DPW COMMISSION MEETING AGENDA
June 15, 2022
6:30 p.m.

To join in person: 645 Pine St., Burlington, VT
To Join via Zoom: https://us02web.zoom.us/j/83495330508
To call into the meeting: 301-715-8592 Webinar ID: 834 9533 0508
Channel 17 also often livestreams this on their YouTube channel and airs it over the air at a later date.
Note that comments on YouTube are not monitored.

1. Call to Order – Welcome – Chair Comments

2. 5 Min Agenda

3. 10 Min Public Forum (3 minute per person time limit)

4. 5 Min Consent Agenda
   A. Approval of Draft Minutes of 5-18-22
   B. Summer Saturdays Parking Rate
   C. Parklet & Loading Zone on Oak Street

5. 45 Min FY’23 Capital Budget Overview
   A. Presentation, C. Spencer, N. Baldwin, A. Parker
   B. Commissioner Discussion
   C. Public Comment
   D. Action Requested – Vote

6. 10 Min Director’s Report

7. 10 Min Commissioner Communications

8. Adjournment & Next Meeting Date – June 15, 2022
Commissioners Present:  Commissioner Barr, Commissioner Bose (arrived 6:40), Commissioner Hogan (Chair), Commissioner Munteanu, Commissioner O’Neill-Vivanco (Vice-Chair), Commissioner Overby

Commissioner Absent: Commissioner Kennedy

ITEM 1 – CALL TO ORDER

Commissioner Hogan called the meeting to order at 6:36 p.m.

ITEM 2 – AGENDA

Commissioner Barr made a motion to accept the agenda
Commissioner O’Neill-Vivanco seconded
Unanimous Approval

ITEM 3 – PUBLIC FORUM

Jason Stuffle stated he was looking forward to the changes on Main Street to keep up with the city’s goals. He also stated that cycling infrastructure should not be compromised for parking, and there should be separate bike lanes the length of the corridor.

ITEM 4 – CONSENT AGENDA

A – Approval of Draft Minutes 4-27-22
B – Old North End Car-Share Spaces
C – CY22 Street Reconstruction Program Complete Streets Forms
D – Plattsburg Avenue Bike Lane Proposal

Commissioner Barr made a motion to accept the consent agenda
Commissioner O’Neill-Vivanco seconded
Unanimous approval

ITEM 5 – MAIN STREET CONCEPT

Senior Engineer Laura Wheelock stated we are continuing to track public input and inquiries revived and issue project updates to email contacts. The project website
provides up to date information regarding project concepts and upcoming project events. The project team held a Neighborhood meeting on April 28th and a business owner meeting on May 6th to present concept alternatives to the general public and collect feedback. We also attended the Parks and Rec Commissioner meeting as well as the Marketplace Commission meeting to seek support to bring the concept to City Council.

We are returning to Public Works Commission this month to provide a final overview of the proposed Main Street concepts, take in additional feedback from the Commission and respond to questions. We are seeking the Commission’s support as we bring the proposed concepts to the City Council on May 23, 2022 for approval. Commissioner Barr supports complete streets and supports to keep bike lanes. He also supports looking at a parking study and what the options in the winter would be if reduced cycling.

Vice Chair O’Neill-Vivanco concerns are the kids from Edmunds Elementary and Middle School. Would like to look at curb-to-curb width and evaluate a protected bike lane on Main Street between Winooski and Union.

Commissioner Overby had concerns with the intersection evaluation matrix. She does support roundabouts and would like to have proper evaluation done. She stated roundabouts are 24-7 traffic calming; avoid greenhouse gas emissions, signals induce drivers to speed up at yellow light, pedestrians are vulnerable to being hit and roundabouts.

Senior Engineer Laura Wheelock stated that the items that Commissioner Overby felt like were being missed but are not CO2 items can be added, there will be an environmental evaluation, change the diagonal parking to parallel will be drastic. There is still a lot of designing to do.

Commissioner Munteanu asked what is in it for the Public Works Commission in the future. Senior Engineer Laura Wheelock stated there will be permits, meter parking on each side of block. In the future, we will be working with businesses and how Appendix C will be, there will be changes to turning lanes. Commissioner Munteanu is a hundred percent in favor of dedicated bike lanes.

