

Burlington Department of Public Works Commission Meeting  
Draft Minutes, May 20, 2020  
645 Pine St. – Main Conference Room

Meeting video link: <https://www.cctv.org/watch-tv/programs/burlington-public-works-commission-152>

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

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

Chair Archambeau calls meeting to order at 6:38 p.m. and made opening comments.

**Item 2 – Agenda**

Director Spencer asked if we could switch Item #7 and 8 as the relevant staff member and bond counsel are not available until 8:00 p.m.

ACTION: Commissioner Barr made a motion to accept the agenda with Director Spencer’s recommendation. Commissioner Hogan seconded. Unanimous approval.

**Item 3 – Public Forum – There was no one to talk to public forum**

Commissioner Archambeau stated he did receive an e-mail from a citizen in Burlington stating that the traffic calming devices are poorly maintained and covered with graffiti.

**Item 4 – Consent Agenda**

- A Paving Complete Streets Reporting
- B Additions of Speed Limits Section to Appendix C
- C Speed Limit for the Route 127 Ramp Approaching Manhattan Drive

Commissioner Overby stated that she talked with DPW Engineer Corey Mims about the addition of a sidewalk on Archibald Street because so many people are walking there but Mr. Mims stated that a sidewalk would not be installed at this time prior to paving as the whole street would have to be realigned to put in the sidewalks within the public ROW. Commissioner Overby spoke in support of consolidating speed limits in ordinance and the Route 127 speed limit reductions.

ACTION: Commissioner made a motion Barr to accept the Consent Agenda. Commissioner O’Neill-Vivanco seconded. Unanimous approval.

**Item 5 – Temporary Parking Rate Suspension – J. Padgett**

Interim Assistant Director Padgett stated that when COVID-19 hit and the Governor issued the Stay Home Stay Safe Order, we directed garage staff not to work on-site, and without staffed operation, we had to lift the gates and stop charging. They have been up

since March 17, 2020 and there has been no income from the garages since then. We have not billed our customers who are monthly pass holders for April and May. The garages have gone from over 2000 daily parkers to approximately 200. The garages typically earn \$200,000 of revenue each month. Staff is seeking Commission support to authorize the temporary suspension of rates through no longer than October 1<sup>st</sup> and authorize the Director to end the suspension when they determine it is appropriate to do so.

Commissioner Overby stated that the loss of income would still have been severe had garage rates still have been charged as parking demand plummeted. Commissioner O'Neill suggested that the motion reference COVID-19 and Governor's Stay Home Order. Director Spencer suggested the motion could be revised to say:

"Due to COVID-19 pandemic, the Governor's Stay Home, Stay Safe Order and the resulting lack of parking demand, \_\_\_\_ moves to:

- 1) Suspend all hourly and monthly parking fees in the City-owned garages as defined in Section 19 of Appendix C from March 25, 2020 until October 1, 2020 or until such time as it is deemed safe to resume normal garage operations by the Director of Public Works based on guidance from the State of Vermont and City Administration.
- 2) If it does not appear that normal garage operations are viable by October 1, 2020 due to ongoing Covid-19 limitations, staff will report to the Public Works Commission at the September meeting with a recommendation related to possible extension."

**ACTION:** Commissioner Barr made the motion described above. Commissioner Bose seconded. Unanimous approval.

## **Item 6 – Making Space for Restaurant & Retail Recovery – N. Baldwin, N. Losch**

Director Spencer stated that the City was launching three initiatives to provide space in the public ROW to assist with the recovery of the local economy. Senior Planner Nicole Losch stated that Staff is looking to have the Commission delegate authority to Staff to establish temporary short-term parking zones for curbside pick-up at loading zones, taxi stands and some 15 minute parking spaces and assign up to 20 additional spaces outside the above mentioned spaces. This temporary delegation, if approved, would take place through October. Staff is recommending the Commission approve:

1. Issue the following emergency, temporary regulation pursuant to 20 V.S.A. § 16, to be effective starting at 12:00a.m. on May 21, 2020 through the earlier of the expiration of Mayor's Executive Order Declaring a Coronavirus Emergency or the effective date of Burlington Code of Ordinances, Appendix C, Section 31 "Temporary Regulations":
  - a. The purpose of this regulation is to preserve the public health and safety and in particular to provide for safer dining, shopping, and recreational opportunities for Burlington residents.
  - b. The Director of Public Works or his or her designee is authorized to designate up to 20 parking spaces for temporary parking pick-up zones, except where accessible spaces are located.

