

Burlington Department of Public Works Commission Meeting
Final Minutes November 28, 2018
645 Pine Street – Main Conference Room

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

Commissioner Absent: Justine Sears

Item 1 – Call to Order – Welcome – Chair Comments

Chair Archambeau called the meeting to order at 6:30 p.m.

Item 2 – Agenda

Commissioner Barr made a motion to accept the agenda

Commissioner Alberry seconded

Unanimous approval

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

Sandy Wynn a Mansfield Avenue resident had some concerns

- Bags of leaves on lawns
- Policy for cars to move for street snow removal
- Loomis Street and Mansfield Avenue has a three way stop intersection but with the new planters there it has become a dangerous intersection as people don't see cars stopped on Loomis Street
- Grant Street and North Union Street intersection with planter there you cannot get right up to the end of Grant Street, as it is narrow when cars are turning off North Union.
- Planters have all kinds of gravel and leaves coming out all over street, who will pick this up?

Item 4 – Consent Agenda

- A. Pearl Street Parking Adjustment
- B. Asure Software Parking Agreement
- C. 2018 Holiday Parking Promotion

Commissioner Hogan made a motion to accept Consent Agenda

Commissioner Barr seconded.

Unanimous approval

Item 5 – Narrow Street Recommendation – Philip Peterson and Nicole Losch

Mr. Peterson stated that they had gone to several meetings with residents of narrow streets are. We are looking for a balance of community needs, Fire Department

emergency response as well as snow removal maintenance of the streets. Fire Department stated they need 14 feet for a minimum width for their engines to go down and set up for an emergency. Maintenance vehicles also need fourteen feet. Germaine Street and Latham Court we recommend parking on only one side of the street during the winter.

Jan Salzman of Archibald Street supports permitted parking. People are unable to park on Germaine Street as the residents all do. There is no safe parking or sidewalk on Archibald Street. No safe access for pedestrians on Archibald Street or Pomeroy Street.

Sharon Bush or, Ward 1 City Councilor stated that with permitted parking on Germaine Street we are asking people to park a ways away and they are at risk of being hurt. We need to identify some safe places for residents to park.

Devin Gaskell lives on Hoover Street and states - all residents are happy about parking on one side of street as it is a dead end street and it is hard to get up the hill with parking on both sides.

Director Spencer stated that there is some concern about narrow street changes, this will be monitored, and changes will be made if needed for next winter.

Commissioner Overby made a motion to accept the parking on one side of the street with the understanding that adjustments will be made if needed for next year.

Commissioner Hogan seconded.

Unanimous approval

Item 6 – Modification to Residential Parking Ordinance – Philip Peterson

There was discussion about charging \$10.00 a year for a residential parking tag in Burlington with an increase to each person within the household looking for a tag. There are some streets if they allow public parking on during the daytime there will be no charge for the residential parking permit tag.

Sharon Bush or supports this program

Commissioner Alberry made a motion to accept staff's recommendations

Commissioner Overby seconded.

Unanimous approval

Item 7– Permit Reform Update – Norm Baldwin

Mr. Baldwin stated this process was moving forward in which Trades, Minimum Housing and Code Enforcement offices would all merge. The Zoning Department will be relocated down to 645 Pine Street to make the process of obtaining permits easier on our

customers as all the departments will be in the same building so there will be no traveling from one building to the next.

There will be some job description changes.

City Council in supportive of the Reform process and there will be a meeting on December 17th to continue the discussions on the process.

We have selected architects to re-design the office layouts.

Commissioner Overby suggested that guidance provided by Robert N. Ford in his book Why Jobs Die & What to Do About It, Job Redesign & Future Productivity, be considered as part of the re-arrangement of job functions during the proposed physical co-location of the Zoning, Trades permits and life-safety Code Enforcement Functions at Pine St. A copy of pages 54 through 59 of the book were provided to staff, listing four aspects of good job design: 1) Functional completeness in the module of work; 2) Consistency in the Work Situation; 3) Enough control to meet responsibilities; 4) Direct feedback when problems arise (rather than second-hand from a supervisor).

Item 8 – Approval of Draft Minutes of 9/18/18 and 10/17/18

Commissioner Barr made a motion to accept the minutes.

Commissioner Alberry seconded

Commissioner Archambeau stated he was all set except to add on his comment about there being no sidewalk-closed signs during construction on North Winooski Avenue.

Unanimous approval

Item 9 – Director's Report

There are currently 55 traffic request outstanding
We appreciate the bond vote for Water/Wastewater
New curbs are going in on Howard Street
Great Streets is underway

Item 10 – Commissioner's Communications

Commissioner Hogan congratulates the water team on their repairs. He stated he would like to see door hangers if possible for when water will be turned off in case people are not home when they go knocking to let the residents know water will be turned off.

Would like to see updates from the Director about BTV walk/bike

Union Street update

GPS in snowplows

Commissioner Barr stated that he liked the climbing lane on Colchester Avenue.

Was wondering if that was the final coat of paving on Colchester Avenue or just a base coat.

Commissioner Archambeau stated he had complaints about the ballards and planters.

Item 11 – Adjournment and Next Meeting Date – December 19, 2019

Commissioner Barr made a motion to adjourn

Commissioner Alberry seconded

Unanimous approval. Adjournment at 8:45 p.m.