to create a priority list for annual maintenance. The Committee will establish an on-site training day this spring and establish a calendar for evaluating each park and assigning a member to complete the evaluation. \* Early spring 2022
- **Supported Department Structure-** Formalize process, structure, and expectations of park maintenance from the perspective of the committee and of the community that visit our parks. Supporting collaboration between both Recreation and Parks and DPW to achieve this task. Concepts include moving Parks Staff under Recreation and Parks umbrella, Facilities umbrella or creating a Superintendent of Parks position that would report directly to the Director of Recreation and Parks.
- **Deferred Maintenance-** Supporting a bond vote for \$1.5million in deferred maintenance for our parks system once a sustainable project management structure has been established in DPW.
- **Trails Program-** Support to formalize, maintain, sign, and promote the City's network of trails. This is an underutilized asset that should be articulated in a thoughtful and intentional way. \* This includes input in the development of the new trails system at the Auclair Property in collaboration with Bread-and-Butter Farm.
- **Park Maintenance Plans-** Development of annual parks maintenance plans for all parks should be completed to ensure standards can be met with current staffing standards; advocating for additional staff as needed.
- **Supports with Green Up Day** initiatives within the park.

### COMPREHENSIVE PLAN INPUT

As the City dives into the next re-write/update of the Comprehensive Plan, the Recreation and Parks Committee desires to be at the forefront of this revision; noting that the last plan was updated without proper vetting through all committees and a last-minute effort to make edits fell short of the committees' goals.

- Review current plan and identify areas of weakness.
- Propose language amendments and/or additions.
- Participate fully in all committee, council, and public process.

### OPEN SPACE MANAGEMENT

- Continue to have a perspective and voice in the use of South Burlington's open space.
- Ensure application of existing management plans, updating as required. Create timeline for drafting additional open space management plans.
- Advocate for recreational access for all in our community on city owned property; specifically, Hubbard, Auclair Parcel and other municipal owned assets. \*See trails development section for more detail.
- Bees and Trees- Investigate potential for apiaries within the park system as well as provide lectures, classes, and educational information.

## **SOCIAL EQUITY**

Prioritize social equity and the role that the committee has in providing recreation and parks access for all members of our community. The need to evaluate and plan for equidistant park access for all sectors and abilities as well as intentional recreation of programmatic and both passive and active park opportunities for all demographics.

- Connect to funding source for FY 2023 for project completion in FY 2024.
- Community Gardens Program: Support current conversation at the airport property about installation of community gardens. Look to add inventory at Jaycee Park for community garden site and consider additional raised garden beds at the food shelf.

## **COMMUNITY ENGAGEMENT/EDUCATION**

- Ensure Recreation & Parks Department has opportunity to present to the City Council at least annually. Proposed this happen in July as it is Parks Month
- Increase in Events inventory to include targeting community and regional draws.
- Increase program offerings nature/conservation and age specific pockets.
- Collaborations with other city opportunities: Library, Schools, Food Shelf, Infinite
- Committee & Departmental outreach around education & advocacy
  - Sharing the recreational and park needs, priorities and accomplishments.
  - Consider monthly writing for TOP

## **DEVELOPMENT REVIEW**

Provide ongoing review and input to development projects in the community that promote opportunities or potential opportunities for recreation that serves all members of the community; on-going.

- Consider official committee liaison to work with RDB. This Liaison would have the support of the committee to work with the RDB and developers with the expectation that some of the projects will need to be presented to the committee. Work is needed to outline this committee position, responsibilities, and expectations.
- Evaluation and determination of deeded recreational assets to the city vs. privately held amenities through HOA/Developers.

## **INDOOR RECREATION CENTER**

Continued focus on creating an Indoor Recreation Facility for the future in South Burlington as determined by City Council that this is a priority for FY23.

- Education
  - Initial advocacy around education that the March 2020 vote was not against an indoor facility but rather an increase in taxes to support this project.
  - Community Support
  - ARPA surveys indicated that COVID impacts were felt hard by many and needing affordable and accessible spaces to recreate was highlighted.
- On-Going Support
  - The committee remains enthusiastic about the need for and development of an indoor recreation center and is poised to lend its supports are needed when efforts are initiated by the City Council to advance this plan.

## NATIONAL STANDARDS

Research and document South Burlington's Recreation & Park Department in comparison with appropriate national data. Using annual update from NRPA study to identify trends in benchmark communities. \* Data entered by staff in Jan- reviewed by sub-committee when released (usually March/April)



# CITY PARTNER REPORTS



## CSWD Fiscal Year 2022 Summary

Thanks to conservative budgeting and significant belt-tightening, the Chittenden Solid Waste District remained on strong financial footing in Fiscal Year 2022 (July 1, 2021-June 30, 2022). The District's FY22 total operating expenses were \$12,336,755 and operating revenues were \$16,569,666 for a net surplus of \$4,232,911. This surplus was applied to CSWD's reserves following the Board-approved prioritization schedule (see "Budget Memo" under FY2023 Budget on the Financial Information page of [cswd.net](http://cswd.net).)

The residents, businesses, and institutions of our 18 member towns and cities generated an estimated 305,389 tons of materials to be managed in calendar year 2021, compared with 270,207 tons in 2020, with the increase likely due to increased construction and overall economic activity. Chittenden County continues to be among the national leaders in landfill diversion, with an estimated 66.7% of those materials recovered in 2021 via composting (food scraps, leaves, and yard trimmings), anaerobic digestion, and recycling of Blue-Bin materials, Special Recycling, and Construction and Demolition materials. (The 2021 Diversion Report will be posted in October 2022.)

This foundation enabled CSWD to focus on strengthening our infrastructure and our commitments to our members, staff, and our mission: *To reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective, and economical manner.*

### STRENGTHENING CSWD'S INFRASTRUCTURE

#### Preparing for a New Materials Recovery Facility

In March 2022, the CSWD Board of Commissioners voted unanimously in favor of CSWD submitting a bond request to the voters of Chittenden County in the November 2022 General Election enabling CSWD to borrow \$22 million to build a new Materials Recovery Facility.

#### Organics Diversion Facility: Phase 1 work completed, foodware ban implemented

The first phase of a three-part expansion of CSWD's Organics Diversion Facility (or ODF – where Green Mountain Compost is made) was completed in FY22. This phase included implementation of a windrow turner that replaced four pieces of heavy equipment and reduced windrow-turning time from two weeks to three hours. The completion of a new curing and sales area enabled staff to remove all sales traffic to a separate gate, decreasing congestion and increasing safety for all facility users.

Due to increased contamination from non-compostable materials, the ODF began accepting only food scraps, paper towels and napkins, and newspaper, paper bags, and certified compostable bags used for lining food scrap collection containers as of January 1, 2022. CSWD provided just shy of a year of notice to vendors, commercial and institutional consumers of compostable products, food scrap haulers, and the public. A blog post on the drivers for this decision is on the CSWD website.

### **New Administration Building approved**

COVID-19 demonstrated the necessity of healthy and safe working facilities and the shortcomings of CSWD's Administration offices at 1021 Redmond Road in this regard. CSWD's Board of Commissioners approved planning for new offices to be pursued into FY23.

Other operational changes included the end of CSWD operation of the Drop-Off Center in Richmond after almost 30 years. CSWD submitted a bid for continued operation of the facility, but the Richmond Select Board voted to award the contract to Casella Waste Systems when CSWD's lease expired on December 31, 2021. Though it was not the outcome we desired, the removal of this facility reduced CSWD operating expenses, enabled us to deploy experienced staff to other sites, and provided an opportunity for CSWD to re-evaluate our community's needs.

### **STRENGTHENING OUR COMMITMENT TO OUR COMMUNITY AND EMPLOYEES**

CSWD was not immune to the labor shortages experienced across Vermont, and the Board of Commissioners convened an Ad Hoc Committee to review employee compensation and benefits, ensuring the District is competitive in the labor marketplace and the compensation structure is clear and fair.