Commissioner Bose appreciates what has been done already. Concerns with the shared use proposal and the loss of parking. He is comfortable with what has been proposed so far.

Senior Engineer Laura Wheelock stated we have been in contact with the bike/walk council, business groups. This is a community full of bike groups. We never proposed shared use path, many concerns over parking loss. A proposed shared use path is an option.
Commissioner Bose stated we should ask for feedback. He supports the amended motion.

Commissioner Hogan supports the proposed amended language. Mr. Miller stated the great danger to focus on making a street a great street we need a great city. Make decisions to find and have excellent signage to find parking in this block of development. Make use of parking within this great street and make a plan to help people find parking.

Jason Stuffle likes the update.

____________ is in support of the project but has concerns about shared use path, low value parking spaces. A shared use path is not right at this location with the steep street, a shared use path put pedestrians at risk.

Public Information Manager Robert Goulding stated he had a letter from North Star Sports who had concerns about his customers who brings bikes in for repair as some of them are older people and if they have to walk six blocks carrying their bikes or heavy bags it will make it difficult. He does not want to see reduced parking on Main Street.

Vice Chair O’Neill-Vivanco made a motion to approve the proposed amended motion to include a proper scoping study that Commissioner Overby requested.
Commissioner Barr seconded

Commissioner Overby stated the scoping study is being done after the fact the commitments are made.

Senior Engineer Laura Wheelock stated the intersections are being reviewed to see about signalized or roundabouts would work.
Commissioner Overby is not comfortable with that information. Would have specific plans in dealing with these four intersections.

Commissioner Barr stated he is open to a friendly amendment friendly to us.

Vice Chair O’Neill-Vivanco is also friendly to the adjustment. The final motion for this project now is Recommend the City Council approve the Great Streets Min Street concept design’s proposed curb-to-curb width of 40 feet, reducing from an existing widths of 50-70 feet and effectuating the conversion of the on-street parking configuration from diagonal to parallel — with strong guidance to evaluate all options to 1) continue the eastbound dedicated, separated and protected bike facility on the block between Winooski Avenue and Union Street; 2) relocate any impacted parking spaces to other locations along the corridor, adjacent to the corridor or removed as a last resort, and 3) have DPW staff return to the Commission and City
Council with updated plans later this year. 4) the intersection evaluation matrix include, identifying the safest, most functionally efficient, most environmentally sound and most long-term cost-effective intersections for Main Street in this “generational” redesign and rebuild of the Main Street.

Commissioner Munteanu “aye”; Commissioner Bose “aye”; Commissioner Barr “aye”; Commissioner Overby “no”; Commissioner O’Neill-Vivanco “aye”; Commissioner Hogan “aye”.

ITEM 6 – BSD SCHOOL TRAVEL PLAN FINAL DRAFT

Director Spencer introduces the newest Engineer at DPW Julia Ursaki will be helping with the Transportation planning. Julie worked for Dubois and King prior and has authored this travel plan.

City Engineer Philip Peterson stated that there has been much community engagement, several surveys, walk audits and conversations with the principals of each school in Burlington. Our recommendation are transit related (BSD&GMT) – crossing guards – ROW infrastructure – programming.
Julia Ursaki stated there were quarterly meetings with GMT and there were problems with adjusted school schedules, behavioral issues of the children on the bus, need to assign BSD staff on the buses to help with the behavioral issues.
Commissioner Munteanu stated this is an awesome report, asked about winter mode usage if there are specific recommendations about the use paths. City Engineer Peterson stated no not at this time.
Commissioner Bose stated this was really interesting and questioned longer term planning around the bus stop.
City Engineer Julia Ursaki stated it was to move it closer to the school and Hunt Middle School will be one door down.
Commissioner Overby stated she was looking forward to looking at the material.
Commissioner Barr stated he was pleased with the collaboration of the three departments in looking at a way of getting the kids to school safely.
Commissioner O’Neill-Vivanco asked if it was going to be in effect on South Union Street. I have received so many emails. Was there any notification from the school.
Commissioner Hogan suggested in list of bus service include general information.

