

Burlington Department of Public Works Commission Meeting
Draft Minutes, October 23, 2019
1 North Avenue, Burlington Police Department Community Room
Meeting video link: <https://www.cctv.org/watch-tv/programs/burlington-public-works-commission-146>

Commissioners Present: Tiki Archambeau (Chair); Jim Barr; Chris Gillman, Brendan Hogan (Vice Chair); Solveig Overby (arrived 6:40 p.m.); Peggy O’Neill-Vivanco

Commissioner Absent: Pablo Bose

Item 1 – Call to Order – Welcome – Chair Comments

Chair Archambeau calls meeting to order at 6:35 pm and makes opening comments.

Item 2 – Agenda

Commissioner Barr moved to accept the agenda.

Commissioner Hogan seconded.

Unanimous approval.

Item 3 – Public Forum

- Dov Stucker – Route 127 and Manhattan Dr intersection safety
- Jillian Stucker – Route 127 and Manhattan Dr intersection safety
- Sasha Stucker – Route 127 and Manhattan Dr intersection safety
- Lynn Martin – Route 127 and Manhattan Dr intersection safety
- Aaron Keich – Route 127 and Manhattan Dr intersection safety
- Amy Cudney – Manhattan Dr safety
- Ruby (last name not given) – Route 127 and Manhattan Dr intersection safety
- Willa Saunders – Route 127 and Manhattan Dr intersection safety
- Missa Aloisi – Route 127 and Manhattan Dr intersection safety
- City Councilor Max Tracy – Route 127 and Manhattan Dr intersection safety and Street Seats feedback
- City Councilor Sharon Bushor – Colchester Ave pedestrian safety and Kampus Kitchen parking
- Jason Suffle – Colchester Ave striping and crosswalk at Chase Ln, bike/pedestrian funding and Battery St

Item 4 – Consent Agenda

- A Parking Agreement for Real Estate Vermont
- B Parking Agreement for Path
- C Parking Agreement for Raintree
- D Proposed ADA Space At 96 Grant Street

Commissioner Barr made a motion to pass the consent agenda.

Commissioner O’Neill Vivanco seconded.

Unanimous approval.

Item 5 – Generic Lakeview/College Parking – Jeff Padgett

Interim Assistant Director – Parking & Traffic Jeff Padgett requests authority to sign standard-term parking contracts for downtown garages and lots in order to be more responsive to customers, maximize revenue, and improve operational efficiency.

The Commission discussed the term of the proposed delegation, managing occupancy, annual parking reports to the Commission, and EV parking spaces. City Councilor Bushor spoke to ensuring adequate public parking for transient users.

Commissioner Archambeau moved to:

- Approve the attached standard Parking Agreement for issuing parking permits to licensees and permit holders in the Lakeview and College Street Parking Structures.
- Delegate to the Director of Public Works the authority to enter into standard Parking Agreements with potential licensees through February 2021.
- Require staff to present to the Commission annually, proposed for each February, where the Commission will be briefed on occupancy, revenue, and operations before the Commission will determine whether to extend the delegated authority.

Commissioner Gillman seconded.

Unanimous approval.

Item 6– Street Seats and Parklets Pilot Update

DPW Transportation Planner Elizabeth Gohringer and CEDO staffer Will Clavelle reported on the results of the 2019 Street Seats pilot. They reviewed the pilot's operation (5 applicants, 3 established Street Seats, no safety concerns) and the public and business feedback which overall was positive. Based on the 2019 pilot results, staff is recommending formalizing the Street Seat and Parklet program in 2020 and sought Commission input on scope and fees.

Commissioners discussed parking space limits downtown (up to 10 spaces was generally supported), the mix of public and private hours of the Street Seats, the geographic area overall and fees. There was a desire to balance businesses paying for encumbering the public right-of-way and for having Street Seats with more public hours. Staff plans to present a draft program guide for Great Seats at the November Commission meeting.

Item 7 – Narrow Streets Update

DPW Associate Engineer Phillip Peterson provided an update on the management of narrow streets within the City and shared proposed updates to the departmental policy on narrow streets. The policy seeks to balance the parking needs of adjacent residents with the access needs for emergency and street maintenance services. Last winter, the Commission approved seasonal parking restrictions on three of the most constrained streets (Germaine St, Latham Ct and Hoover St), and this season staff has been evaluating Russell and Charles streets. There is an upcoming public meeting to discuss potential seasonal parking restrictions on Russell and Charles on October 30. Based on public

input and additional evaluation, staff may return to the Commission seeking seasonal parking restrictions in November.

Item 8 – Format for Minute Taking – Director Spencer

Director Spencer passed around a memo to Commissioners providing guidance on minute taking at DPW Commission meetings. Commissioners provided input on the memo.

- Minutes should include the full motion, whether or not it is listed in the packet.
- If Commissioner wants something captured in the minutes, they can mention it during the meeting or request revisions to the minutes.
- Add hyperlink to CCTV video on DPW Commission webpage to make video access easier.
- Commissioners would like to get the draft minutes emailed to them soon after the meeting so that they can provide any revisions while the meeting is fresh in Commissioners' minds.

Staff will update the guidance memo accordingly.

Item 9 – Approval of Draft Minutes of 9-18-19

Commissioners Archambeau and Overby have proposed edits to the September minutes. Approval of the minutes were deferred to the next Commission meeting so that the modifications can be made to the minutes.

Item 10– Director's Report

Director Spencer updated the Commission on the following items:

- Water Resources rate study open house on October 29, 6-8p.m. at Contois Auditorium.
- Winooski Avenue Transportation Study advisory committee meeting is on October 22, 2019 from 7-9p.m. at the Firehouse Gallery.
- Narrow Streets public meeting is scheduled for October 30, 2019 at 6:30 p.m. for the residents of Charles Street and Russell Street at the Boys and Girls Club Learning Center.
- Staff work on Route 127 and Manhattan Dr issue and upcoming meeting with residents.
- St Paul Street is open to through traffic and the punch list is almost complete. The curb changes made to the intersection of Maple Street and St. Paul Street have been positively received.
- There was a Champlain Parkway meeting on 9/26/19 to present information and solicit input from the residents of King St and Maple St neighborhoods.
- Permit Reform-related construction at 645 Pine Street is well underway. Many staff are temporarily located to locations outside of the building, our customer service staff are in the front conference room, and Director Spencer appreciated staff and the public for their patience during construction.

Item 11 – Commissioners Communications

Commissioner O'Neill-Vivanco

- Asked to find a way to prioritize projects and more clearly communicate on the projects.

- Wants to discuss options for more dedicated walk/bike infrastructure funding.
- Asked about planned Mansfield Avenue multi-use path and sale of the convent.

Commissioner Barr

- Inquired about Colchester Avenue bike lanes, Chase Ln crosswalk and area parking management.

Commissioner Hogan

- Seeks recap of the 2019 construction season and how the department will further strengthen communication with the public
- The sidewalk aprons on Union and Maple Street are not finished still making it dangerous for people walking to Edmunds School.
- Would like to know about traffic calming procedures and how to expedite the process.

Commissioner Overby

- Seeks additional clarification regarding the role of the Public Works Commission in recommending and/or approving private parking in public parking lots.

Commissioner Archambeau

- Stated vehicles on Manhattan Dr are traveling too fast and would like to see action to address issue especially by the Boys and Girls Club.
- New Commissioner Pablo Bose will not be with us until December meeting.

Item 12 - Adjournment

Commissioner Barr made motion to adjourn meeting.

Commissioner O'Neill-Vivanco seconded.

Unanimous approval.

Meeting ended at 10:00 p.m.