- c. The following temporary alterations to Burlington Code of Ordinances, Appendix C “Rules and Regulations of the Traffic Commission” will be made:
  - i. Notwithstanding Section 9. “Fifteen-minute parking,” the Director of Public Works or his or her designee may allow fifteen-minute parking spaces to be reallocated as Temporary Parking Pick-up Zones for up to 15 minutes. Proper temporary signage will be posted.
  - ii. Notwithstanding Section 12-1. “No parking except vehicles loading or unloading,” the Director of Public Works or his or her designee may allow vehicle loading zone parking spaces to be reallocated as Temporary Parking Pick-up Zones for up to 15 minutes between the hours of 4:00 p.m. and 9:00 p.m. Proper temporary signage will be posted.
  - iii. Notwithstanding Section 13. “No parking any time except trucks loading or unloading,” the Director of Public Works or his or her designee may allow truck loading zone parking spaces to be reallocated as Temporary Parking Pick-up Zones for up to 15 minutes between the hours of 4:00 p.m. and 9:00 p.m. Proper temporary signage will be posted.
  - iv. Notwithstanding Section 25. “Taxicab Stands,” the Director of Public Works or his or her designee may allow taxicab parking spaces to be reallocated as Temporary Parking Pick-up Zones for up to 15 minutes between the hours of 4:00 p.m. and 9:00 p.m. Proper temporary signage will be posted.
  
- 2. Promulgate the following non-emergency, temporary regulation to be added to Burlington Code of Ordinances, Appendix C “Rules and Regulations of the Traffic Commission”:

For the duration of this ordinance’s effective date through October 31, 2020, that Appendix C “Rules and Regulations of the Traffic Commission” of the Code of Ordinances of the City of Burlington be and hereby is amended as follows:

Section 31. Temporary Regulations.

- a. Notwithstanding Appendix C, Sections 9, 12-1, 13, and 25, the following changes shall be made:
  - (1) The Director of Public Works or his or her designee, may allow fifteen-minute parking spaces described in Appendix C to be reallocated as Temporary Parking Pick-up Zones for up to 15 minutes. Proper temporary signage will be posted.
  - (2) The Director of Public Works or his or her designee, may allow vehicle loading zone parking spaces described in Appendix C to be reallocated as Temporary Parking Pick-up Zones for up to 15 minutes between the hours of 4:00 p.m. and 9:00 p.m. Proper temporary signage will be posted.
  - (3) The Director of Public Works or his or her designee, may allow truck loading zone parking spaces described in Appendix C to be reallocated as Temporary Parking Pick-up Zones for up to 15 minutes between the hours of 4:00

p.m. and 9:00 p.m. Proper temporary signage will be posted.

- (4) The Director of Public Works or his or her designee, may allow taxicab parking spaces described in Appendix C to be reallocated as Temporary Parking Pick-up Zones for up to 15 minutes between the hours of 4:00 p.m. and 9:00 p.m. Proper temporary signage will be posted.

(b) Sunset Provision. The provisions set forth in Section 31 shall terminate on November 1, 2020. The text of Section 31 shall be replaced at such time with: “[Reserved.]”. The authority of the Secretary to carry out this chapter shall terminate September 30, 2019.

Commissioner Archambeau you are looking for us to grant the Director power for a short term parking conflicts. Director Spencer stated we are looking to expedite the process. Downtown is a high parking demand location and we want to limit what we grant, a couple spaces. Type of uses for expanded sidewalk and we will make contact with the adjacent businesses for their opinions.

