



The City of
Rutland, Vermont

Board of Alderman

Public Works Committee

Minutes July 31, 2025

Committee Members present: Alderman, Gillam, Clifford, Talbott, Alderwomen Tadio

Other BOA Members Alderwomen Davis, McClure, Acting Mayor Allaire

Other Present: City Engineer Gillen, and Commissioner DPW Bob Protivansky, Tom Garafano, Water Treatment Mgr.

5:30 meeting Call to Order Chair Gillam, LaMontagne Conference room

Agenda

1. Wastewater System Evaluation – ESA & Planning Loan
2. Water Treatment Disinfection – ESA & Planning Loan
3. Center Street Utilities - ESA
4. Killington Avenue Stormwater Drainage
5. Merchants Row Crosswalk Evaluation
6. Utility Pole Application
7. River Street Bridge

Issues

- **Merchant Row Mid-Block Crosswalk**

City Engineer Ted Gillen briefed the PW committee on the Crosswalk improvement proposal (See background data and polit study info (attachment 5 a b)

Proposed Improvements (See attached illustrations)

- Construct granite curbed bump-outs at both ends of the crosswalk, which will effectively,
 - o shorten the crossing distance from 50 feet to approximately 33 feet and
 - o improve the visibility of pedestrians waiting at the crosswalk.
- Install new durable pavement markings throughout the corridor, which will effectively,
 - o reduce travel lane widths to 11 ½ feet, reducing motorist speeds and
 - o create a 5-foot buffer between parking stalls and travel lanes, increasing visibility of pedestrians.
- Install new yield markings, which will effectively,
 - o raise awareness of the midblock crosswalk and
 - o illustrate where motorists should yield to pedestrians.

Cost: no additional cost and funding is needed

- The cost of implementing these proposed improvements will be minimal.
- The city currently has a significant inventory of granite curbing at our disposal.
- The bump-outs could be constructed using in-house labor.
- Pavement markings could be installed using the current municipal budget.

See Attachments

*** Alderwomen Tadio Moves: PW committee to recommend to the full Board of Aldermen, to instruct the Public Works Commissioner to implement the proposed improvements to the Merchant's Row Mid-Block Crosswalk as outlined in the Engineering Memo dated July 16th, 2025. It was approved by vote 4-0-1**

- **Wastewater treatment ESA & Planning Loan**

City Engineer Ted Gillen briefed the PW committee, as part of the Rutland City Wastewater Treatment Facility Discharge Permit, the City is required to complete a 20-year evaluation of the treatment plant and collection system, period. As a result, the public works connected to Aldridge and Elliott Consulting engineers, through a qualification-based selection process, which was previously approved by BOA. The scope of work will include 6 steps. See Attachment A1. Project Duration: 6 months and cost \$73,100.00 see available subsidy see Attachment 1 a b, The Project must be completed by 2034

***2 Motion by Alderman Clifford, "PW committee to make the following recommendations to the full Board of Aldermen: Authorize the Public Works Commissioner to sign the Aldrich & Elliott Engineering Services Agreement, for the Wastewater System 20-year evaluation, substantially in the form presented, pending review by the Legal Counsel of the City, and Circulate for signatures the CWSRF planning loan application." It was approved by vote 4-0-1**

- **Water Treatment Disinfection – ESA & Planning Loan**

City Engineer Ted Gillen briefed the PW committee with Supporting information and technical information see attachment 2 a,b,c

***3 Motion by Alderman Talbott, "PW committee to make the following recommendations to the full Board of Aldermen, authorize the Public Works Commissioner to sign the Weston & Sampson Engineering Services Agreement, for the Water Supply Disinfection Modification project, substantially in the form presented, pending review by the Legal Counsel of the City.**

***4 2nd Motion By Alderman Talbott, "PW committee to make the following recommendations to the full Board of Aldermen, to Circulate for signatures the DWSRF planning loan application.**