The Board adopted a Declaration of Inclusion at their May meeting, with staff forming a Justice, Equity, Diversion, and Inclusion (JEDI) Committee devoted to ensuring and exploring opportunities for implementation of the Declaration's principles.

The CSWD Board passed resolutions recognizing retiring employees Nancy Plunkett (30 years) who implemented mandatory recycling in Chittenden County in 1993 and expanded CSWD's education and research programs, and Lee Tuure (29 years), who transformed "town dump" locations into CSWD's beloved Drop-Off Centers. The Board also recognized the volunteer service of Commissioners Abby Foulk (Shelburne-nine years) and Doug Taff (Hinesburg-12 years).

CSWD staff reported on the 2021 (biannual) Household Solid Waste Survey Report, with key findings including that 93% of respondents reported a favorable impression of CSWD, and strong support for bonding for a new MRF. The survey also revealed opportunities for CSWD to provide more communication on appropriate materials management, particularly to new residents. Staff began the process for amending the CSWD Solid Waste Management Ordinance, which will wrap up in FY23.

Overall, FY22 proved an extremely busy year as CSWD staff and Board of Commissioners rebooted projects stalled by the pandemic and looked ahead to opportunities to build on the District's 35 years of public service to Chittenden County.

**Paul Ruess**

*Chair, Board of Commissioners*

**Sarah Reeves**

*Executive Director*



# CHAMPLAIN WATER DISTRICT

Dedicated to Quality Water & Service



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

## MANAGEMENT LETTER – FY 2021-2022

Champlain Water District (CWD) is a regional municipal organization supplying drinking water and fire protection to the following (12) municipal water systems since 1973: South Burlington, Shelburne, Williston, Essex, Essex Junction, Village of Jericho, Winooski, Milton, Colchester Fire District #1, Colchester Fire District #3, Colchester Town, and the Mallets Bay Water Company. This past year CWD celebrated our 23<sup>rd</sup> anniversary of continuing to maintain the Partnership for Safe Water Program's Excellence in Water Treatment Award criteria. CWD was the first water supplier in North America to receive the Excellence in Water Treatment Award in 1999, and is presently one of 16 water utilities that have attained this level of water treatment optimization, which signifies continuous performance protective of public health. CWD has maintained this level of excellence through successful submission of a comprehensive annual report that is reviewed for water quality test results, as well as demonstration and documentation of the operational tenacity toward continued quality improvement as required by the Partnership for Safe Water Program. The Partnership for Safe Water program utility membership collectively serves a total population of over 100 million people, or two-thirds of the U.S. population using surface water as their source of drinking water. In June of 2015, CWD was chosen as the People's Choice Award winner as the best tasting drinking water in North America at the American Water Works Annual Conference and Exhibition.

Over the past year CWD has steadily continued its efforts toward completion of its Ten-Year Master Plan (2016-2026). CWD's accomplishments over this past fiscal year are as follows:

- Continued Phase II of a water transmission pipe condition assessment plan, titled Pipe Integrity Program (PIP), toward potential replacement of aging underground infrastructure using a GIS based risk prioritization scoring matrix and satellite leak detection.
- Partnered with other water systems nationally through Isle Utilities to identify and understand the current state of pressure monitoring and leak detection solutions.
- Continued to manage a long-term asset management contract with Veolia for on-going inspection, maintenance, and rehabilitation of (15) of CWD's welded steel water storage tanks and (3) of CWD's non-welded steel water storage tanks.
- Instituted a program to monitor tank temperature stratification in our tanks to analyze tank turnover and water quality. The data will be used to identify measures and improvements to continue to provide high quality drinking water.
- Continued to manage a long-term asset management contract with Veolia for on-going inspection, maintenance, and rehabilitation of (3) Adsorption Clarifiers and (8) Multimedia Filters at CWD's Water Treatment Facility.
- Rehabilitated Adsorption Clarifier #2.
- Began an annual partnership with Chittenden Solid Waste District for disposal of our drinking water treatment residuals (DWTRs) at their composting facility in Williston where the DWTRs are mixed with topsoil.
- Continued our annual transmission system valve replacement program.
- Began an annual replacement program for valves and actuators at CWD's Water Treatment Facility.
- Continued investment with Efficiency Vermont to optimize daily energy usage and reduce overall annual electrical costs.
- Continued implementation of a long-term asset management database system for all CWD property, plant, and equipment
- Completed construction of the Colchester South Tank Loop project.
- Continued construction of the Essex West Pump Station project, which includes the new Essex West Pump Station and rehabilitation of the existing Essex East Pump Station. Construction is anticipated to be completed in FY22-23.
- Installed security fencing around the perimeter of CWD's Water Treatment Facility utilizing a Homeland Security Grant.
- Began planning for future improvements: Water Treatment Plant HVAC Improvements, Chemical Feed and Storage Addition, Lake Water Pump Station Improvements, South Filtered Water Tank, and SCADA Improvements.

We thank our employees and elected officials for their effort, support, and dedication in allowing CWD to be proactively managed and operated to supply a drinking water product protective of public health. As always, we welcome anyone who wishes to tour our facility. Please call 864-7454 to arrange a tour, or if you have questions, or need further information on CWD.

Respectfully Submitted,  
Bob Shand, Chair CWD Board of Water Commissioners  
Joe Duncan, CWD General Manager



## **FY2022 Annual Report South Burlington**

The Chittenden County Public Safety Authority (CCPSA) was established in 2018 to serve as the regional organization to consolidate public safety dispatch centers. This initiative was supported by the voters in Burlington, Colchester, Milton, South Burlington, Williston, and Winooski. However, the town of Milton has opted not to participate at this time but is monitoring the progress of the project. The discussion about consolidating emergency communications in Chittenden County has been a topic for well over 50 years.

The consolidation of five local public safety dispatch centers into a single center will eventually lead to decreased response times, increased sharing of limited resources and better services to our communities. This will happen through increased staffing, use of technology and serving as a public safety answering point (PSAP).

In Fiscal Year 22, the CCPSA Board of Directors made significant progress securing grant funds to help with the cost of consolidation. This includes a \$750,000 Congressional directed grant to purchase equipment and more than \$400,000 in homeland security grants for dispatch consoles. These grants are extremely helpful to the success of the project. We remain optimistic we will receive a \$750,000 grant from the State of Vermont later in FY23.

The CCPSA has identified a preferred space for the new dispatch center in the same building as the South Burlington Police Department and will be working with the city of South Burlington on the details of a lease. The space is an open floor plan on the second floor and would be well suited for a dispatch center.

In FY23 the CCPSA anticipates hiring an architectural firm to design the proposed dispatch center and begin construction/remodel. This will allow the installation of the equipment and ensure operations in FY24. This is an exciting project that will have a positive impact on the member communities for years to come.

## **FY2022 ANNUAL REPORT**

### **South Burlington**

The Chittenden County Regional Planning Commission (CCRPC) is a political subdivision of the State created by the municipalities of Chittenden County in 1966 for the development of policies, plans and programs that address regional issues and opportunities in Chittenden County. Its vision is to be a pre-eminent, integrated regional organization that plans for healthy, vibrant communities, economic development, and efficient transportation of people and goods while improving the region's livability. The CCRPC serves as the region's federally designated metropolitan planning organization (MPO) and is responsible for comprehensive and collaborative transportation planning involving municipalities, state and federal agencies and other key stakeholders in Chittenden County. The CCRPC works to ensure implementation of the regional transportation plan and provides technical and planning assistance to its member municipalities, and the Vermont Agency of Transportation (VTrans).

The CCRPC is governed by a 29-member board consisting of one representative from each of the County's 19 municipalities; transportation representatives from VTrans, Green Mountain Transit (GMT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Burlington International Airport (BIA), and a rail industry representative; and, at-large members representing the interests of agriculture, environmental conservation, business, and housing/socio-economic. The legislative body of each Chittenden County municipality selects its own representative and alternate. The full CCRPC selects the at-large representatives.

