

Burlington Department of Public Works Commission Meeting
[Draft-Final](#) Minutes 3-20-19
645 Pine Street – Main Conference Room

Commissioners Present: Commissioner Archambeau, Commissioner Barr, Commissioner Gillman, Commissioner Hogan, Commissioner O’Neill-Vivanco, Commissioner Overby

Commissioner Absent: Commissioner Alberry

Item 1 – Call to Order – Commissioner Archambeau called the meeting to order at 6:30 p.m.

Item 2 – Agenda - Commissioner Archambeau requested to move the Proposed Car Share Space on North Street and the No Parking Zone near 40 George Street onto the deliberative agenda for more discussion.

Commissioner Barr made a motion to accept the one Agenda item and to make the two items that were pulled off as 4.1 for Proposed Car Share Space on North Street and 4.2 for No Parking Zone near 40 George Street.

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

Jackie Schultz attended the meeting and asked how many street sweepers the city owned and was informed by Director Spencer that we have 2 and borrow one for the week of Operation Clean Sweep. She stated the dirt in the gutter had weeds and grass growing out of the dirt and that the streets need to be swept three times during this time period of April to October. The silt that is in the roadway is due to the lack of curbs throughout the city.

Mrs. Schultz also asked about the flashing pedestrian lights on North Avenue as they were truly needed in this area.

Item 4 – Consent Agenda

A. Residential Permit Parking for Corner Lots.

Commissioner Barr made a motion to approve this item on the Consent Agenda.
Commissioner Hogan seconded.
Unanimous approval

4.1 Proposed Car Share space on North Street

Philip Peterson stated that this is the best possible location for this parking spot to be. The people who live in the area are receptive to it and the space meets the needs of the people. Commissioner Overby and Commissioner Barr stated that there is a need to reserve parking spaces for the Car Share Program.

Commissioner Archambeau stated that Departmental memos should be neutral and felt the language around the piece in the package was more favorable to one side.

Patrick Murphy from Car Share wanted to thank Public Works for the recommendation for the parking spot for the Car Share car on North Winooski Avenue.

Commissioner Barr made a motion to accept the staff's language for this item agenda.

Commissioner O'Neill seconded

Unanimous approval

4.2 No parking zone near 40 George Street

Philip Peterson stated that he was requested by the Burlington Fire Department to remove a parking space south of 40 George Street. When leaving the parking lot of 43 Elmwood Avenue fire trucks cannot make the turn coming out as the street is narrow a parked car makes it even harder to leave. Buses have similar trouble.

There is support from local residents to have this parking spot removed. We are recommending that the one parking spot be removed.

Commissioner Barr made a motion to accept staff's recommendation

Commissioner Hogan seconded.

Unanimous approval.

Item 5 Remove Parking meters at parklet locations.

There is a request to remove the parking meters for the seasonal parklet locations in the downtown area of Burlington from approximately May 1, 2019 through October 1, 2019. Some areas may only require parking meter removal for a shorter duration depending on when the company is ready to start their parklet up. The selection committee has selected four out of five applicants for our trial period of having parklets. We have letters of support from neighboring businesses. We will do an evaluation and follow up on the pilot programs and have surveys done by the participants at the end of the season.

Commissioner Barr supports the pilot program but would like to have them pay for the spaces in the future after this pilot program.

Encumbrance permits will have to be secured by the parties who hold the contracts for the parklets. They are also responsible for cleaning their spaces after the hours of operation. The spots will be open later at night and early morning hours for access if needed by public.

Commissioner Gillman made a motion to accept staff's recommendation and language.

Commissioner Barr seconded.

Unanimous approval.

Item 6 – Water Resources Organizational Assessment

Assistant Director Megan Moir gave a power point presentation offering information about the Water Resources Department, including operational challenges and staffing resources. There are three separate utilities which she oversees: Water, Wastewater and Stormwater Management.

Assistant Director Moir also went over capital projects: which includes continuing to reline waterlines and working on the wastewater stations to modernize them.

There was a question about what the water role is with new businesses and the capacity for wastewater and Ms. Moir stated that they company now needs a capacity letter from the Water Department.

Commissioner O’Neill-Vivanco asked about the public relations plan and Robert Goulding, Public Information Manager for DPW, stated that they have an aggressive plan to reach out to the community to include a front porch forum update, open houses, and other efforts

Commissioner Barr made a motion to support the plan and increase staffing levels.
Commissioner O’Neill second
Unanimous Approval.

Item 7– Approval of Draft Minutes February 20, 2019

Commissioner Barr made a motion to accept the February minutes
Commissioner Hogan seconded
Unanimous approval

Item 8 – Director’s Report

Water Resources front, thank you for letting us present to you tonight
Proposed expansion of bike and scooter share
34 Traffic requests in que
Reports of potholes
Rob Green is retiring after 30 years, will be leaving the end of April

Item 9 – Commissioner Communications

Commissioner Hogan stated Director Spencer stated he is open to have some staff at the Commission and some at the Mayor’s event or we can change our meeting date, if possible.
Commissioner Hogan also stated that Flynn Avenue falls short of recommendations, and thanks Mr. Green for his service with the city. From 4:30-6:00 there are scooter demonstrations on Thursday the 21st.

Commissioner Overby made a comment about the potholes on Archibald Street getting worse. A gentleman who is 72 and uses Car Share is glad that there is a Car Share spot closer to him.

The matted material that is put down when people get their lawn fixed after lawn damage and it is not removed in a timely manner gets blown all around. Who takes care of this matting after the grass has grown back in place. When would be a good time to clean up? Commissioner Gillman asked about the potholes around speed bumps the damage is awful.

Commissioner O'Neill asked where are the e scooters going to be used.

Commissioner Barr stated there is good data gathered from Gotch Share data

E bikes concerns need to have a good policy in place

Sidewalks on East Avenue have huge gaps and panels missing

Item 10 – Adjournment and next meeting date:

Next meeting is 4/17/19 but there was be discussions over e-mails for a date change or not.

Commissioner O'Neill made a motion to adjourn

Commissioner Barr seconded

Unanimous approval

Meeting adjourned at 8:55 p.m.