

Burlington Department of Public Works Commission Meeting  
Draft Minutes, December 18, 2019  
645 Pine St. – Main Conference Room

Meeting video link: <https://www.cctv.org/watch-tv/programs/burlington-public-works-commission-148>

**Commissioners Present:** Tiki Archambeau (Chair); Brendan Hogan (Vice Chair); Solveig Overby; Peggy O’Neill-Vivanco, Pablo Bose; Chris Gillman

**Commissioners Absent:** Jim Barr

**Item 1 – Call to Order – Welcome – Chair Comments**

Chair Archambeau calls meeting to order at 6:30 pm and made opening comments.

**Item 2 – Agenda**

ACTION: Vice Chair Hogan moved to accept the agenda as presented. Commissioner Gillman seconded. Unanimous approval.

**Item 3 – Public Forum**

- Matt Daly – Concerns with parking management on Overlake Park.
- Ben Katz – Concerns with parking management on Overlake Park.
- City Councilor Sharon Bushor –
  - Henry St Deli deliveries are still happening before 7am and parking on the north side of street is still happening.
  - Mansfield Ave. trash haulers are still picking up at 5:45am at the Red Cross.
  - Bilodeau Ct & Bilodeau Pkwy – residents want the two streets to have one Resident Permit Parking zone.
- Commissioner Overby thanked staff for the work on the 2020 sidewalk plan.

**Item 4 – Consent Agenda**

- A Park St. ADA Space
- B Canfield St. ADA Space Removal
- C 2020 Sidewalk Work Plan

ACTION: Commissioner Gillman made a motion to pass the consent agenda as presented. Commissioner O’Neill-Vivanco seconded. Unanimous approval.

**Item 5 – Garage Occupancy Strategy/Generic Parking Agreement Update**

Interim Assistant Director Parking & Traffic Jeff Padgett presented an overview of the ongoing effort to optimize the usage of the Lakeview & College Street garages. DPW updated the Generic Parking Agreement for existing parkers and created a new Limited Generic Parking Agreement for use with new parkers to notify customers that their Agreements may terminate prior to 2022. This is due to upcoming changes in corporate Agreements including UVMMC’s relocation downtown and their 2017 Commission-approved Agreement for accommodating up to 300 parkers.

Commissioners asked questions about parking performance, parking limits, adding an annual/monthly update report, and marking the garages for monthly parkers. Staff reported that they will share their annual parking report to the Commission in February.

**ACTION:** Commissioner Gillman made a motion to approve both parking agreements as published with one amendment – adding “themselves or” after “by the City for” in section 2C to clarify that these agreements can be for individual and corporate customers. Commissioner O’Neill-Vivanco seconded. Unanimous approval.

#### **Item 6 – Traffic Calming Overhaul**

Senior Transportation Planner Nicole Losch referred to the memo and packet for the Process Improvement for Traffic Calming and Traffic Requests memo and final report. Cope & Associates recommended updating the process, policies and forms for the Traffic Calming and Traffic Request programs. At this time, staff is not recommending substantive changes to the Traffic Request program as staff has been able to substantively reduce outstanding requests through improvements already implemented. Staff is recommending an update to the traffic calming program will be updated to prioritize traffic safety issues.

Commissioners O’Neill-Vivanco, Hogan, Overby, Bose, Gillman and Archambeau asked about neighborhood enhancements, data collection, adding trees, prioritizing safety-oriented requests, crash analysis, and implementation moving forward.

No formal action was taken.

#### **Item 7 – Snow and Ice Control Plan**

Assistant Director of Maintenance & ROW Services Lee Perry gave a presentation on the City’s updated Snow and Ice Control Plan. Changes have been made to update route miles, add program forms and clarify the department’s approach to maintaining bike lanes. Non protected bike lanes will be plowed by the trucks initially and by tractors afterwards as needed. Protected bike lanes will be plowed by our sidewalk tractors. Plow route maps have been updated to reflect bike lane locations. Staff is upgrading parking ban lights so that they can be turned off and on with a cell phone. This will reduce staff time and save money.

Commissioners Hogan, Bose, Overby, O’Neill-Vivanco and Archambeau asked about staffing levels, plow driver input, where snow is placed when there is too much, utilizing GPS technology, and in what priority streets/sidewalks are cleared.

Public comment by City Councilor Sharon Bushor – Why was there so much lawn damage from the last storm on East Ave between University Rd and Colchester Ave and who to call when road is not plowed. Area will need top soil and seed in the spring.

No formal action was taken.

#### **Item 8 – 2019 Construction Season Debrief**

Director Chapin Spencer and Division Director – Water Resources Megan Moir presented on lessons learned from the 2019 construction season and proposed adjustments to reduce the impact of our work in the public rights-of-way. This is especially important as

CY'2020 is shaping up to be another ambitious construction season with a number of upgrades on heavily-trafficked streets. Proposed adjustments include bidding multiple work types together for specific streets, aiming for pre-July 1 work, updating contracts to have stronger language on duration milestones for critical streets and performance bonuses, hiring resident engineers earlier, developing service line replacement strategy, and enhancing communications.

Commissioners Bose, Gillman, Overby and Hogan asked about improving map resources, tying communications to voter-approved priorities, staggering projects in high-impact areas, timing of 'no parking' sign installation, and conducting a spring NPA tour.

No formal action was taken.

### **Item 9 – Approval of Draft Minutes of 11-20-19**

**ACTION:** Vice Chair Hogan made the motion to accept the November minutes. Commissioner O'Neill-Vivanco seconded. Commissioner Bose Abstained. Unanimous approval.

### **Item 10– Director's Report**

Director Spencer referenced his written report in the Commission packet and updated the Commission verbally on the following items:

- 645 Pine Street Renovations for Permit Reform
- 2019 Construction Season Debrief & 2020 Plans
- Parking Garage Stays
- Waterfront Rail & Bike Path Relocation

### **Item 11 – Commissioners Communications**

- Commissioner Overby:
  - Asked about possibly making the Rapid Flashing Beacon red instead of yellow.
  - Asked about the lack of a Crossing Guard at Mansfield and Colchester Ave.
  - Asked if there was a way to flag the rain gardens for the plow trucks – especially at Grant and Winooki.
  - Suggested design or paint changes at the Grant St. & Elmwood Ave intersection for the bike accommodations.
  - Expressed concern about privately-managed public parking downtown.
- Vice Chair Hogan inquired about the requested crosswalk at Locust St & Locust Terrace.
- Commissioner O'Neill-Vivanco notified us that Henry St was still getting early deliveries and that the noise ordinance should be followed.
- Commissioner Bose – Appreciated staff response to the Locust St & Terrace crosswalk.

### **Item 12 - Adjournment**

Commissioner Gillman made motion to adjourn meeting. Vice Chair Hogan seconded. Unanimous approval.

Meeting ended at 9:08 p.m.