- **Center Street Utilities – ESA**

City Engineer Ted Gillen briefed the PW committee that Rutland City signed an agreement with Otter Creek Engineering to develop the preliminary set of engineered drawings for the utility upgrades on Center and Wales Street. This effort enabled the city to produce

construction cost estimates. Included with this memo is a copy of the Amendment Engineering Services Agreement to complete the plans, specifications and bidding documents. This effort includes the design & permitting of water mains on both Center & Wales Street, along with sanitary and stormwater mains on Center Street. In addition, the consultant will work with private property owners who are currently connected to the sewer main that is located below buildings on the north side of street, in an effort to transfer their connections to the new sewer main. If and when feasible, roof drains will be redirected to the new stormwater main. The total cost to complete the design is \$222,500. Funding recommends funding this project using the Capital Improvement Reserve Fund.

Motion by Alderman Talbott, "PW committee to make the following recommendations to the full Board of Aldermen: Authorize the Public Works Commissioner to sign the Otter Creek Engineering Services Agreement for the Center Street Utilities project substantially in the form presented, pending review by the Legal Counsel of City.

2nd Motion By Alderman Talbott, "PW committee to make the following recommendations to the full Board of Aldermen: Fund the engineering design work utilizing the Capital Improvement Reserve Fund, to be reimbursed as part of the T.I.F. bond.

- **Utility Pole Application Permit Process**

City Engineer and DPW Commissioner briefed the PW committee a need to improve the Standard Conditions for Above Ground Pole and Cable Project s permit requirements, a need to add addition steps to be sure that when Green Mountain Power completes the pole projects, that the secondary operators of Cable and Fiber optics companies complete the wire installments to the new poles or installations tom complete the work in a timely matter and cut the blight of wire waste hanging from the poles, the wire debris hanging from projects, a follow up process to be sure the work is complete and keep the neighborhood and business district free from pole blight. The committee had discussion and would like to improve the process for a better outcome of these projects. The Committee will continue to work with DPW on suggestive new language with so enforceable powers to hold companies accountable for their clean verifiable projects, plus cut timing process for completion of this process. We will not refer to Charter and Ordinance and keep the issue in Committee and once we have permit document complete, we will move to the full BOA for approval. No Action at this time.

- **River Street Bridge Project**

City Engineer and DPW Commissioner briefed the PW committee briefed the committee on proposal Vtrans Project River Street Bridge Project (resurface decking), a need for input for needed items to be address to prepare for City and State (rail division) meeting to prepare a list of project needed and suggestion from the city. The committee share some ideas, widening sidewalk and safety pedestrian crossing, possible Post Street dead end or eliminate curb cut on River Street. Maybe explore some ideas of fixing the intersection Strongs, River and Madison street, maybe a straight 4 way intersection, possible remove the island. A Possible curb appeal on both sides of entrance to bridge from Strongs, and

from west side of the bridge, trees, green space, new lighting ideas over sidewalk. The issue remains in the committee for further review.

- **Killington Avenue Stormwater Drainage 4a 4b**

City Engineer and DPW Commissioner briefed the PW committee on drainage at 81 Killington Ave. The city Engineer discussed possible problems with road paving buckling, causing issues with stormwater and winter icing issues. Neighbors in the area are concerned about traveling safety and erosion of private property. DPW Street dept will look in possible ideas to address the problem and will report back to the committee the recommendation to correct the issue. The issue remains in committee.

The committee adjourned 6:56 pm



MEMO

To: Public Works Committee
From: Engineering Department
Date: July 16th, 2025
Subject: Merchants Row Mid-Block Crosswalk

Overview

- Approximately 300 pedestrians use the crossing daily during the non-winter season.
- Approximately 5,300 vehicles pass through Merchants Row daily.

Current Conditions

- The midblock crosswalk on Merchants Row, between West St and Center St is 50 feet long from curb to curb.
- Existing lane widths at the crosswalk are approximately 17 feet.
- Lane widths for this corridor should be 11 feet, according to transportation engineering standards.
- It's well documented that oversized travel lanes encourage excessive speeding.
- Public Works have received numerous complaints about erratic driver behavior.
- Motor vehicle accidents that included pedestrians have been documented.