ACTION: Commissioner Barr made a motion to accept staff’s recommendation. Commissioner Gilman seconded. Unanimous approval.

#### **Item 7 – Cambrian Rise North Avenue – N. Baldwin, L. Wheelock, N. Losch**

City Engineer Norm Baldwin, Senior Engineer Laura Wheelock and Senior Planner Nicole Losch provided a project briefing focusing on items that would require future Commission action. The street Cambrian Way, which is internal to the development, is proposed to be dedicated and accepted by the City. Additionally, the developer is proposing to advance, and pay for, modifications to the section of North Avenue that fronts the development. The Commission regulates traffic and parking in the public rights-of-way and relevant approvals related to this project will be brought to the Commission in the future. Staff used the Cambrian Rise presentation recently shared with the City Council to go over the components that would likely require future Commission action:

[https://go.boarddocs.com/vt/burlingtonvt/Board.nsf/files/BPLRZ4705BD4/\\$file/Cambrian%20Rise%20-%20presentation%20slides.pdf](https://go.boarddocs.com/vt/burlingtonvt/Board.nsf/files/BPLRZ4705BD4/$file/Cambrian%20Rise%20-%20presentation%20slides.pdf)

Commissioners Hogan, Archambeau and Overby asked questions about why a roundabout is not being advanced at North Avenue & Cambrian Way intersection, the proposed multi-modal accommodations on North Avenue, the proposed on-street parking policy, the traffic impact review and the overall timeline.

- Regarding the roundabout, staff responded that it was carefully evaluated and that the traffic volumes would have necessitated a large-diameter roundabout requiring significant private property acquisition and would have been challenging to site given the proximity of the homes to the east.
- Regarding the multi-modal accommodations, staff explained that the developer has committed to a many multi-modal policies and design features (heated bus stop, off-street bike lane, crosswalk improvements, share-use path connections to the waterfront, CarShare Vermont pod placement and incentives, unbundling

parking, etc.) and that through a good iterative process the developer and staff have come to a final design for North Avenue that has solid staff support. A floating bus stop was not considered and staff explained that GMT was OK with a pull-out at this location due to the large projected demand and therefore long dwell times.

- Regarding the on-street parking policy, staff stated that because the City Council and developer recently agreed to unbundle parking from residential leases, the Commission would likely need to enact parking regulations that would limit the long-term storage of private cars in the public ROW given some residents will likely seek to avoid paying for on-site parking.
- Regarding traffic impact review, staff reviewed the developer's traffic impact study and generally concurred with the findings. The study identified intersections that would have additional delay, but the delay was determined to be acceptable. The North Avenue, Washington Street and Berry Street intersection will require improvements and the development's impact fees and a State grant will cover most of the project costs.
- Regarding the timeline, the North Avenue streetscape work could start as early as this fall with the signals going into operation sometime in 2021.

ACTION: No action taken.

### **Item 8 – Loan Approvals for Stormwater Collection System – M. Moir, T. Melloni**

Division Director Megan Moir stated that the purpose of the borrowing is to reinvest in the City's extensive stormwater collection system. With the proposed authorization to borrow \$2.56 million dollars, the City could reline about 5 miles of the City's approximately 40 miles of dedicated stormwater collection pipe. While some of the pipe is only a few decades old, the material used and its exposure to roadway salt has led to accelerated deterioration and failures. This proposed work was an element of the Clean Water Resiliency Plan approved by voters in November 2018. Bond Counsel Thomas Melloni explained the borrowing authorization process and the borrowing terms – similar to what the Commission reviewed and approved in March for the Water and Wastewater.

Commissioner Overby referred to the questions she asked Division Director Moir prior to the meeting and asked that they and staff's answers be attached to the meeting minutes. Commissioner Overby asked about the general bond resolution language and that it did not identify specific projects or a specific amount for approval. Mr. Melloni explained the process for how this goes through the proper channels for approval and that an overriding general bond resolution can last for several years. Chair Archambeau stated that open-ended general authorizations may be a liability should departmental leadership change. To this point, Chair Archambeau request that staff keep the Commission informed of its actions and work related to this bond authorization.