The CCRPC appreciates the continued opportunity to work with its municipal members to plan appropriately for the region's future to protect and improve the special quality of life that is shared throughout Chittenden County. In FY22, the CCRPC invested approximately \$5.9 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, training, and technical assistance. The program leverages more than \$4.5 million in Federal and State investment with \$250,400 in municipal dues and another \$175,000 in local match for specific projects—a more than 10:1 return on local investment.

South Burlington representatives to the CCRPC Board and other committees in FY22 were:

- CCRPC Representative: Chris Shaw | CCRPC Alternate: Meaghan Emery
- Transportation Advisory Committee (TAC): Justin Rabidoux (Tom DiPietro FY23)
- Planning Advisory Committee (PAC): Paul Conner
- Clean Water Advisory Committee (CWAC): Dave Wheeler
- Regional Emergency Management Committee (REMC): Fire Chief Steven Locke, Fire Marshall Terry Francis

Specific activities the CCRPC is engaged in with South Burlington, as well as CCRPC's regional activities, are discussed in the following sections.

## South Burlington Activities

In FY2022, the CCRPC provided assistance to South Burlington on the following projects and initiatives:

- **Zoning and Town Plan Assistance:** CCRPC staff started an initial review of the South Burlington Comprehensive City Plan. CCRPC staff have also continued with assistance to South Burlington on zoning-related support including revisions to the Official Map, Zoning Map and Natural Resources map, and wetlands and steep slope regulation amendments.
- **Queen City Park Road Bike/Ped Scoping:** The goal of this scoping study was to develop bicycle and pedestrian connections between the Hannaford Plaza on US Route 7 in South Burlington, along Queen City Park Road and Austin Drive to the Island Line Shared Use Path in Burlington. The study developed and evaluated numerous alternatives, conducted outreach to residents and other stakeholders, and identified a preferred alternative that was approved by the City Council. The final report was completed in June 2022:  
[https://studiesandreports.ccrpcvt.org/wp-content/uploads/2022/08/QCP-Austin-Final\\_24-June-2022.pdf](https://studiesandreports.ccrpcvt.org/wp-content/uploads/2022/08/QCP-Austin-Final_24-June-2022.pdf). Total consultant budget: \$85,000
- **South Burlington Bike/Ped Mapping Phase II:** The City & CCRPC recently completed a mapping inventory of the city's bicycle path segments including type, side of the street, and location of existing and anticipated connections. Phase II of this project added data fields and catalogued existing conditions in preparation for future infrastructure improvement projects. Specifically, data collected included bridge condition, path width and condition, and street/path integration. Total consultant budget: \$10,000.
- **Kimball Ave Path Feasibility Study for Crossing of Potash Brook:** This feasibility study evaluated options to connect the Kimball Avenue shared use path over the Potash Brook stream crossing. In 2006, the City of South Burlington endorsed a preferred alternative for a shared use path along Kimball Avenue to connect shared use path systems in Williston and South Burlington. While some sections of the path have been constructed, this study provided more detailed alternative design options and updated cost estimates for a shared use path crossing over Potash Brook. The final report was completed in May 2022:  
[https://studiesandreports.ccrpcvt.org/wp-content/uploads/2022/07/Final\\_PotashBrk\\_PathCrossingFeasibility.pdf](https://studiesandreports.ccrpcvt.org/wp-content/uploads/2022/07/Final_PotashBrk_PathCrossingFeasibility.pdf) Total consultant budget: \$20,800.
- **Mary Street Pedestrian Feasibility Study:** This study investigated the feasibility of providing pedestrian facilities on Mary Street between Market Street and Williston Road. With significant new residential development in the immediate area, the need to enhance pedestrian access along Mary Street is a priority. Final report is available here:  
[https://studiesandreports.ccrpcvt.org/wp-content/uploads/2022/08/20220608\\_MaryStPedestrianFeasibilityStudy.pdf](https://studiesandreports.ccrpcvt.org/wp-content/uploads/2022/08/20220608_MaryStPedestrianFeasibilityStudy.pdf) Total consultant budget: \$10,000.
- **Climate Action Plan:** CCRPC Staff worked with the City's appointed Task Force to develop a multisector Climate Action Plan that provides a blueprint for the City, its residents, businesses, and partners to take action to meet the City's climate goals. The Climate Action Plan was

approved by the City Council on October 3, 2022. A more detailed transportation sector implementation plan (with consultant assistance) is scheduled to kick off in FY23. Cost to be determined.

- **Traffic Overlay District Replacement (Phase 2):** Following completion of the project to replace the City's Traffic Overlay District with citywide transportation standards, this Phase 2 work will quantify planned Tier 1 Zone improvements. After initial planning discussions in FY22, this project was shifted to FY23. Total consultant budget: \$28,000
- **Water Quality Planning Assistance:** The CCRPC continued to provide assistance with Municipal Roads General Permit (MRGP) compliance. Staff reviewed and sent REI updates to the DEC data portal before the April 1<sup>st</sup>, 2022, deadline.
- **Emergency Management – LEMP:** CCRPC staff offered assistance in the preparation of the annual Local Emergency Management Plan (LEMP), to ensure that South Burlington identified a chain of command for efficient response in the event of an emergency.
- **Chittenden County Brownfields Program:** CCRPC obtained a \$400,000 EPA Brownfield Assessment Grant in FY16; and a \$300,000 EPA Brownfields Assessment Grant in FY18 and a \$99,000 Vermont ACCD Assessment Grant in FY22. Since the fall of 2016, using these grants the program has provided \$586,488 to assess perceived or real contamination issues in various municipalities, including South Burlington at 600 Spear Street (south of UVM Farm Barn). For more information, visit: <https://www.ccrpcvt.org/our-work/economic-development/brownfields/>.
- **Traffic Counts:** Traffic counts conducted in support of South Burlington's transportation projects and studies can be found here: (<http://vtrans.ms2soft.com/>).
- **Geographic Information Systems:** CCRPC staff developed a map on behalf of the Champlain Valley Conservation Partnership to conceptually show the focus areas for future conservation in South Burlington and completed a GIS inventory of on-street parking spaces in the South Burlington City Center.
- **Elders and Persons with Disabilities (E&D) Transportation Program:** The E&D Transportation Program supports community members through affordable transportation to medical appointments, access to grocery stores, and social visits with friends and family. In our region, Green Mountain Transit (GMT) contracts with the Special Services Transportation Agency (SSTA) to provide the service. The program uses a combination of lift-equipped vans, sedans and minivans, along with volunteer drivers to give rides to E&D users. While still adapting from the impact of the COVID-19 Pandemic, the E&D program continued to deliver vital transportation to older adults and persons with disabilities in South Burlington.
- **Technical Assistance:** CCRPC staff provided a variety of technical assistance to the City, including:
  - Provided support to the South Burlington Affordable Housing Committee.
  - Reviewed the Act 250 materials for the South Village Communities in South Burlington (4C1160R-11) and drafted a letter.
  - Conducted STOP sign warrant analyses and drafted recommendations for the intersections of Pine Tree Terrace/Myers Ct/Gilbert St and Midland Ave/Bower St/Catkin Drive.

## South Burlington Projects in the Transportation Improvement Program (TIP)

The TIP (<http://www.ccrpcvt.org/our-work/our-plans/transportation-improvement-program/>) is a prioritized, multi-year list of transportation projects in Chittenden County. To receive federal funds, each transportation project, program or operation must be authorized through the TIP. South Burlington projects included in the TIP are listed below. These projects are also identified in the FY22 Vermont Agency of Transportation Capital Program for design or construction.

