

**BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION MEETING**  
**FINAL MINUTES, April 15, 2015**  
**645 Pine Street**  
**(DVD of meeting may be on file at DPW)**

**COMMISSIONERS PRESENT:** Bob Alberry, Tiki Archambeau, Asa Hopkins (arrived 6:55 p.m.), Solveig Overby and Jeffrey Padgett      **COMMISSIONERS ABSENT:** Jim Barr and Tom Simon  
Commissioner Padgett called the meeting to order at 6:38 p.m.

**ITEM 1 – AGENDA** – No changes to the Agenda.

**ITEM 2 – PUBLIC FORUM**

Tony Redington – Old North End resident/community transportation advocate for walking, roundabouts, passenger rail and bicycles /member of NPA 2 & 3/driving force behind the recent two-day workshop on roundabouts.

- Correction to the BFP column that appeared in today’s paper: He wrote the column last December when the Shelburne St roundabout was scheduled for 2017; it has been delayed to 2018.
- A commuter rail study by the State will be undertaken shortly (A Study of Commuter Passenger Rail between in the Montpelier/St. Albans Corridor with a Connection to Burlington).
- Pedestrian flashers at crosswalks: Strictly the use of signals is not seen by Fed Highway Admin as safety treatments; physical restraint of vehicle speeds leading up to the crosswalks (e.g., speed humps or raised crosswalks).

Julie Campoli – Burlington resident and former DPW commissioner, announced the upcoming April 30, 2015 event sponsored by The Mayor’s Office, Chittenden County Regional Planning, AARP, LocalMotion and Bikeable Burlington Now. The speaker, from Reykjavik, Iceland oversaw the installation of bike lanes and bike paths in his city following Reykjavik’s Bike Master Plan.

Eric Jacobs – Resident of No Prospect St: Requesting that property owners (as opposed to renters) of corner properties where Resident Only Parking exists, be allowed to decide which of the two streets on which to park their vehicle.

**ITEM 3 – CONSENT AGENDA** (Refer to Packet)

3.10 CarShare Space Removal

Staff recommends:

- The removal of the CarShare space at 179 No Winooski Ave and reinstatement of that space Unrestricted Parking.
- The removal of the CarShare space at 335 So Union St and reinstatement of that space to Resident Only Parking Monday through Friday, 6 a.m. to 6 p.m.

3.20 Resident Parking for 99 Cliff St

Staff recommends: Granting the residents of 99 Cliff St temporary Resident Parking permits for Summit Ridge from May 1, 2015 to August 31, 2015.

**Commissioner Alberry moved** to accept staff recommendations; Commissioner Archambeau seconded. Unanimous (Commissioners present: Alberry, Archambeau, Overby and Padgett).

**ITEM 4 – 122 MAPLE ST DRIVEWAY SIGHT DISTANCES**

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet)

Staff recommends: The denial of installing any on-street parking restrictions adjacent to the driveway at 122 Maple St.

NOTE: Mr. Roy confirmed that Maple St is an arterial- not collector-roadway, with a 20-or-more-vehicles-exiting within the peak hour threshold; *not* a collector roadway with a 40-or-more-vehicles...threshold.

**Commissioner Alberry moved** to accept staff’s recommendation; Commissioner Archambeau seconded. 4 voted in favor of the motion (Commissioners Alberry, Archambeau, Hopkins and Overby); 1 voted against (Commissioner Padgett. He supported coming up with a middle ground because the requestor was having site distance difficulty when exiting the driveway, *even though the number of vehicles exiting the driveway according to the “Guideline for Prohibiting Parking Around Heavily Used Residential and Commercial Driveways” did not meet the threshold warranting any parking restrictions.*)

#### **ITEM 5 – KING ST PARKING, NORTH SIDE**

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet)

Staff recommends:

- Installing 3-hour Metered Parking 8 a.m. to 6 p.m. Monday through Saturday along the entire north side of King St between Pine St and Saint Paul St with the exception of two spaces reserved for metered 15-minute parking;
- Installing a meter to the existing unmetered 15-minute parking space on the north side of King St in front of the Champlain Housing Trust, effective 8 a.m. to 6 p.m. Monday through Saturday;
- Installing one additional metered 15-minute parking space 8 a.m. to 6 p.m. Monday through Saturday adjacent to the other 15-minute parking space; and
- The three signed 15-minute parking spaces on the south side of King St in front of the King St Youth Center to remain restricted at all times.

Discussion took place about what was requested last October and what was being recommended tonight. The one resident who responded to Mr. Damian’s communication via neighborhood flyers – Joe Reinert – was present at this meeting and spoke. Mr. Reinert and other neighbors he spoke with, was not in favor of adding meters to the street on this block, as he felt doing so would attract more traffic to the well-established residential neighborhood as well as change the character of the neighborhood. David Ellsworth-Keller representing the Champlain Housing Trust also spoke, reiterating the request for the second 15-minute metered space on the north side.

**Commissioner Padgett moved** to accept staff recommendations (above) with the exception that the 4<sup>th</sup> bullet be replaced with having those 15-minute parking spaces on the south side be either 15-minute or Loading/Unloading (or whatever the appropriate wording should be) for unmetered 15-minute from 8 a.m. to 6 p.m. (rather than 24 hours) with the balance of that time for those 3 spaces like the rest of the south side of the street (Resident Only). Commissioner Alberry seconded. Unanimous.