ACTION: Commissioner Barr made a motion to approve the DPW Commission Bond Resolution for Issuance of Stormwater System Revenue Bonds, Series 2020, up to \$2,560,000. Commissioner Gillman seconded. Unanimous approval.

### **Item 9 – 2020 Construction Preview – C. Spencer, R. Goulding**

Director Spencer referred to the materials in the packet and would answer any questions during the Director's Report. Chair Archambeau stated that the Commission had heard concerns last year about prolonged construction impacts and wanted to know that the Department was doing this year to address those concerns. Staff responded that they had debriefed after last season and have modified their project management approach for this coming year. Some impacts last year were due to comprehensive full-depth reconstruction projects where unanticipated conditions stretched out the project timeline. There are not such intensive projects scheduled for this year.

#### **Item 10 – Approval of Draft Minutes from 2-19-2020 & 3-18-2020**

ACTION: Commissioner Barr made a motion to accept the minutes with the following changes:

- Correct spelling of “in-kind”
- Clarify that Commissioner Overby's comments regarding late plowing was for both on-street plowing and sidewalk plowing
- Clarify that Commissioner Overby's comments about removing two-hour time limits from North Winooski Avenue parking was related to a potential concern that Community Health Center commuters might take up the parking all day.

Commissioner O'Neill Vivanco seconded. Unanimous approval.

Approval of the March 18, 2020 Minutes was delayed to fill in missing numbers in the Water and Wastewater agenda item.

#### **Item 11- Director's Report**

Director Spencer referred to his written Director's Report in the packet. At the Chair's request, Director Spencer updated the Commission on the recent City Council resolution related to the removal of the Everyone Loves a Parade mural and the language stating that DPW could be involved in removal of the mural. Director Spencer stated that this time of year our field staff is concentrating on billable work and we are looking for a way the removal will not impact DPW's construction season activities. Director Spencer recognized staff for their ongoing commitment and flexibility during the COVID-19 pandemic.

#### **Item 12 – Commissioner's Communication**

Commissioner O'Neill supports the Shared Streets initiative and wants DPW to work with UVM TRC to collect data and feedback on the efficacy of the installations and whether any of the temporary accommodations should lead to permanent installations.

Commissioner Hogan recommended polling of staff on how everyone is doing during this difficult time.

Commissioner Barr stated that Ward 1 and the Old East End group are pleased with the Colchester Ave / Chase Lane cross walk that was installed and they are looking forward to the Colchester Ave shared use path construction.

Commissioner Overby stated she had heard from Jared Wood asking if the crosswalks could be zebra striped rather than the red brick. City Engineer Baldwin stated that there are different types of crosswalks, and staff can revisit our current designs as part of the engineering standards development.

Commission Chair Archambeau asked about timing for installing the lines and markings on the roadway as the season is short and many years the installation seems late. Director Spencer stated that we will get an update from our painting contractor and will update the Commission. Director Spencer noted that COVID-19 has set us back and we will not likely be able to afford seasonal staff this year which will further impact our painting production this season. Commissioner Archambeau wants the line and marking work to be done before Memorial Day. Chair Archambeau also asked for an update on the building along the 127 bike path by the old dump. Director Spencer will get the Commission an update for the next meeting.

### **Item 13 – Executive Session – Director & City Engineer Annual Reviews**

Commissioner Archambeau asked about if we could adjourn the Commission meeting and reconvene for the sole purpose of discussing the annual reviews for the Director and City Engineer. Director Spencer stated that in previous discussions with the City Attorney this was acceptable.

### **Item 14 – Adjournment & Meeting June 17, 2020**

**ACTION:** Commissioner Gillman made a motion to adjourn. Commissioner Barr seconded. Unanimous approval.

Meeting adjourned at 9:30 p.m.