- **I-89 Exit 14 Area Signal Upgrades:** \$1.3 million project to upgrade signals at Exit 14. Implementation scheduled to begin in 2023.
- **I-189 Concrete Pavement Repair and Paving:** \$2.55 million for pavement repair and paving completed in 2021.
- **US7 Signal Upgrades, Webster Road to Swift Street:** \$4.7 million for upgrades to 16 traffic signals. Construction completed in 2021.
- **Bartlett Brook Stormwater Treatment System Expansion:** 2018 Municipal Highway and Stormwater Mitigation Program award of \$123,988 federal and \$251,732 state funds. Construction scheduled for 2022.
- **Woodcrest/Deane Street Stormwater Infiltration and Detention System:** \$242,000 Transportation Alternatives award in 2018. Construction completed in 2021.
- **Expansion of Kennedy Drive Stormwater Pond 7:** \$300,000 Transportation Alternatives award in 2018. Construction scheduled for 2023.
- **Kennedy Drive Gravel Wetland Retrofit, Pond 2:** \$83,693 federal and \$169,923 state Municipal Highway and Stormwater Mitigation Program award in 2019. Construction scheduled for 2023.
- **Linwood Drive Closed Drainage System and Stormwater Treatment:** \$115,358 federal and \$188,216 state Municipal Highway and Stormwater Mitigation award in 2019. Construction scheduled for 2023.
- **Williston Road Bicycle and Pedestrian Improvements:** \$2.4 million project for bike and pedestrian improvements on Williston Road between Dorset Street and Midas Drive/White Street. Partially funded with a 2017 VTrans Bicycle and Pedestrian Program award (\$800,000). Construction scheduled for 2024.
- **Kimball/Marshall Avenue Bicycle & Pedestrian Facilities over Muddy Brook:** \$300,000 Transportation Alternatives award in 2020 to construct a shared use path adjacent to a culvert replacement project. Construction completed in 2022.
- **US7 Paving, Charlotte (north of Higbee Road) to South Burlington (Swift Street):** \$9.7 million paving project to begin in 2022.
- **Airport Drive Infiltration Project:** 2021 Municipal Highway Stormwater Mitigation Program award for \$365,200. Construction scheduled for 2024.
- **Dorset Street Path – Old Cross Road to Sadie Lane:** 2019 VTrans Bicycle and Pedestrian Program award for \$661,600. Construction scheduled to begin in 2024.
- **East-West Alternative Transportation Crossing:** \$9,768,834 RAISE grant to construct a bicycle and pedestrian bridge over I-89 near Exit 14. Construction scheduled to begin in 2023.

- **Spear Street Bike/Ped Improvements:** 2021 Transportation Alternatives award for \$300,000. To be construction in 2026.
- **VT116/Cheesefactory Road Intersection Improvements:** New Traffic and Safety Program project. Construction schedule to be determined.

**FY2023 CCRPC Work Program**

Project Name	Brief Description	Total Budget
South Burlington Planning Technical Assistance – General Planning	Provide support for planning & land use projects, with an anticipated focus on development and implementation of the City’s priority planning and mapping projects in its FY 23 work plan.	CCRPC staff will provide assistance as a fee for service project for \$3,000 from the City.
South Burlington Climate Action Plan Technical Assistance	Provide support for planning & land use projects, with an anticipated focus on development and implementation of the Climate Action Plan and its component parts.	CCRPC staff will provide assistance as a fee for service project for \$25,080 from the City.
Multi-site Crosswalk Assessment: Four Intersections for Connectivity	Analysis of possible installation of pedestrian crosswalks at Songbird Road and Dorset Street; Nicklaus Circle and Dorset Street; Pheasant Way and Spear Street; Patchen Road at Jaycee Park.	\$20,000 budget which includes a \$4,000 local match.
Bike/Pedestrian Bridge over I-89 Study	Study of the landing areas, transportation connections, surrounding land uses, and integration into broader transportation network for the recently- funded bike and pedestrian bridge connecting the Quarry Hill area to the University Mall/Dorset Street area of South Burlington.	\$90,000 budget which includes a \$18,000 local match.

**Regional Activities**

- **ECOS Plan Implementation:** The CCRPC continues to implement the strategies of the *2018 Chittenden County ECOS Plan* (<http://www.ecosproject.com/2018-ecos-plan>). The ECOS Plan (Environment; Community; Opportunity; Sustainability) is the regional plan for Chittenden County and combines three plans into one: The Regional Plan, the Metropolitan Transportation Plan, and the Comprehensive Economic Development Strategy. The 2021 ECOS Annual Report summarizes progress toward the goals set in the ECOS Plan: (<http://www.ecosproject.com/2021-annual-report>). In addition, the ECOS Scorecard monitors the accomplishments and indicators depicting progress towards all 17 of the ECOS goals (<https://embed.clearimpact.com/Scorecard/Embed/8502>).

- **Chittenden County Municipal Legislative Briefing:** On December 7th, the CCRPC hosted a legislative briefing to serve as a forum for municipal representatives and legislators to connect on important topics for the upcoming legislative session. The focal areas for the 2021 briefing included: Smart Growth Investment; Economic Recovery; Governance & Funding (<http://www.ccrpcvt.org/about-us/commission/policies-positions/>).
- **Public Engagement & Racial Equity:** Achieving a healthy, inclusive, and prosperous future for Chittenden County is the vision of our Regional ECOS Plan. However, the ECOS partners know we cannot achieve that future without addressing the systemic racism in our community. While addressing inequity has been one of the eight key strategies in the ECOS Plan since 2013, there is much work to be done. The **2014 Public Participation Plan** (PPP: <http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>) guides our program and policy outreach and will be updated in FY23 with a renewed focus on analyzing inequities in all sectors of our work to ensure that we actively eliminate barriers and foster an inclusive and meaningful public engagement for all planning and policy work we do – this meaningful engagement is the foundation that leads to actions that meet the needs of our diverse community. In FY22 the CCRPC continued to address issues related to racial and economic disparities through the following actions:
  - Continued working with equity consultant The Creative Discourse Group (TCDG) to address racial equity within CCRPC. Their work included an [Organizational Equity Assessment](#) of CCRPC with recommendations.
  - Established a CCRPC Racial Equity Leadership Team (ELT) which has evolved into a newly forming Equity Advisory Committee (EAC) to guide the CCRPC’s equity work.
  - Facilitating, providing, and/or taking advantage of educational opportunities for our staff, municipalities, and other local and regional partners that address inequities and advance anti-racism efforts.
  - Strengthening existing relationships and partnerships and forging new ones with Vermont organizations working to advance anti-racism efforts.
  - In partnership with TCDG, hosted a Planning for Equity Summit as way to engage outside individuals and external partners in examining our organization's policies, practices, culture, and services through the lens of anti-racism and white privilege to ensure they reflect our commitment to racial justice.
- **Building Homes Together:** The CCRPC, Champlain Housing Trust and Evernorth concluded the first Building Homes Together campaign, which has been a five-year outreach, education, and advocacy effort focused on the production of much-needed housing in Chittenden County. The campaign set a goal of 3,500 new homes from 2016 to 2020, with 700 of them permanently affordable to low-income households. Over the five years, 3,659 net new homes were built, but only 536 of them are permanently affordable, achieving 77% of the affordable housing goal. Following the conclusion of the first campaign, the Building Homes Together 2.0 campaign was launched last fall with the goal of building 5,000 homes by 2025 for people of all incomes, including at least 1,250 affordable homes. To review the latest housing data, infographics and press releases, more information can be found at <http://www.ecosproject.com/building-homes-together/>.
- **Emergency Management:** The CCRPC helped the State transition from regional Local

Emergency Planning Committees to a statewide LEPC starting in July 2021. Concurrent with that change a Regional Emergency Management Committee (REMC) was formed consisting of two representatives from each municipality and others involved in emergency management in Chittenden County. The purpose of the REMC is to coordinate and support regional all-hazard emergency planning and preparedness activities to improve the region's ability to prepare for, respond to, and recover from all disasters. CCRPC staff participate in a wide array of emergency management-related workshops and exercises to support our role in the SEOC when called upon. The CCRPC also served as the local liaison between municipalities and the state to collect damage assessment information after significant storm events, helped with emergency preparedness for hazardous materials incidents, collected information from each municipality on annual implementation of hazard mitigation activities, and worked with municipalities to complete Local Emergency Management Plans. Finally, CCRPC assisted IEM, a national consulting firm, with drafts of the 2022 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan (<https://www.ccrpcvt.org/our-work/emergency-management/hazard-mitigation-plan/>) and its municipal annexes.