#### **ITEM 6 – ACCESSIBLE ON-STREET PARKING SPACES IN THE DOWNTOWN AREA**

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet)

Staff recommends:

- For the space at College St and So Winooski Ave:
  - The removal of the metered space in front of 15 Center St;
  - The relocation of the accessible space in front of 217 College St to the parking space on College St in front of 15 Center St;
  - The installation of a truncated dome at the northwest corner ramp at College St and Center St; and
  - The installation of a metered space in front of 217 College St.
- For the space at College St and So Union St:
  - The removal of the accessible space in front of 270 College St;

- The installation of a metered space in front of 270 College St;
- The removal of the first metered space on the north side of College St west of So Union St;
- The relocation of the loading zone on College St in front of 266 College St to begin 45' west of So Union St and to extend 40' west;
- The installation of the accessible space on the north side of College St in front of 266 College St at the corner of College St and So Union St.

Some of the commissioners are encouraging DPW staff to officially accept Public Right of Way Accessibility Guidelines (PROWAG), of which staff used partly in their assessment; however, staff is not familiar enough with PROWAG to officially accept the guidelines, and the guidelines are not formally Federally adopted at this time. Assistant Director Baldwin will try to have the adoption of PROWAG, and rapid flashing beacons, on the May agenda.

**Commissioner Archambeau moved** to accept staff recommendations; Commissioner Alberry seconded. Unanimous.

### **ITEM 7 – 10 YEAR CAPITAL PLAN**

(Oral Communication, Director Chapin Spencer and Martha Keenan, Capital Improvements Project Manager)

(Refer to Packet)

Ms. Keenan explained the “Preliminary 10-Year Capital Plan Overview,” which is considered a working document. She was not looking for the Commission’s approval tonight but to start the conversation. The City has about 2/3rds of the funding needed to manage its assets and the question that the Mayor and City Council hope to decide upon next month or so how to close that gap (e.g., shed assets; raising additional funds, etc.).

Assistant Director Adams handed out a sheet on the (20) 30-year plan for Water, Wastewater and Stormwater. She and Ms. Keenan explained how the information on that sheet was reflected in the “Preliminary 10-Year Capital Plan Overview.”

### **ITEM 8 – MINUTES OF MARCH 18, 2015**

(Refer to Packet)

**Commissioner Archambeau moved** to accept the Minutes; Commissioner Alberry seconded.

Unanimous.

### **ITEM 9 – DIRECTOR’S REPORT**

(Director Chapin Spencer)

(Refer to Packet)

- Director Spencer will be leaving from this meeting to Rhode Island for the New England Parking Council meeting.
- Policy Governance: Director Spencer requested the Commission’s guidance on whether to reintroduce and/or revise the “Burlington Public Works Commission Policy Register,” created June 2000 and revised March 21, 2001. Commissioner Hopkins feels that the Register is a longer copy of an annual one-page version that the Commission already uses, identifying which of the three outcomes each goal falls under (Operational Excellence; Exemplary Customer Service; and Culture of Innovation). Commissioner Padgett and Director Spencer agreed that proper training on Policy Governance take place if the longer version is adopted so that the document can be used correctly.
- Director Spencer feels that the two documents/styles can be integrated and stated that staff will return to the May or June meeting for adoption. Commissioner Alberry suggested that the management team read and evaluate the document to determine whether it would be helpful to use it.

- Operation Clean Sweep is taking place late April – early May. Blinking lights to the entrances of the City have been activated to alert residents. Flyers will be attached to vehicles/obstacles in the streets 24 hours prior to sweeping in that area. Sweeping improves aesthetics but more importantly it captures debris/contaminated material before it ends up in the Lake. See Packet for maps/schedules.
- Assistant Director Baldwin gave an update of the Waterfront Access North project now under way. Staff will post as many pictures as possible on the DPW Website to keep the public informed. Approximate completion date: October 2015.

## **ITEM 10 – COMMISSIONER COMMUNICATIONS**

### Commissioner Overby:

- Referred to the handout left at the commissioners’ desks, “Four Important Points to know about Roundabouts: Why they are good for pedestrians, bicyclists and motor vehicles. It summarizes some of the key points of roundabouts, as well as links to videos. Commissioner Overby had attended the March 31<sup>st</sup> Roundabout Workshop referred to by Tony Redington in the Public Forum. She was in Reykjavik, Iceland last month and coincidentally there is a discussion about bicycle transport and the bicycle plan in Reykjavik. Several slides were shown to illustrate a roundabout. Two of the slides illustrated an interesting wayfinding method to show via I.e.d. in real time how many parking spots were available at a nearby parking facility; further on, another I.e.d. sign showed on what floors the parking spots were available.
- A resident contacted her asking about the traffic lights at the foot of the UVM Medical Center (Colchester Ave): When the traffic lights automatically begin flashing at 10 p.m., does that make the pedestrian light button not work. The answer was “yes.”
- Another concern is the perceived speeding of vehicles in an area where there is no signage. Assistant Director Baldwin offered to add speed limit signs in areas when people make that request *and* staff finds the additional signage warranted. Director Spencer said that further improvements are planned for the Colchester Ave corridor which may address some of the speeding as well.

## **ITEM 11 – EXECUTIVE SESSION**

Commissioner Archambeau moved to go into Executive Session at 9:30 p.m.; Commissioner Alberry seconded. Unanimous. Once the Executive Session ends, the commissioners will officially adjourn the meeting. (The Executive Session will focus on the soon-to-arrive formal request by The Mayor for an (annual) evaluation letter for Director Spencer and the Chief Engineer - Assistant Director Baldwin.

## **ITEM 12 – NEXT MEETING DATE AND ADJOURNMENT**

The next meeting is scheduled for May 20, 2015. **Commissioner Alberry moved** to adjourn the meeting; Commissioner Padgett seconded. Unanimous.

### **Non-Discrimination**

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