Pilot Study

- The recent pilot study incorporated a painted pedestrian refuge island with flexible post channelizers.
- Travel lane widths were reduced to 11 feet as part of the study.
- Motorist speeds were recorded as part of the study, which indicated that average speeds were reduced from 27 mph to 17 mph.
- The study proved that a pedestrian refuge island with reduced lane width had a positive effect on pedestrian safety.
- However, the positive effect was not experienced year-round, because the flexible channelizer posts were removed during the winter months for snow plowing operations and pavement markings wore out relatively quickly.

Proposed Improvements (See attached illustrations)

- Construct granite curbed bump-outs at both ends of the crosswalk, which will effectively,
 - shorten the crossing distance from 50 feet to approximately 33 feet ~~and~~
 - improve the visibility of pedestrians waiting at the crosswalk.
- Install new durable pavement markings throughout the corridor, which will effectively,
 - reduce travel lane widths to 11 ½ feet, reducing motorist speeds ~~and~~
 - create a 5-foot buffer between parking stalls and travel lanes, increasing visibility

of pedestrians.

- Install new yield markings, which will effectively,
 - raise awareness of the midblock crosswalk-and
 - illustrate where motorists should yield to pedestrians.

Pedestrian Safety Countermeasures

The Federal Highway Administration's "*Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations*" highlights a variety of potential improvements, which are proven to address particular safety concerns.

Table 2 illustrates common safety issues at uncontrolled crossings and the countermeasures that should be considered to address them.

Table 2. Safety issues addressed per countermeasure.

Pedestrian Crash Countermeasure for Uncontrolled Crossings	Safety Issue Addressed				
	Conflicts at crossing locations	Excessive vehicle speed	Inadequate conspicuity/visibility	Drivers not yielding to pedestrians in crosswalks	Insufficient separation from traffic
Crosswalk visibility enhancement					
High-visibility crosswalk markings*					
Parking restriction on crosswalk approach*					
Improved nighttime lighting*					
Advance Yield Here To (Stop Here For) Pedestrians sign and yield (stop) line*					
In-Street Pedestrian Crossing sign*					
Curb extension*					
Raised crosswalk					
Pedestrian refuge island					
Pedestrian Hybrid Beacon					
Road Diet					
Rectangular Rapid-Flashing Beacon					

*These countermeasures make up the STEP countermeasure "crosswalk visibility enhancements." Multiple countermeasures may be implemented at a location as part of crosswalk visibility enhancements.

Implementing the proposed improvements previously outlined, will collectively address all 5 safety issues commonly experienced at uncontrolled crossings.

Cost

- The cost of implementing these proposed improvements will be minimal.
- The city currently has a significant inventory of granite curbing at our disposal.
- The bump-outs could be constructed using in-house labor.
- Pavement markings could be installed using the current municipal budget.

Conclusion

The safety concerns at this location are clear and well documented. Public Works recommends implementing these low cost, yet effective countermeasures. Reverting back to the original condition is not advised. Doing so will essentially allow poor driver-behavior to remain dominant at the cost of pedestrian safety.

Following implementation, further data can be collected to determine the effectiveness and if additional countermeasures are warranted.

Public Works respectfully requests the committee to ***recommend to the full Board of Aldermen, to instruct the Public Works Commissioner to implement the proposed improvements to the Merchant's Row Mid-Block Crosswalk as outlined in the Engineering Memo dated July 16th, 2025.***



MEMO

To: Board of Aldermen
From: Ted Gillen, Assistant City Engineer
Date: July 31, 2025
Subject: Wastewater System 20-year evaluation

Project Overview

As part of the Rutland City Wastewater Treatment Facility discharge permit, the city is required to complete a 20-year evaluation of the treatment plant and collection system.