- **Regional Energy Planning:** The CCRPC continues initiatives to support the Region's Enhanced Energy Plan (<http://www.ccrpcvt.org/our-work/our-plans/regional-energy-plan/>). The CCRPC hired an energy project manager in September and participated in implementation activities funded by ACCD, which included a Button-Up Vermont event, statewide RPC roundtables, a resource to towns for addressing climate change in land use policy (<https://www.ccrpcvt.org/wp-content/uploads/2022/04/Climate-Change-and-Land-Use-Standard-Resolution-20220427.pdf>), energy committee roundtables, technical assistance to energy committees and municipal staff, promotion of CVOEO low-income weatherization program, and electric vehicle, energy storage, heat pump, and weatherization education webinars.
- **Chittenden County Park and Ride Plan Update:** This plan assesses existing park and ride facilities in Chittenden County, identify opportunities for improvements to the existing facilities, and evaluate the potential for new facilities that will benefit commuters and residents throughout the CCRPC region and adjacent communities. This plan also evaluates recent travel trends and establishes a methodology and process to determine whether there is demand for new facilities and where new facilities may be warranted. The plan will be finalized later this fall.
- **Chittenden County I-89 2050 Study:** The CCRPC in collaboration with VTrans, municipalities, and other interested parties completed the I-89 2050 Study. The study evaluated existing multimodal conditions along the I-89 Corridor and its interchanges; assessed numerous new and improved interchange alternatives; conducted extensive outreach to the public including underserved populations, municipal officials, and other stakeholder groups; developed and analyzed bundles of multimodal corridor improvements, and created an implementation plan that will guide the corridor toward the project's vision over the next 30 years. For more information, please visit the project website: <https://envision89.com/>.
- **Transportation Demand Management (TDM):** In partnership with VTrans, CCRPC staff managed the transition of the **Way to Go! School Challenge** into **Park Your Carbon** (<https://www.connectingcommuters.org/parkyourcarbon>). The COVID-19 pandemic impacted the effectiveness of Way to Go! which was a school-focused K-12 program to encourage

sustainable transportation and demonstrate the environmental and financial benefits of non-single occupant vehicle travel. Park Your Carbon was created to pandemic-proof this TDM program and create a fun, engaging brand with easy participation by all Vermonters. Since the transportation sector is the largest contributor to statewide greenhouse gas emissions, educating and encouraging a shift in transportation behavior away from driving alone can help Vermont meet its climate and energy goals. The CCRPC participated in CATMA's Employer Transportation Coordinator (ETC) Network program and events to learn from other ETC Network members about employee TDM benefits and programs. The CCRPC also continued to collaborate with regional TDM partners to evaluate strategies and policies to encourage sustainable modes of transportation such as walking, biking, ridesharing, vanpooling, transit, bikesharing and carsharing. TDM partners include: the Chittenden Area Transportation Management Association (CATMA), CarShare VT, the University of Vermont, Green Mountain Transit (GMT), Local Motion, Greenride Bikeshare, Go! Vermont/VTrans, and United Way.

- **Public Transportation Planning:** The CCRPC remains engaged with GMT in a wide variety of public transit planning projects and initiatives to support the continued development of a transportation system that is efficient, equitable and environmentally sustainable. In FY22, the CCRPC staff participated in Association for Commuter Transportation (ACT) meetings (<https://www.actweb.org/>), continued to participate in Tri-Town Transportation Committee meetings to review community-based solutions to enhance mobility in Jericho, Underhill and Cambridge, served as a stakeholder for the Vermont Clean Cities Coalition's Future of Rural Transit Project (<https://vtccc.w3.uvm.edu/projects/future-of-rural-transit/>) and managed the Transit Finance Study that developed transit financing options for the Legislature to consider ([https://studiesandreports.ccrpcvt.org/wp-content/uploads/2021/12/Transit\\_Funding\\_Report\\_Dec2021.pdf](https://studiesandreports.ccrpcvt.org/wp-content/uploads/2021/12/Transit_Funding_Report_Dec2021.pdf)).
- **Elders and Persons with Disabilities (E&D) Transportation Program:** The Chittenden County E&D Transportation Program supports community members through affordable transportation to medical appointments, access to fresh food at the grocery store, and social visits with friends and family. In FY22, the E&D Committee held four quarterly meetings to discuss program funding, volunteer driver utilization and opportunities to enhance transportation equity within our region. In coordination with VTrans, the CCRPC hosted the 3rd Annual E&D Transportation Summit in Burlington. More information about the event can be found here: (<https://vtrans.vermont.gov/public-transit/E-and-D>). The CCRPC also managed the E&D, ADA & Medicaid Call Center Feasibility Study: (<https://studiesandreports.ccrpcvt.org/wp-content/uploads/2022/08/GMT-SSTA-Call-Center-Draft-Final-Report.pdf>).
- **Active Transportation Planning:** The CCRPC began updating the 2017 Regional Active Transportation Plan (ATP, <https://www.ccrpcvt.org/our-work/our-plans/regional-bikeped-plan/>), which serves as the active transportation element of the long-range Metropolitan Transportation Plan (MTP). The ATP includes recommended priority corridors, programs and policies to support active transportation throughout the region. CCRPC staff collaborated with TDM partners and local municipalities to expand the Greenride Bikeshare system and convert the fleet to electric assist bicycles ([www.greenridebikeshare.com](http://www.greenridebikeshare.com)). The CCRPC also promoted TDM strategies and provided bike/ped-related technical assistance to municipalities and businesses, assisted municipalities with bike/ped grant and UPWP applications, managed bike/ped-related UPWP projects, and conducted bike/ped counts on paths, designated bike

lanes, and other roadways. The CCRPC also continued to host the 2021 webinar series from the Association of Pedestrian and Bicycling Professionals for municipalities and regional partners.

- **Clean Water:** The CCRPC’s water quality initiatives help to safeguard our clean drinking water, support our recreation and tourism industry, and make our municipalities more resilient to flood events. The CCRPC continues to host the Clean Water Advisory Committee and the MS-4 Sub-Committee (<https://www.ccrpcvt.org/about-us/committees/clean-water-advisory-committee/>) and provide guidance for the Vermont Clean Water Fund. CCRPC staff also joined the Lake Champlain Sea Grant Program Advisory Committee, and managed Design Implementation Block Grant projects on behalf of select towns to design stormwater treatment practices. The CCRPC also supported education programs such as the Rethink Runoff (<http://www.rethinkrunoff.org>) on behalf of nine of our municipalities, assisted with watershed resiliency mapping, participated in water quality-focused policy discussions. As the newly designated Clean Water Service Provider (CWSP) for the Northern Lake Champlain Direct Drainages, Basin (5). CCRPC worked to seat the Basin 5 Water Quality Council which will assist the CCRPC as it oversees the development and implementation of non-regulatory water quality improvement projects that reduce phosphorus loading into these streams and Lake Champlain.
- **Municipal Roads General Permit (MRGP) Compliance and Water Quality Planning Assistance:** CCRPC staff continues to work with all Chittenden County municipalities on meeting their MRGP obligations. This includes evaluating segments through Road Erosion Inventories (REIs), tracking and documenting upgraded segments and outlets, and reporting to DEC. Staff also assists municipalities with the State’s Grants in Aid (GIA) program, which allocates funding to participating towns for stormwater improvements related to the MRGP. In FY2022, 13 Chittenden County municipalities signed up to participate in the GIA program. An estimated 38 non-compliant segments will be upgraded using the allocated \$253,000.
- **Comprehensive Economic Development Strategy:** With federal funding from the US Economic Development Administration, CCRPC continued work on a Comprehensive Economic Development Strategy (CEDS) for our region in concert with the Addison, Rutland and Central VT regions -- collectively called the [West Central Vermont CEDS](#). This document will help identify priority economic development strategies and projects and will be used by a variety of federal and state funding programs when making grant decisions. The project will be completed in late 2022.
- **VTculverts:** CCRPC staff worked with a consultant to upgrade the VTculverts website (<https://www.vtculverts.org/>). The new website allows easy in-the-field bridge and culvert inventories to be conducted. VTculverts is a great tool to visually see town-maintained bridges and culverts on a map or chart. Between the new website and training, municipal use of the website has increased.
- **Regional Technical Assistance:** This includes, but is not limited to, municipal technical assistance for various transportation issues, GIS mapping, and bylaw revisions, Act 250/Section 248 application reviews, grant administration and grant application assistance for plans, projects and initiatives at the local level that help advance the ECOS Strategies, Metropolitan Transportation Plan (MTP), and Transportation Improvement Program (TIP).
- **Lake Champlain Byway:** Chittenden County includes eight of the Byway’s 22 communities: Milton, Colchester, Winooski, Essex Junction, Burlington, South Burlington, Shelburne, and