ITEM 7 – MARKETPLACE GARAGE ASSESSMENT

Division Director Jeff Padgett stated there are major renovations coming to the Marketplace Garage – short term fixes are just band aids. We are going to repair beams, patch the decks, the brick façade is decaying. During the work we will take 80 spaces of parking but the garage will stay open. Bids will be going out this week and by the next meeting, the bids should all back to us.
Commissioner Barr stated this was a long time coming plan to make it safe.
Commissioner Munteanu stated this was a good presentation and this is critical work
Commissioner Bose stated this was compelling and sobering
Commissioner Overby also stated this was compelling and sobering
Commissioner O’Neill-Vivanco stated this would be three to five years to get garage in a
more suitable state.
Commissioner Hogan asked if the F^23 budget planning process for this half million is
here.
Assistant Director Padgett stated we have the money for this now and we hope to have
it done by October

ITEM 8 – DIRECTOR’S REPORT

We will have two opening for this commissioner come July applications are due by
Friday
City Council approved the award of the initial construction contract for the project. We
are on target for a late June construction start. There are some past litigants who have
indicated that they will be filing a motion for an injunction. We are confident in our
position are are proceeding with our preparatory work for construction.
There was a chlorination incident that occurred at our plant. We are looking into this
and working through the issues.
Nicole Losch has left Public Works and has a new position at the Clerk’s Office to secure
grants for the entire city. We wish her well.
Budget Development is attached.
Construction has started.

ITEM 9 – COMMISSIONER COMMUNICATION

Commissioner Overby asked about the Intervale Road path and ramp. Director Spencer
stated that there will be installed shared use paths on the west side of the road from
Riverside to the end of the paved road. Commissioner Overby stated a concern for
pedestrian safety in that area as many people use that road to go down to the farm
fields.
Commissioner Barr stated streets are in good shape and as far as cleaning. Also want to
make everyone aware of the service for Bob Alberry, a long time commissioner with this
department and a long time employee of BED is next Saturday, May 28th.
Commissioner O’Neill-Vivanco stated she had concerns about Institute Road going down
to North and the speed in which some cars travel to the park entrance. Was wondering
if there was any way to put out tickets to people for parking in the BHS lot who go to the
beach so they don’t have to pay to go down to North Beach. Director Spencer stated
that Parks and the School District are in talks about doing that.
Commissioner Hogan thanked us for the update on the chlorination issue.

ITEM 10 – EXECUTIVE SESSION – DIRECTOR & CITY ENGINEER ANNUAL REVIEWS
Motion to move to executive session.
Commissioner Bose made a motion to adjourn to executive session
Commissioner Barr seconded
Unanimous approval

ITEM 10 – EXECUTIVE SESSION – DIRECTOR & CITY ENGINEER ANNUAL REVIEWS

ITEM 11 – ADJOURNMENT & NEXT MEETING – JUNE 15, 2022
Date: June 15, 2022

To: Public Works Commission

From: Jeff Padgett, Division Director
Parking and Traffic

C.C.: Chapin Spencer, DPW Director
Matt Fitzpatrick, Garage Facilities Manager
Leonard Ducharme, Parking Operations Manager

Subject: Notice
Special Summer Rates at the Downtown Garage

Notice
In accordance with Appendix C of the Burlington Code of Ordinance, Section 19(d)2 – Special Events, the Director of Public Works is providing two weeks notice for 2 Special Rate Events/Promotions at the Downtown Garage (formerly Lakeview and College Street Garage Complex):

Half off Saturdays: July 3, 10, 17, 24, 31
Half off Saturdays: August 6, 13, 20, 27

Background:
As staff has presented many times over the years, the Lakeview and College Street Garage Complex continues to be underutilized, especially by transient parkers (parking by the hour). There have been multiple approaches taken over the years to address this, including promo-codes or other discounts tied to a fairly discrete time period. These
approaches had limited success in driving traffic to the Lakeview and College Street Garage Complex due to several challenges including:

1) the distribution of the promo code and the complexity for the customer to use the code, and
2) explaining that the Lakeview and College Street Garage Complex is a single facility.

