

BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION
MINUTES, May 21, 2014
645 Pine Street
(DVD of meeting on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Tiki Archambeau, Asa Hopkins (via conference phone, 7:25pm), Nathan Lavery (Chair), Solveig Overby, Jeffrey Padgett and Mark Porter (Vice Chair)

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

ITEM 1 – AGENDA

Commissioner Alberry: Remove Item 3.10 (Colchester Ave Taxi Cab Removal) from the Consent Agenda and defer until another time (as per the petitioner’s request).

ITEM 2 – PUBLIC FORUM

Maxwell Tracy, Ward 2 City Councilor: Supports the North Avenue Corridor Study alternative offered by LocalMotion for a both-ways bike lane along North Avenue; recommends taking decisive action on sidewalks and sustainable transportation, possibly combining sidewalks bonds with a bike lane bond (and bike path bond?). Asked if this could be sought sooner than a November bond, and offered to collaborate with DPW or attend a future meeting for further discussion.

ITEM 3 – CONSENT AGENDA (Refer to Commission Packet)

3.20 41 King St Parking Request

- “Staff recommends that the Commission:
 - Adopt a 15-minute meter on the north side of King Street in the first space west of South Champlain Street;
 - Adopt a 15-minute meter on the south side of King Street in the second space west of South Champlain Street;
 - Adopt a Vehicle Loading and Unloading Zone on the south side of King Street in the first space west of South Champlain Street;
 - Adopt a parking restriction for the south side of King Street starting at South Champlain Street and extending 31 feet west.”

3.30 Shore Road Parking Request

- “Staff recommends that the Commission deny the petitioner’s request to remove parking on the north side of Shore Road.”

Commissioner Alberry moved to approve as amended; Commissioner Archambeau seconded. Unanimous.

ITEM 4 – 237 NORTH AVENUE/PACKARD LOFTS

(Communication, Joel Fleming, Engineer) (Refer to Commission packet)

City Attorney Eugene Bergman was present to provide procedural guidance and clarification to the Commission. Also present and offering comments were Justin Dextrateur (Project Mgr, Hartland Group); Andrew Burke (Business Owner, Scout & Co. Café); Alan Bjerke (resident of Lakeview Terr/Berry St, who distributed a hard copy of his e-mail to the Commission, which he had wanted included in the packet); and Charlene Wallace and Jason Van Driesche of Local Motion).

Director Spencer: This is a follow-up to the briefing DPW provided to the Commission last month. Staff is bringing forward a proposal that acknowledges and addresses the change in the City policy from when this project received its local permit and when it was constructed and - in the middle of that - having the adoption of the new Transportation Plan in 2011. DPW is seeking to strike a reasonable balance

acknowledging that change in policy and the DRB permit required in 2005 to pursue the loading zone pending DPW's approval. After hearing the proposal being brought forward this evening, it is the Commission's prerogative to revise or alter or offer a new proposal.

Mr. Fleming outlined the past month's activities and asked for questions/comments.

Staff is recommending the Commission act to:

- Install a 30-minute 40' vehicle loading zone (see Motion change, below) in front of 237 North Avenue in effect from 7am to 9pm;
- Remove the existing loading zone on Berry Street and replace it with two, 1-hour parking spaces in effect from 7am to 9pm;
- Condition the implementation of these changes on the execution of a signed written agreement between the City and Packard Lofts LLC that commits the property owner to the financial arrangement detailed in the April 16 memo to the Commission."

Commissioner Alberry moved to accept staff's recommendations with one change: The first bulleted recommendation will now read, "Install a 30-minute 40' parking space in front of 237 North Avenue in effect from 7am to 9pm;...(The remaining recommendations will remain as they are, above.)

Commissioner Padgett seconded. Six commissioners voted in favor of the motion; one (Commissioner Porter) was opposed.

ITEM 5 – NORTH AVENUE CORRIDOR STUDY

(Presentation, Nicole Losch, Transportation Planner and Eleni Churchill, Senior Transportation Planning Engineer - Chittenden County Regional Planning Commission)

(Ms. Losch handed out a hard copy of the presentation – brief update of the Study)

The North Avenue corridor has been identified as a "Complete Street" and the study looks at ways to make it optimal for all users, equally. The group is wrapping up the corridor study, but input was still being accepted.