Charlotte. CCRPC staff maintained the Byway website (<https://lakechamplainbyway.com/>) including a helpful Interactive Map (<http://map.ccrpcvt.org/lcbyway/>). Additionally, CCRPC continues to host the Byway's audio stories App & Phone line (<https://lakechamplainbyway.com/explore-our-regions/mobile-story-app/>).

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For further information about the CCRPC, please visit <http://www.ccrpcvt.org/> or contact CCRPC Executive Director, Charlie Baker: [cbaker@ccrpcvt.org](mailto:cbaker@ccrpcvt.org).



## FY22 Annual Report

Green Mountain Transit (GMT) operates public transportation services in Chittenden, Washington, Franklin, Grand Isle, Lamoille and Orange Counties. The mission of GMT is to promote and operate safe, convenient, accessible, innovative, and sustainable public transportation services in northwest and central Vermont that reduce congestion and pollution, encourage transit-oriented development, and enhance the quality of life for all.

**FY22 Ridership:** GMT provided 2.05 million passenger rides in FY22 with 1.7 million of these rides occurring in the Chittenden County service area. In addition to fixed route bus service GMT operates, or contracts for, demand response services (ADA, Medicaid service and Elders & Disabled), Weekly Grocery Shopping Shuttles and seasonal tourism routes in Stowe and the Mad River Valley.

The lasting impacts of the COVID-19 pandemic were reflected in our FY22 ridership. While some local routes, such as the Williston and Essex Junction routes, saw increases over FY20 and FY21, they still remained lower than our pre-pandemic service. GMT's LINK Express and Local Commuter routes didn't experience significant ridership gains and in some cases, were 70% below FY19 ridership.

GMT depends on volunteer drivers to provide Medicaid and Elders & Disabled transportation services. Volunteer drivers are reimbursed for miles driven at the IRS standard mileage rates. If you, or someone you know, would like to consider helping your community volunteering to transport community members to medical appointments and other life activities please contact GMT at 802-540-2468.

**Fleet Update:** To provide maximum passenger comfort, increase service reliability and to lower operating costs GMT has started a multi-year sustainable fleet replacement plan. GMT took delivery of 9 new vehicles in FY22.

**Justice, Equity, Diversity & Inclusion (JEDI):** GMT created a JEDI committee made up of internal staff, GMT Board Members and the members of the public. This committee meets monthly and led a request for proposals (RFP) process for consulting services to provide staff and Board training, complete an organizational assessment and establish a data collection and analysis plan to



measure the current landscape in regard to diversity within GMT and provide a baseline for accountability and to measure progress.

**Financial Information:**

GMT ended the year with a total operating surplus of roughly \$458K and a positive change in net assets of \$2.3M. With an operating surplus of roughly \$128K and positive change in net assets of \$2.6M on the urban side and roughly \$329.9K operating surplus and negative change in net assets of (\$310.2K) on the rural side.

Since the onset of the pandemic, the Authority’s funding mix has relied heavily on Federal support. The availability of covid-relief funds, such as CARES, CRRSAA, and ARPA, which require no non-federal match elevated the proportion of federal funding as a percentage of overall revenue in FY22. This is clearly reflected in Figures 1-2, and resulted in a lower proportion of state support and operating revenues, with the decline in operating revenues largely the result of the continuation of fare-free in all service areas.

Figure 1

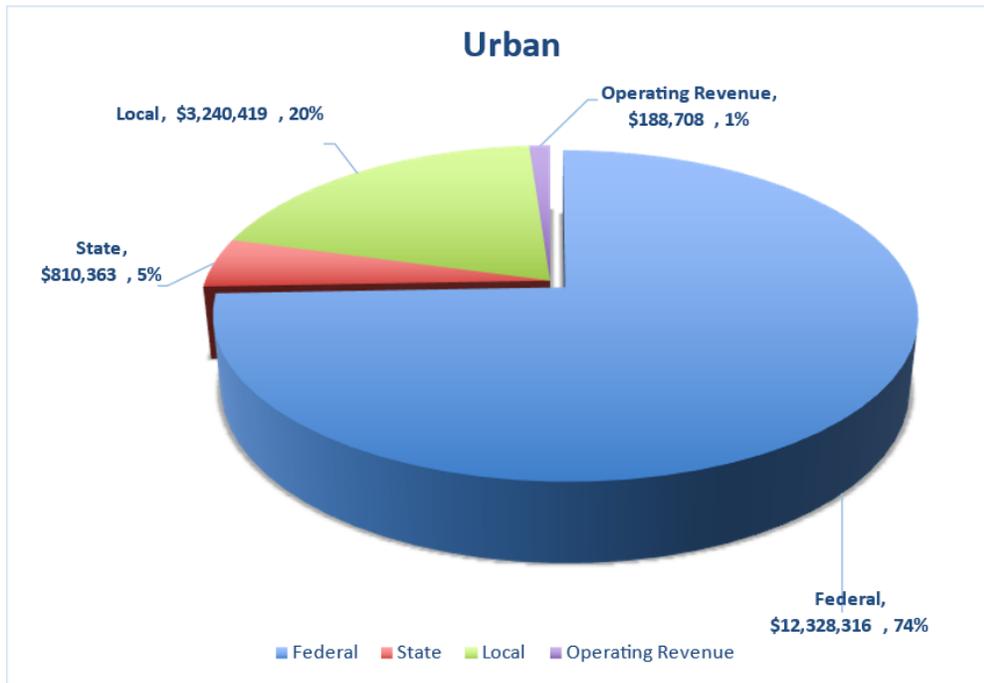
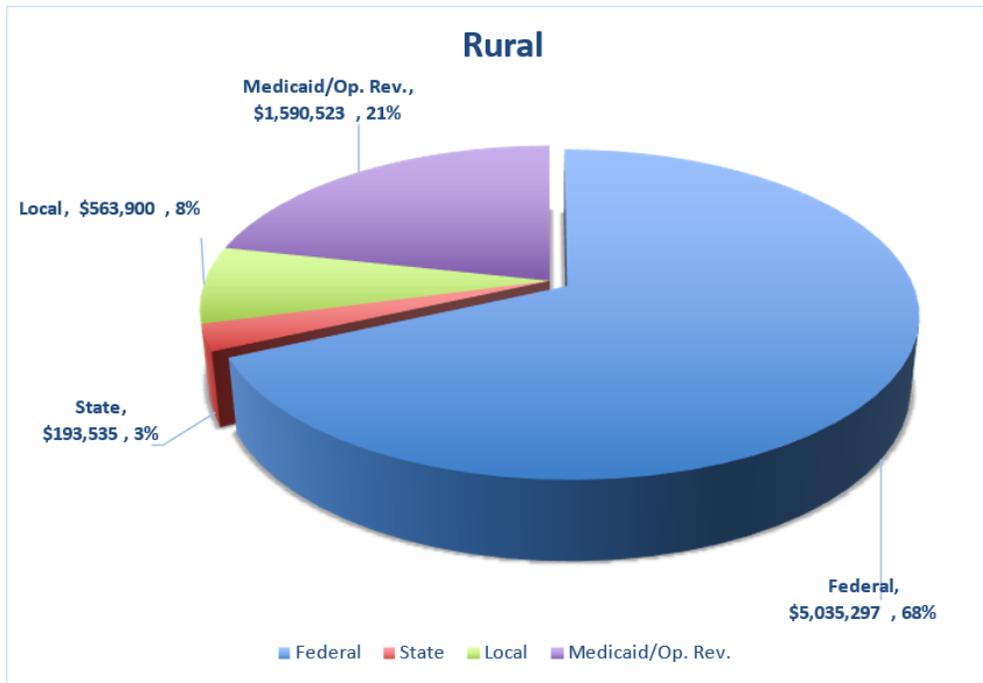


