Commissioners Present: Commissioner Archambeau, Commissioner Barr, Commissioner Bose, Commissioner Gillman, Commissioner Hogan (Chair), Commissioner O’Neill-Vivanvco (Vice-Chair), Commissioner Overby.

ITEM 1 – CALL TO ORDER

Commissioner Hogan called meeting to order at 6:35 p.m.

ITEM 2 – AGENDA

Commissioner Overby requested that Item A be taken out of the consent agenda as she wanted more information on the project. Commissioner Archambeau seconded.

Motion to Pull Item A Item 9 is missing can we put 4A in the back making Queen City Park Road and Higher Ground Proposal Item 9. Commissioner Overby acceptable to that as long as Susan Molzon is. Director Spencer stated this was fine. Commissioner Archambeau was acceptable to this as well.

Vote on the agenda with Item A removed

Unanimous approval

ITEM 3 – PUBLIC FORUM

Kelley Devine stated that she has had strong feedback in support to move the date forward for the free 2 hours parking in the parking garage.

ITEM 4 – CONSENT AGENDA

Loading Zone Adjustment Adjacent to 372 No. Winooski Ave

Commissioner Archambeau made a motion to approve

Commissioner Bose seconded

Unanimous approval

ITEM 5- SHELBURNE STREET ROUNDABOUT PROJECT
Laura stated there was a presentation coming. This project was put together primarily by VTRANS, we are working in partnership but they are doing the design. The rotary is a high crash site and this project is 100% federally funded by VTRANS.

Questions about the driveway at the Majestic Car Rental and it was found that they need to have a driveway; it is a one-way driveway out only. Question on whether a stop sign can be put up before the crosswalk as there is a large amount of kids who use this intersection, it is a school zone. Questions about traffic calming and it was stated that there would be RFB’s at the intersection, which will slow down traffic.

Commissioner Overby expressed concern that the proposed 25 mile per hour approach speed to the roundabout was too fast for the safety of pedestrian crossings at the roundabout. She recommended the approach speed be 15 miles per hour. DPW staff stated that Burlington is prohibited by state law from setting City traffic speeds to less than 25 mph. Commissioner Overby said she would ask her state Reps what steps were necessary at the state level to enable Burlington to set a 15 mph speed limit for the approach to a roundabout.

Commissioner Hogan stated that there was a project website, which is dedicated to this project connecting to VTRANS. He asked when we get more dates.

Laura stated that February 10, 2021 the project will go out for bid; April the contract will be awarded with construction starting in June after school lets out.

**ITEM 6 – UNIVERSITY PLACE CONCEPTUAL DESIGNS**

Associate Engineer Philip Peterson did presentation. There are two different plans under review the basic plan and an enhanced plan. In the basic plan one lane of traffic would be eliminated, traffic will be one way north on the street, there will be bike lanes and crosswalks will go from nine feet to six feet for pedestrian safety. There will be removal of parking with the exception of the south end for the food trucks.

Enhanced plan we will narrow road from thirty feet to 22 feet, widen the sidewalk on the east side creating a crossing plaza in the middle of University Place. Food trucks will have notched parking into the curb. The north end will be a drop off parking for events, left turn will be removed from Colchester Avenue onto University Place.

Senior Engineer Laura Wheelock stated a timeline was presented to the City Council. We are asking for more time from the Council on this and both parties support this request.

Commissioner Barr made a motion to approve. Commissioner O’Neill-Vivanco seconded.
ITEM 7 – RUSSELL STREET & CHARLES STREET SEASONAL PARKING PROHIBITION

Associate Engineer Philip Peterson stated that it was determined that a narrow street is 28 feet or less. There are 17 narrow streets in Burlington. We want to extend the parking restriction on Russell Street and Charles Street again this year from January 1st through March 1st for emergency vehicles to get through as well as plowing of the street when needed.

Commissioner Archambeau raised the concern for the abbreviated winter parking ban for this area as compared to the rest of the city from December 1st to April 1st. Assistant Director Norm Baldwin stated that this was the most extreme time periods in January through March and it is flexible with the neighborhood. Mr. Baldwin stated that this was a trial.

Senior Engineer Susan Molzon stated we can look at this street by street – this area there are several residences that have no parking and surrounding areas are residential parking only.

Motion was made to approve traffic regulations described in the packet and to direct staff to develop written policy to inform decision on recommended duration of future seasonal parking restrictions. Commissioner Barr seconded

Unanimous approval

ITEM 8 – EXTENSION OF 2 HOURS FREE AT MARKETPLACE GARAGE

Assistant Director Jeff Padgett stated as noted in memo in Commission packet that it made sense to put the 2-hour free parking in the garages until April 1st for now and we will see how things are going. Mr. Padgett stated that the City is working with the banks to restructure the loans. BHS is coming downtown, which might be helpful. Also, have a short-term tenant coming in which needs 450 spots. The Marketplace Garage was full 3 times this past month, which is not a lot, but more than it has been. People are interested in coming out to downtown.

Commissioner Barr made a motion to support request.
Commissioner O’Neill seconded.

Unanimous approval

ITEM 9 - QUEEN CITY PARK RD AND HIGHER

Commissioner Overby asked for more information on the traffic documents that were provided in the report. How do you interpret some of the information, specifically
pages 12 and 13. Ms. Molzon the packet summary is where the project is now and look at memo June 2020 to review the traffic study that Burton prepared.

Commissioner O’Neill-Vivanco stated she wanted and update on the, the border of Burlington and South Burlington so I can better respond when I’m asked about this. What are the next steps? Ms. Molson stated if you look at the December 16th memo it identified what the DRB approved. There are specifics on the map of traffic study done by Burton, go to the summary pages. Commissioner O’Neill-Vivanco asked what is the next step? Concerns about the bicyclist and pedestrians that will be in this area. Nicole Losch will look into this as part of the Burlington bike/ride program.

ITEM 10 – APPROVAL OF DRAFT MINUTES

Commissioner Archambeau asked that the identification of Commissioner O’Neill-Vivanco be placed next to her, as is the identification of the Chair.

Commissioner Barr made a motion to accept minutes with changes
Commissioner Archambeau seconded
Unanimous approval.

ITEM 11 – DIRECTOR’S REPORT

We are still active with construction. Working on the slope repair and wastewater line at 33 North Avenue. We will be doing some infrastructure work next year for the Waterfront Rail to prepare for when the passenger rail service starts, moving to left side.
Enterprise Asset Management tool system has been selected.

ITEM 12 – COMMISSIONER COMMUNICATIONS

Commissioner Barr stated bike lanes need some attention and some not for cleaning, Colchester Avenue bike lanes. Also East end neighborhood is planning some outside activities at Schamanska park.

Commissioner O’Neill-Vivanco thanked the team for a phenomenal year.

Commissioner Archambeau stated that Route 127 bike path down by Manhattan Drive, the old dump the facility has been broken into and there are flammable objects around. He asked that this be shored up.

Commissioner Overby wondered if we had to circle back to approve the item that was removed from the agenda.
Director Spender stated he did think so as it was removed and put on for discussion.
Commissioner Hogan stated he appreciates Team DPW for moving things along. He was wondering about polling the staff for morale and their job satisfaction. Set goals for staff development, health and job satisfaction.

Director Spencer stated there were some surveys a few weeks ago and we are working on the areas that came out of the survey. Hazard pay was given last week to employees.

ITEM 13 – ADJOURNMENT AND NEXT MEETING DATE JANUARY 20, 2021

Commissioner Barr made a motion to adjourn the meeting.
Commissioner Gillman seconded
Unanimous approval.

Meeting adjourned at 9:24 p.m.