The event/promotion rates described in this notice intend to address these two issues by simply changing the rate to $0.50/hr vs $1.00 on Saturdays, no codes needed; just park and pay like normal. This significantly reduces the friction of parking and is easily communicated. Also, extending the rate over a two month provides a longer period of time for the public to learn about the promotion.

In conjunction with this promotion, the garage is in the “soft launch” phase of re-branding from the Lakeview and College Street Garage Complex to the Downtown Garage. One name, one place to park. We’ll be working over the summer on a rollout campaign to announce the name change concurrent with these promotions.

Simplifying the name and the process is expected help to improve the parking message and encourage visitors to go directly to the Downtown Garage, minimizing “cycling” to look for a parking space; improving the customer experience and minimizing traffic and its associated impacts.

Beyond the branding and messaging goals central to the operation of the garage, this promotion is also designed specifically to support the recovery of the Downtown retail economy from the impacts of the Covid-19 Pandemic. We’ve coordinated this effort with the Church Street Marketplace and are co-branding with them in marketing and advertising material for this special rate.
Memo

Date: June 15th, 2022
To: Public Works Commission
From: Beatriz Altura, Engineering Intern
CC: Phillip Peterson E.I., Public Works Engineer
Subject: Oak Street 15-Minute Parking and Vehicle Loading Zone

Staff recommends the DPW Commission add, see Attachment-1:
Vehicle Loading Zone
No person shall park a vehicle at the following locations unless engaged in loading or unloading the vehicle:
- On the east side of Intervale Avenue in the first two parking spots north of the Oak Street intersection

Staff recommends the DPW Commission remove, see Attachment-1:
Fifteen Minute Parking
No person shall park a vehicle longer than fifteen (15) minutes, between the hours of 8:00 a.m. and 10:00 p.m., Sundays and holidays excepted, in the following areas:
- (44) In the parking space in front of 88 Oak Street.

Purpose & Need:
The purpose of this request is to allocate a vehicle loading zone on the east side of Intervale Avenue north of the intersection with Oak Street and to remove a fifteen minute parking space in front of 88 Oak Street. Removing the 15- minute parking space in front of 88 Oak Street would remove a potential road hazard, and allow for the restaurants in the building to place a parklet on the greenbelt. Allocating a vehicle loading zone would allow for the restaurants to receive deliveries without blocking nearby driveways and sidewalks.

Project Checklist:

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<td>Aligns with MUTCD standards and/or established City Policy?</td>
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<td>Aligns with City plans?</td>
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Followed Public Engagement Plan? X These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

**Summary and Conclusion:**
The vehicle loading zone will be used to accommodate the deliveries of restaurants located at 88 Oak Street so delivery trucks do not block sidewalks and driveways nearby. The request to put in a parklet and removing the fifteen minute parking space will allow for a parklet to be built in the space and reduce hazards for all road users.

**Public Engagement:**
In preparation for the 6/15/22 DPW Commission Meeting, Staff distributed flyers to residents in the vicinity of the Oak Street and Intervale Avenue intersection. DPW Staff received one phone call from a resident concerned with commercial traffic and no emails, see Attachment-1.

**Site Map:**

**Attachments:**
1. Traffic Regulation Amendment.
2. Public Input Correspondence.
CITY OF BURLINGTON

In the Year Two Thousand Twenty Two

A Regulation in Relation to

Rules and Regulations of the Traffic Commission—
Section 9, Fifteen-minute parking.
Section 12-1, No parking except vehicles loading or unloading.

It is hereby Ordained by the Public Works Commission of the City of Burlington as follows:

That Appendix C, Rules and Regulations of the Traffic Commission, Section 9: Fifteen-minute parking, and Section 12-1: No parking except vehicles loading or unloading, of the Code of Ordinances of the City of Burlington is hereby amended as follows:

Section 9: Fifteen-minute parking.

(a) No person shall park a vehicle longer than fifteen (15) minutes, between the hours of 8:00 a.m. and 10:00 p.m., Sundays and holidays excepted, in the following areas:

(1)-(43) As written.