Figure 2



GMT ended FY22 with a total Fund Balance of roughly \$2.48M (*unaudited*). GMT's Fund Balance Policy includes a benchmark equal to 2 months of operating expenses. At the end of FY22, GMT had approximately 1.48 months of fund balance on hand, or 73.8% of its target benchmark.

For more information on GMT's finances please visit [ridegmt.com/finance-department/](https://ridegmt.com/finance-department/).

Since the South Burlington Food Shelf opened on November 1st, 2019, we have continued to receive incredible community support.

**Board of Directors**

Patrick Leduc  
President

Over the past year, from 11/1/2021 to 10/31/22, we have had 2,062 visits by customers or around 40 visits per week. The contributions of labor, time, energy, and finances that come from community members, youth, organizations, and the City of South Burlington has allowed us to help 380 distinct households and over 839 individual people during this period. A tremendous example of neighbor helping neighbor.

Tom Hubbard  
Vice President

Brian Culver  
Treasurer

Doug Bugbee  
Secretary

Patrick Gallivan

David Young

Hal Colston

Kevin Dorn

Jake Cunavelis

The South Burlington Food Shelf has been the recipient of 949 separate donations of food and supplies in the last 12 months weighing in at 47,044 lbs. And that does not even include the donations from Trader Joe's, who donated 65,079 lbs themselves or Common Roots and the VT Foodbank who we estimate has donated several tons of healthy and nutritious food.

We feel fortunate to live in a community that has whole-heartedly embraced our effort to help our neighbors in need and we thank each and every person and organization for every donation and every effort no matter how small or large. Every bit helps!

**Food Shelf  
Director**

Peter Carmolli

We are also thankful for our amazing volunteers that commit their time week after week. Their joyous commitment and welcoming attitude make our South Burlington Food Shelf a dignified and respectful place for all who enter.

In a typical week: About 20-30 volunteers commit about 45-50 hours a week in total. We'll get anywhere from 15-20 donation drop offs in a week, and the volunteers will organize and stack the various donations in preparations for our customers. We'll see about 40 customers in an average week and about 4-5 of them will be new to us. We welcome them and assist them in getting the lay of the land and what they need.

Our community Food Shelf is open on Thursday from 4:00pm to 6:00pm, Friday from 8:00am to 10:00am, and Saturday from 8:00am to 10:00am.

On behalf of all of us and those who use our services, Thank you!



# ANNUAL REPORT for 2022, and BUDGET REQUEST for 2023

## Vermont Garden Park

1100 Dorset Street

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

In 2022 the volunteers planted, maintained, and did fall clean-up in the gardens every Wednesday from 10 a.m. until 2 p.m. from April 12 to November 2.

Total hours donated by volunteers for the 2022 season: 662 (Document attached)  
Value: at the minimum wage expected in 2023 – \$13.00 hour = \$8,606.00

Gardens include the Cottage, Butterfly, Grandma & Grandpa's Heirlooms, All America Selection award winners Display, the Berm, and Children's Gardens.

The annual flowers and vegetables for the gardens are grown from seed by Jan. Value of the donated annuals is about \$500.00

Amount of vegetables donated from the Grandma & Grandpa's Garden to the South Burlington Food Shelf on Dorset Street -- 408 pounds. The Growing Young Gardeners program under Burlington Garden Club leadership was held in the gardens every Thursday morning from May until the end of August.

### **Budget Request for the 2023 season**

3 cu.yds. Compost from Champlain Valley Compost Co. -- \$226.00

Almost every day there were children & parents in the Tea Table play area, the DinoLand and SandDunes sand play areas, and Frontier Land. The gardens provided play and education for children, donations to the food shelf, a beautiful place for public and private events, video shoots of garden information by Charlie Nardoizzi for WCAX-TV, a place for photographers, artists, and Tai Chi, credit hours for Master Gardener interns, and a sense of accomplishment by the volunteers to create this beautiful and useful space for the community.

Submitted by Jan DeSarno  
Volunteer Coordinator  
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## Local Health Office Annual Report 2022

Twelve Local Health Offices around the state are your community connection with the Vermont Department of Health. Your district office is at the address and phone number above. We provide essential services and resources to towns in order to protect and promote the health and well-being of people in Vermont. For example, in the past year and beyond, we:

### Protected communities from COVID-19:

Since the pandemic began three years ago, our doors have remained open and we've been able to serve communities thanks to individuals, families, schools, businesses, first responders, and countless others that worked with us to meet the needs of local towns. We provided vaccine, testing, and information, along with other key public health services.

In collaboration with community partners, since COVID-19 response efforts began, the Burlington Local Health Office hosted over 200 COVID-19 vaccination clinics and provided over 20,000 COVID-19 doses. Since August 2021, local health offices across Vermont have documented and helped manage over 8,000 COVID-19 related situations, including over 1,200 COVID-19 outbreaks. Learn more at <https://www.healthvermont.gov/disease-control/covid-19>.



Burlington Local Health Office, 2022

### Ensured local preparedness for future emergencies:

We worked with partners like schools, hospitals, and emergency personnel to ensure effective pandemic response and support preparedness to distribute medicine, supplies, and information during public health emergencies. This year, we responded to the emergence of human monkeypox virus by sharing information and providing vaccine to community members. As of November 2022, over 90 vaccine doses have been administered.

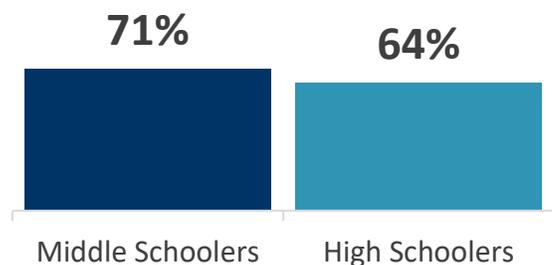
### Supported student health and youth empowerment:

According to the Vermont Youth Risk Behavior Survey, most youth in the South Burlington School District agree or strongly agree that they "believe they matter to people in their community" (see chart on right). Regionally, efforts like mentoring and afterschool enrichment programs help to ensure youth feel valued and included.

### Stayed attentive to people and communities most underserved:

We provided services and resources to people who are more likely to experience adverse health outcomes due to health inequities. For example, we provided vaccine at schools without access, shelters, meal and food distribution sites, farms, and more.

### Percent of South Burlington youth who feel like they matter to their community



**Promoted health in all policies:**

Health is not just individual behaviors and access to care, it's also housing, transportation, food access, education, natural resources, and other social determinants of health. We worked with towns, schools, worksites, healthcare providers, and other community organizations to establish plans, policies, and programming that improve health and wellness. To achieve health, we must continue to work together to improve opportunities for health across all sectors and periods of our lives.

**Provided WIC services and resources to families and children:**

WIC enables families to save on groceries so they can have more to spend on other things their family needs, empowers families with breastfeeding/chestfeeding support, and provides referrals to other health and nutrition services. Learn more at [www.healthvermont.gov/wic](http://www.healthvermont.gov/wic).

