

COMMISSION MEETING SIGN IN SHEET

Date: 2.20.19

NAME - (PRINTED)	ITEM #	EMAIL ADDRESS	PHONE #	WARD
RJ Lalumiere	6	Patty Hampton / Paad.com alexh@bbast.org	8363-0434	7
Patty Hampton				
Alex Burfen				

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Burlington Department of Public Works Commission Meeting  
Draft Minutes January 16, 2019  
645 Pine Street – Main Conference Room

Commissioners Present: Bob Alberry, Tiki Archambeau, Jim Barr, Chris Gillman, Brendan Hogan, Solveig Overby  
Commissioner Absent: Justine Sears

Item 1 – Call to Order – Welcome – Chair Comments  
Chair Archambeau called the meeting to order at 6:34 p.m.

Item 2 – Agenda  
Commissioner Barr made a motion to accept the agenda  
Commissioner Alberry seconded  
Unanimous approval

Item 3 – Public Forum (3 minute per person time limit)  
  
Kristen Merriman Shapiro from the CEDO office came down to look for some insight on the new proposal for the Moran Plant.

Item 4 – Consent Agenda  
  
A. 531 South Union Street Crosswalk Parking Prohibition  
  
Commissioner Gillman made a motion to accept Consent Agenda  
Commissioner Barr seconded.  
Unanimous approval

Item 5 – Storm Water Billing Appeal – 403 College Street

Michael Johnson, Appellant, stated that he is appealing the extra storm water charge to this address. Mr. Johnson said all the parking lots have impervious surfaces and he would like to know who determines if a property has impervious surfaces. How does a person determine this is an impervious surface if no one has come out to inspect the property and all they are going by is an aerial photo that was taken years ago?

Assistant City Attorney Nick Lopez was present at this meeting as well as Jenna Olson who the Storm Water Manager for the City of Burlington. Mr. Lopez asked Ms. Olson several questions which she answered fully and completely. The Burlington City Ordinance is clear on impervious surfaces which follows State and Federal guidelines as well. We are requesting the fees for this property.

Appellant would like a test to show that it is impervious material.

The Commission will make a final decision in a closed session after the meeting. A decision will be mailed to the appellant.

#### Item 6 – Semi Annual Traffic Request Status Report – Phillip Peterson

Philip Peterson of the Engineering Department stated that we have 33 traffic request currently that are open and most of these request as for sidewalk.

Mr. Peterson also stated that there are issues for Resident Only Parking on the corner lots in the city that we are currently working through.

Mr. Peter Hudson who is a resident of Adams Street would like to see their street be resident only but was not aware of there being designated areas for parking. He has been working with Mr. Peterson on this issue and they will continue to work on it.

#### Item 7– State of Downtown Parking System – Patrick Mulligan & Alex Bunten

~~Assistant Director Mulligan gave a Power Point presentation in which he an overview of the downtown parking system, including changes in parking enforcement hours.~~

~~Assistant Director Mulligan also provided information on the parking garages and the capacity that they are used.~~

Assistant Director Mulligan and Alex Bunten, special projects manager at the Burlington Business Association, gave a joint Power Point presentation outlining key points of the Park Burlington 2018 State of the System Report (available in the meeting packet).

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The report gives detail and analysis of utilization for on-street and off-street parking (made possible by UVM Transportation Research Center monthly counts), analysis of the new Parkmobile system and the effects of recent policy changes. It also included an overview of parking enforcement data.

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#### Item 8 – Approval of Draft Minutes of 12/19/18

Commissioner Archambeau had four issues that he wanted changed from the December minutes:

- Part of the date in the draft minutes of December 19, 2018 had been cut off
- Item 5 Commissioner Hogan asked a question and Commissioner Archambeau would like to see the answer/update to the question.

- Item 8, regarding permit reform the replace we specifically refers to in the second sentence.
- Item 9 Commissioner Hogan asked if we have what we need for job descriptions. Request for an answer as well as who we refers to.

Item 9 –Director’s Report

Director Spencer stated that most of his items for his report were covered in the meeting  
 Director Spencer also stated that we have hired two new Engineers and that we now have a full staff for the Engineering Department

Item 10 – Commissioner’s Communications

Commissioner Alberry stated that the traffic on St. Paul Street north to Main Street is one way traveling south. During peak, traffic hours, this leaves traffic backed up in the neighborhood. He was wondering if the one way could be changed, as most of the traffic is southbound.

Commissioner Barr stated that at the Ward 1 NPA meeting, he was asked about the flashing beacons and also stated that the sign for Yield to Pedestrians at Bilodeau Court needs to be replaced.

Commissioner Hogan asked about the crosswalks on Pine Street.  
 Also asked about developing reliable metrics the bicycle infrastructure – and using Open Streets maps as a community resource.

Commissioner Overby made a recommendation to more widely share the information that was on our websit for building stormwater-friendly driveway.

Commissioner Archambeau stated that there was a forest growing between sidewalk slabs in front of 46 Walnut Street.  
 There is just a sign post at the intersection of Ward Street and Manhattan Drive with no sign on it. Curious why that is and if posts and signs could be coordinated to go in at the same time.  
 Asked about the timing for the traffic light on North Champlain Street near the Sustainability Academy.  
 Commissioner Sears is resigning from the Commission effective tonight

Item 11 – Adjournment and Next Meeting Date – February 20, 2019

Commissioner Barr motion to adjourn  
 Commissioner Alberry seconded  
 Unanimous

Adjournment was at 9:03 p.m.