As a result, Public Works contacted Aldrich & Elliott (A&E) consulting engineers, who was ranked at the top engineering consultant through a qualifications-based selection process, which was previously approved by the Board of Aldermen.

A&E provided an engineering services agreement for this effort. The scope of work primarily includes:

1. Inspection and evaluation of the wastewater treatment & collection system
2. Preparation of a capital improvement plan, outlining the magnitude and scope of the recommended improvements.
3. Evaluating potential funding sources and developing a funding plan.
4. Preparation of a Final Evaluation Report.

Project Duration: 6 months

Total Project Cost: \$73,100.00

Available Subsidy

The Clean Water State Revolving Loan Fund (CWSRF) offers subsidy for asset management plans in the amount of 50%, with an annual limit of \$125,000 per project and \$250,000 per municipality.

Our current wastewater projects do have subsidies, but those funds were provided to the city through previous funding cycles and therefore do not contribute towards the municipality's annual limits.

The balance of the Planning Loan (after subsidy) would be paid for through the CSO Fund.

For your consideration, attached is a copy of the ESA and the CWSRF Loan Application.

Recommendation

Public Works respectfully requests this committee to make the following recommendations to the full Board of Aldermen:

- 1) ***Authorize the Public Works Commissioner to sign the Aldrich & Elliott Engineering Services Agreement, for the Wastewater System 20-year evaluation, substantially in the form presented, pending review by the City Attorney.***
- 2) ***Circulate for signatures the CWSRF planning loan application.***



MEMO

To: Board of Aldermen
From: Ted Gillen, Assistant City Engineer
Date: July 31th, 2025
Subject: Water Supply Disinfection Modifications

Project Overview

Currently, the city disinfects the water supply utilizing chlorine. When chlorine comes into contact with organics in surface water, byproducts formulate. These byproducts are known as "*Disinfection Byproducts*" (DBP).

Recently, the city exceeded the Maximum Containment Level (MCL) for a DBP known as Haloacetic Acid 5 (HAA5). The MCL for HAA5 is 60 parts per billion (ppb). For 5 consecutive quarters, the city remained in violation until February 2025 when the city came back into compliance. For context, May 2025 values ranged between 51.7 and 59.2 ppb. Values from previous years, such as May 2024 ranged between 84 and 94 ppb.

Due to the continued exceedance, the city has been mandated by the Department of Environmental Conservation (DEC) to resolve this reoccurring issue.

To date, the city has taken additional samples well beyond regulatory requirements, to determine if the presence of HAA5 is locational or system wide. While values varied from one location to another, this effort concluded that HAA5 is present throughout the entire system.

In addition, the city completed a study that included an alternatives analysis for the water treatment process, which was funded by the EPA. This study recommended the conversion to chloramine disinfection for water treatment.

Since then, the city issued a Request for Qualifications. DPW reviewed and ranked the submissions and began negotiating with the top-ranked firm, Weston & Sampson. This firm came highly recommended by Champlain Valley Water District, which operates a water treatment plant that utilizes chloramine disinfection.

Available Subsidy

The Drinking Water State Revolving Fund (DWSRF) offers 25% planning loan forgiveness. When the project proceeds to construction, the planning loan will be rolled into the construction loan. It's worth noting that according to the Draft DWSRF Intended Use Plan, Disadvantaged Communities will receive 50% loan forgiveness for construction projects. In other words, once the planning loan is rolled into a construction loan, additional subsidy will be applied.

The balance of the Planning Loan (after subsidy) would be paid for through the Water Fund. For your consideration, attached is a copy of the ESA and the DWSRF Loan Application.

Recommendation

Public Works respectfully requests this committee to make the following recommendations to the full Board of Aldermen:

- 1) ***Authorize the Public Works Commissioner to sign the Weston & Sampson Engineering Services Agreement, for the Water Supply Disinfection Modification project, substantially in the form presented, pending review by the City Attorney***
- 2) ***Circulate for signatures the DWSRF planning loan application.***



MEMO

To: Board of Aldermen
From: Ted Gillen, Assistant City Engineer
Date: July 31th, 2025
Subject: Center Street Utilities – Engineering Services Agreement

Project Overview

Rutland City signed an agreement with Otter Creek Engineering to develop the preliminary set of engineered drawings for the utility upgrades on Center and Wales Street. This effort enabled the city to produce construction cost estimates.