**3,128 people**

were provided WIC nutrition education and support by the Burlington Local Health Office

Timeframe: July 1, 2021– June 31, 2022

**Collaborated with Town Health Officers around environmental health:**

To help Vermonters better understand the relationship between their environment and their health, we worked with towns and other local partners to share information about lead, cyanobacteria (blue-green algae), food safety, drinking water, climate change, healthy homes, and healthy schools. Learn more at [www.healthvermont.gov/environment](http://www.healthvermont.gov/environment).

## TIME TO SPAY & NEUTER CATS AND DOGS!

The VT Spay Neuter Incentive Program ([VSNIP](#)), under Vermont Economic Services is administered by VT Volunteer Services for Animals Humane Society. **Funded by a \$4.00 fee added to the licensing of dogs, this monetary resource is limited by the number of dogs licensed, required by law by 6 months of age.** Puppies and kittens can have their first rabies vaccination after 12 weeks of age.

If unable to schedule an appointment with a veterinary office for a rabies vaccination, Tractor Supply stores hold monthly Rabies Clinics. Call for schedules. After the rabies vaccination, contact your town clerk and provide proof of this vaccination to license your dog. By statute, unlicensed dogs can be seized.

**Rabies IS in Vermont and it IS deadly.**

### Licensing a dog:

- 1) Identifies your dog if lost when the registration tag is on the collar.
- 2) Provides proof a dog is protected from rabies in the event your dog is bitten by a rabid animal - but would still need immediate medical attention.
- 3) Protects your animal if they bite another animal or person – which could result in the quarantine of your dog or cat, or possibly euthanized to test for rabies if not proven to be currently vaccinated.
- 4) Pays for VSNIP addressing an over population situation.

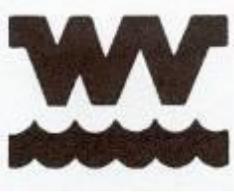
**For an Application for [VSNIP](#) and a List of Participating Offices, send a S.A.S.E. (10" Self-Addressed, Stamped Envelope) to: VSNIP, PO Box 104, Bridgewater, VT 05034. Indicate if it's for a cat, dog, or both. Once fully completed mail it back to the same address.**

If approved, you will receive a Voucher(s) and instructions. If not, a list of low cost spay neuter resources will be provided. Also, several humane society shelters host spay neuter clinics open to the public you may want to call.

The cost for the VSNIP surgery to you is only \$27.00, providing there are no complications. Fellow Vermonters pay the balance of your animal's surgery from funds collected at the time of dog registration. Please be SURE your cat or dog is completely flea and tick free **before** the visit, or you will be charged. No free loaders are welcome at offices! UN-neutered animals are more prone to forms of cancer.

Thank veterinarians for their participation in this important program. If your veterinarian is not a participant, *please encourage them to join*. A number of veterinarians have retired, leaving a reduced number of participating offices. We need them. Thank you for asking, on behalf of the animals that can't thank you, I do!

Sue Skaskiw, Administrator 1-800-HI VSNIP (1-844-448-7647)



# Winooski Valley Park District



Ethan Allen Homestead  
Burlington, Vermont 05408

Tel: (802) 863-5744 Email: info@wvpd.org www.WVPD.org

## Winooski Valley Park District Annual Report: FY2022 July 1, 2021 – June 30, 2022

### **WVPD's Parks**

*Colchester Pond  
Natural Area*

*Delta Park*

*Derway Cove*

*Derway Island  
Nature Preserve*

*Donohue Sea Caves*

*Essex Overlook Park*

*Ethan Allen Homestead*

*Heineberg Wetlands*

*Macrae Farm Park*

*Mayes 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*

Nick Warner – *Executive Director*  
Tim Larned – *Parks Superintendent*  
Lauren Chicote – *Operations Manager*

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 1781-acre portfolio features over 13 miles of shoreline and offers 25 miles of trails across 19 parks in the lower Winooski River Valley. In South Burlington, this includes Muddy Brook Park, Muddy Brook Wetland Reserve, Winooski Gorge, and Valley Ridge. Dave Crawford is South Burlington's representative and serves as Treasurer.

The sharp increase in outdoor recreation that emerged during the COVID-19 pandemic continues. In response, WVPD has enhanced management of its trail systems and water access points, is conducting multiple capital improvements, acquiring significant grant resources, working to expand its' park portfolio, and creating new revenue streams through facility leasing and contracted work.

### **FY22 Park Improvements and Activities in South Burlington:**

Goodrich Parcel – Working with the Champlain Valley Conservation Partnership (CVCP), WVPD joined the City, Vermont Fish and Wildlife, Audubon Vermont, and volunteer groups removing and treating invasive species and planting trees and shrubs at Muddy Brook Wetland Reserve and adjoining Goodrich parcel. This is part of a multi-year effort to improve Golden Winged Warbler (and other nesting bird) habitat.

Muddy Brook  
Wetland Reserve – WVPD crews performed invasive removal and coordinated a riparian planting with a group from South Burlington Rotary Club. A second invasive removal day was then held and promoted through the CVCP.



**Financial Sustainability:**

To maximize the investments made by member communities, WVPD enhances revenues by providing contracted park maintenance and trail construction services for municipal clients, leverages resources and obtains grants, sponsorships, donated labor, supplies and expertise for park acquisitions and major projects, while leasing buildings, farm fields, and a picnic shelter.

Parks are maintained by a professional crew, supplemented with hundreds of volunteer hours each year from local schools, businesses, non-profits, and community organizations. Volunteers remove invasive plant species, assist/sponsor programs and events, build and repair trails, plant trees and shrubs, and provide expertise to WVPD staff.

Onsite partner organizations/tenants include the Ethan Allen Homestead Museum, Vermont Indigenous Heritage Center, Burlington Forest Preschool, New Farms for New Americans, Janet Munt Family Room, Vermont Community Gardening Network and others using the park system for programs, studies and events.

To achieve its' broader mission, WVPD works closely with conservation non-profits, land trusts, conservation commissions, and philanthropic organizations to build the park portfolio and organizational capacity over time in a sustainable manner.

**Activities for Residents and Tourists:**

WVPD's 19 regional parks are all managed for permanent conservation and free public access. Featuring nature trails, scenic overlooks and wildlife viewing, hiking trails, picnic facilities, cross-country skiing and snowshoeing trails, canoe/kayak launches, fishing accesses, community and specialty gardens, and various forms of agriculture, the growing park system continues to serve the recreational needs of area residents and visitors. Two parks – Ethan Allen Homestead and Colchester Pond Natural Area – host resident caretakers who open and close park gates and provide security in return for reduced rent.

In the 1930's era "Museum Barn", three organizations provide important public services – and funding streams for WVPD. The Ethan Allen Homestead Museum (providing tours of Ethan and Fanny Allen's 1787 restored farmhouse, historic lectures, programs, and special events) and the Vermont Indigenous Heritage Center (expanding to provide museum displays, educational programs, and events) provide a broad range of experiences, cultural enrichment, and public education. The Burlington Forest Preschool provides licensed, nature-based educational programming year-round.

**Programs at WVPD Parks:**

Area school groups, Colleges and Universities, and other conservation focused organizations utilize WVPD's parks regularly, which are also the focus of numerous collegiate and post-graduate studies. The Burlington Area Community Gardens, the Vermont Garden Network, The Janet S. Munt Family Room, and New Farms for New Americans lead educational gardening and sustainable agriculture programs at WVPD's Ethan Allen Homestead. WVPD is working to expand these opportunities through building new partnerships and enhancing existing relationships.

More than ever, 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. WVPD has and will continue to provide services in park planning and park maintenance. WVPD's presence in South Burlington greatly enhances education, conservation, and recreation. 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!



# South Burlington

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VERMONT

City of South Burlington, 180 Market Street, South Burlington, Vermont 05403  
[www.southburlingtonvt.gov](http://www.southburlingtonvt.gov)