(44) In the parking space in front of 88 Oak Street. Reserved.

(45)-(126) As written.

(b)-(d) As written.

Section 12-1: No parking except vehicles loading or unloading.

(1)-(8) As written.

(9) Reserved. On the east side of Intervale Avenue in the first two parking spaces north of Oak Street.

(10)-(52) As written.

** Material stricken out deleted.

*** Material underlined added.

JP/hm: BCO Appx.C, Sec.9 and Sec. 12

06/15/2022
Public Works Engineer Phillip Peterson received a phone call from Old North End resident Wanda Hines. The resident expressed concerns about conflicting issues with the restaurants and the surrounding neighborhood. Furthermore, the resident is concerned that no matter what signage is put up, people will park wherever they want and block driveways and sidewalks. The resident is concerned that the vehicle loading zone on Intervale will not be used correctly.
To:       DPW Commissioners  
Fr:       Chapin Spencer, Director  
Re:       DPW Director’s Report  
Date:     June 16, 2022  

Thank you for conducting the annual reviews for both the City Engineer and the Director positions. Norm and I were pleased that based on these reviews, the Mayor advanced our reappointments and the City Council unanimously approved those reappointments at their June 6, 2022 meeting. We look forward to working with you in the coming fiscal year.

**FY’23 Capital Budget Development**
I look forward to introducing the City’s new Capital Program Director Ashley Parker at this upcoming meeting. She is taking over from retiring staffer Martha Keenan (who is graciously helping during the transition) and has worked with several departments to develop our proposed FY’23 Capital Budget. We are preparing a presentation for the Commission to highlight the ambitious workplan for FY’23 facilitated in large part through the $23.8 voter approved capital project bonding at 2022 Town Meeting Day. For more info, contact Chapin Spencer, cspencer@burlingtonvt.gov.

**Initial Champlain Parkway Construction Phase**
City Engineer Norm Baldwin and I have signed the Notice to Proceed for the initial construction contract. We remain on target for a late June construction start. The Pine Street Coalition has filed a motion for an injunction. We are reviewing the motion, but are confident in our position and are proceeding with our preparatory work for construction. For more info, contact Corey Mims, cmims@burlingtonvt.gov.

**Council Approval of Main Street Concept**
The City Council voted unanimously on May 23, 2022 to advance the Main Street conceptual design. We heard a desire to have fully continuous and protected bicycle facilities and to develop robust strategies to minimize parking impacts associated with the conceptual design. Additionally, our consultants are working on the matrix evaluating various intersection controls as requested by the Commission. We will share this work with the Commission when it is completed. More information is at:  http://greatstreetsbtv.com/. The public survey is open until May 14 and we encourage Commissioners to weigh in. For more info, contact Olivia Darisse, odarisse@burlingtonvt.gov.

**DPW FY’23 Workplan Forthcoming**
If desired by the Commission, I am happy to bring a draft FY’23 work plan for the Commission’s review at the July 2022 meeting. In the past this seems to have been an effective tool in transmitting the department’s priorities and projects for the public while also giving the Commission a document to measure progress for the annual reviews of the two DPW appointed positions – the Director and the City Engineer. Feel free to reach out with any questions or feedback. For more info, contact Chapin Spencer, cspencer@burlingtonvt.gov.

**State Paving Work Underway**
VTrans has begun with paving Class 1 Town Highways (work that will continue for two construction seasons) – starting with Main Street, Willard and Riverside Avenue. Some of this work will be night
work due to efforts to minimize traffic impacts. We appreciate residents’ patience with this important work. For more info, contact Rob Goulding, rgoulding@burlingtonvt.gov.

**Key Project Updates**
The water main replacement on Home Avenue is successfully wrapping up this week. Work is getting underway now for the Mansfield Avenue Side Path, the University Place reconstruction and Water work on North Prospect Street. For more info, contact Rob Goulding, rgoulding@burlingtonvt.gov or click on our Construction Portal: https://www.burlingtonvt.gov/construction.

Thank you all. Please don't hesitate to reach out with any questions.