Included with this memo is a copy of the Amendment Engineering Services Agreement to complete the plans, specifications and bidding documents.

This effort includes the design & permitting of water mains on both Center & Wales Street, along with sanitary and stormwater mains on Center Street. In addition, the consultant will work with private property owners who are currently connected to the sewer main that is located below buildings on the north side of street, in an effort to transfer their connections to the new sewer main. If and when feasible, roof drains will be redirected to the new stormwater main.

The total cost to complete the design is \$222,500.

Funding

DPW recommends funding this project using the Capital Improvement Reserve Fund. Expenses are eligible to be reimbursed as part of the T.I.F. bond.

Recommendation

Public Works respectfully requests this committee to make the following recommendations to the full Board of Aldermen:

- 1) Authorize the Public Works Commissioner to sign the Otter Creek Engineering Services Agreement for the Center Street Utilities project substantially in the form presented, pending review by the City Attorney.**
- 2) Fund the engineering design work utilizing the Capital Improvement Reserve Fund, to be reimbursed as part of the T.I.F. bond.**

AMENDMENT to Engineering Services Agreement

Amendment Date: 6/6/2025
Amendment No.: 1
Client Name: City of Rutland
Project: Center Street Utilities
Project No.: 372-027
Original Agreement Title: Center Street Utilities
Original Agreement Date: July 2, 2024
Amendment to Services: Additional Services for Final Design and Permitting

SCOPE OF SERVICES

In July of 2024, Otter Creek Engineering (OCE) conducted initial field services and provided an initial design to the City of Rutland (City) so that contractors could produce budget estimates for the Center Street infrastructure improvements. Based on those estimates, it is our understanding that you are interested in proceeding to final design and permit submission. The services outlined in this proposal include the civil engineering and permitting assistance necessary for the project. This scope is based upon our experience with water resource projects, understanding of your project requirements, and familiarity with the local and State permitting processes.

- 1. Additional Field Services** - Additional site visits will be conducted to document existing conditions to the extent necessary for designing rerouted water and sewer services. This includes subcontracting with a local master plumber to assist in the design of these rerouted services. We have budgeted an additional 2 weeks of field visits, which would be conducted with representatives from OCE, the master plumber, and as needed, a mechanical engineer from Engineering Services of Vermont.
- 2. Preliminary Design** – Utilizing information gathered through field services, prior historical review, and meetings, and the previously completed conceptual plans, we will develop preliminary design drawings (75% complete deliverable) and draft technical specifications for the proposed project. These designs will be presented to the City and reviewed in conjunction with a 75% estimate of construction costs. OCE will then coordinate and review preliminary designs with the appropriate regulatory representatives, pertaining to the water, wastewater and stormwater, and utility designs. The City is engaging with a landscape architect and landscape designer who will complete proposed sidewalk and aesthetic improvements to Center St and Wales, and we will coordinate with them and incorporate their work into the design. OCE will collect and organize information from Project Stakeholders and consolidate comments into final design. We envision completing mechanical designs for the interior water and sewer services at this phase, which can subsequently be reviewed and commented on by the individual property owners.

3. **Final Design** – Upon receiving concurrence on the preliminary designs, OCE will prepare final design plans, technical specifications and construction cost estimates necessary for permit submissions. The designs will include the new municipal water main and services. Sprinkler services have been presumed for all buildings which are currently sprinklered to be of equal size and capacity. A new sanitary sewer collection system, and associated sewer services. We envision providing details for both the water system service connections and sanitary sewer connections on a building by building basis. We understand that the project will also include a storm sewer design along Wales and Center street. This storm sewer will be coordinated the hotel project and designed to eliminate the combined sewer storm on Center street. All design aspects associated with the aesthetic components of the street scape enhancement project will be coordinated with the landscape architect hired to perform the work. We envision completing the final storm drain designs, once the street scape improvements have reached approval.