Ms. Losch offered the following links:

<http://bit.ly/north-ave> (Past presentations, minutes, agendas; existing and future conditions report; and contact form); www.burlingtonvt.gov/public-input (Map-based input tool – which includes everything presented at last night's meeting); www.cctv.org (CCTV's recording of last night's public forum).

Next steps:

- Identify preferred concepts (which would then be put into the draft corridor plan which will be finalized this summer);
- Final advisory committee meeting next month;
- Return to the Public Works Commission to give an update on preferred concepts;
- Present to the Transportation, Energy and Utilities Committee (TEUC); and
- Present the final plan to the City Council in July to adopt the Corridor Plan.

The commissioners will digest the information and offer input online by the second week in June.

Jason Van Driesch distributed to the Commission a two-sided handout illustrating a two-way, protected bike facility design which Local Motion submitted to the Chittenden Regional Planning Commission and the City.

DPW will use their own capital program, apply for grants and look at Federal funding, etc. to fund changes over time.

ITEM 6 – FYI BUDGET DISCUSSION (Presentation, Chapin Spencer, Director)
(Refer to Commission Packet)

Director Spencer presented an overview of the Burlington Public Works FY2015 Proposed Budget for the General Fund Programs (which are funded by property tax dollars).

- All General Fund budgets for individual departments are combined into one City-wide General Fund budget.
- The following DPW programs are *not* covered in this budget, as they are enterprise, or special-revenue funded (meant to be self-sustaining): Traffic, Stormwater, Wastewater and Water.
- Two significant changes beginning in FY2015 made by the Clerk/Treasurer’s Office:
 - o Stopping intra-general fund transfers between departments/programs; and
 - o Posting *all* personnel benefits in the Administration budget.
- Focusing on asset management (within General Fund and Enterprise Funds).
- Focused on and led a City-wide capital plan for asset investment, both above- and below-ground (taking stock of all facilities, vehicles and assets).

Commissioners Overby and Porter encouraged continued communication and education around budget explanations, either through technology or NPA meetings.

Director Spencer will ask the CAO and get an answer for Commissioner Lavery on the reasoning behind including all benefits under “Administration.”

ITEM 7 – MINUTES: 4/16/14 & AMENDED MINUTES OF 10/30/13 (Refer to Commission packet)
Minutes of April 16, 2014: Commissioner Archambeau moved to accept the minutes; Commissioner Overby seconded. Commissioners Alberry and Porter abstained; all others voted unanimously.

Amended Minutes of 10/30/14: Commissioner Alberry moved to accept the minutes; Commissioner Padgett seconded. Commissioner Archambeau abstained; all others voted unanimously.

ITEM 8 – DIRECTOR’S REPORT (Chapin Spencer, Director)
(Refer to Commission packet)

- Joel Fleming is leaving after five years with DPW; he will be working for EIV;
- Traffic Fund update: Still working on potential rate changes and operational improvements. Up next: Two, 90-day pilots for smart meters, and automating a lane at the Marketplace Garage. DPW will likely approach the Commission in July with a package of rate changes after consultant and Parking Advisory review.
- Director Spencer has a conflict and won’t be present at the June meeting;
- The Mayor’s Office and CAO have asked the Commission to put together a list of accomplishments and progress for past fiscal year.

ITEM 9 – COMMISSIONER COMMUNICATIONS

Commissioners Archambeau, Hopkins Padget and Porter – Nothing to add

Commissioner Alberry – How do we get Leddy Park Road paved? Assistant Director Norm Baldwin: DPW signed a \$15,000 contract for a shim coat for the Marathon. There are still plans to tear up the road to the sub base, possibly half this summer and half next summer. This money is not coming off the Street Capitol funds; it is being paid for by CIP funding. The road is a Parks Department facility.

Commissioner Overby – Policies for getting permits to block a sidewalk for construction: will be posted to Front Porch Forum with her assistance. Director Spencer handed out a 3-page memo on the permitting program.

ITEM 10 – EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER

(To discuss the annual performance reviews of the Director, Chapin Spencer and the City Engineer, Assistant Director Norman Baldwin)

Commissioner Alberry moved to go into Executive Session at 8:40 p.m.; Commissioner Padgett seconded. Unanimous.

ITEM 11 – NEXT MEETING DATE & ADJOURNMENT

The next DPW Commission meeting is scheduled for Wednesday, June 18, 2014 at 6:30pm. The official meeting adjournment immediately followed the Executive Session.

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