4. **Permitting** - Otter Creek Engineering will assist with the preparation and submission of the following applications:

- State of Vermont Potable Water Supply and Wastewater Disposal Permit.
- State of Vermont, Public Water System, Permit to Construct
- Division of Fire Safety Permit

It is assumed that any permit not referenced, will not be required for this project. All permit application fees will be paid directly by the Owner. Our budget assumes that the existing sprinkler services are adequately sized and that all new sprinkler services are connection / replacement in kind with equal piping.

5. **Administrative / Project Management** – We have budgeted for eight (8) virtual/in-person review meetings with the City and project stakeholders. We also anticipate two public meetings with property owners and the City.

- a. **Phasing and Sequencing Plan** - As the project area is one of the most congested urban areas in the State, we will develop a phasing and sequencing plan to mitigate impacts for local businesses, pedestrian and vehicular traffic. We have proposed 2 meetings with Belden Construction as part of this process, to review the proposed schedule / sequencing for the Downtown Hotel Project
- b. **Funding Assistance** - OCE will assist the City with identifying and obtaining funding for the project. This includes the Clean Water State Revolving Fund (CWSRF), Drinking Water State Revolving Fund (DWSRF), United States Department of Agriculture – Rural Development, Rural Utilities, State of Vermont, Agency of Commerce and Community Development (ACCD) and Department of Environmental Conservation (DEC) grant programs.
- c. **Easement / Property Owner Assistance** - Many properties located on Center Street have existing basements where the sewer service goes through the floor. Landowner permission will be necessary to perform work on private property. We envision working with the City Engineer and Attorney to obtain the necessary easements. In some cases, property owners may be unwilling to grant access.

6. **Bid and Construction Phase Services** – Bid and Construction Phase services are not included within this amendment and will be provided once permits and funding sources have been secured. As each funding source has unique regulatory requirements that often modify the bid documents, it is impossible to put together final bid documents until funding sources have been secured.

Adjustment to Fee and Schedule:

We propose to provide services for a lump sum fee based on the breakdown provided below. Services will be invoiced in accordance with our most current Schedule of Rates and Fees at the time services are provided, copy attached. We will invoice monthly based upon the work completed at the end of each month.

<u>Phase</u>	<u>Budget</u>	<u>Basis</u>
1. Additional Field Services	\$35,000	lump sum
2. Preliminary Design	\$60,000	lump sum
3. Final Design	\$100,000	lump sum
4. Permitting	\$10,000	hourly
5. Administrative/Project Management	\$17,500	hourly
6. <u>Bid and Construction Phase Services</u>	<u>tbd</u>	
Total	\$222,500	

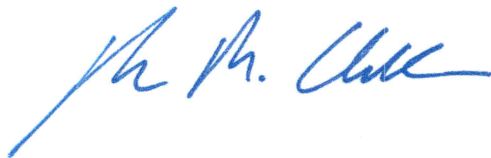
As the project progresses, we will keep you informed of the budget status, and discuss any changes from the anticipated scope. Additional services requested by the City will be provided on an hourly basis, plus expenses, in accordance with our most current Schedule of Rates and Fees at the time services are provided.

We propose to complete tasks 1 through 5, as outlined above, over the next 6 to 9 months, with a target of submitting permit applications by January 1, 2026. This however, is out of our control. With numerous project stakeholders and the need for coordination, it is more likely that plans will be ready for permit submission by the end of March, 2026.

Authorization:

Otter Creek Engineering, Inc.

City of Rutland



Robert M. Clark, P.E.
Principal Engineer

Bob Protivansky
Public Works Commissioner

Note: All Standard Terms and Conditions of the Original Engineering Agreement remain in effect.