

BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION MEETING
DRAFT MINUTES (version 2), December 17, 2014
645 Pine Street
(DVD of meeting may be on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Tiki Archambeau (via conference phone), Jim Barr, Asa Hopkins, Solveig Overby, Jeffrey Padgett and Tom Simon

Commissioner Hopkins called the meeting to order at 6:30 p.m.

ITEM 1 – AGENDA

Commissioner Hopkins - Item 4, 4.30 Decision: Strike from the Agenda; to be discussed during deliberative session immediately following tonight's regular Commission meeting. **Commissioner Alberry moved** to in favor of striking the Item; Commissioner Padgett seconded. Unanimous.

ITEM 2 – PUBLIC FORUM

James Elsmán: Summer St resident, supports Item 3, 3.10 Summer St Accessible Parking Space Addition.

Caryn Long: Henry St resident, requests more parking spaces on Main St for Edmunds students drop-off and pick-up (possibly 30-minute spaces). Also requests clarification of parking signs in the Champlain College area (those signs indicate spaces that are open to the general public and Champlain College affiliates). In both cases, Ms. Long requested a quicker response from DPW.

Director Spencer offered to include Ms. Long's latter request for consideration as part of the overall parking study for resident parking.

Assistant Director Norman Baldwin explained the petition process (beneficial to have signatures of 1/3 of residents whose streets would be impacted by a request) and advised Ms. Long to contact Damian Roy, Engineering Technician.

ITEM 3 – CONSENT AGENDA (Refer to Packet)

- 3.10 Summer St Handicap Parking Space Addition
 - Staff recommendation: The addition of a new Handicapped Parking Sign on the south side of Summer St directly across from 14 Summer St.
- 3.20 Kilburn St Loading Zone Removal
 - Staff recommendation: The removal of the forty (40) foot Loading/Unloading Zone on Kilburn St to be replaced with unrestricted parking.

Commissioner Alberry moved to adopt staff recommendations; Commissioner Barr seconded. All Commissioners responded with "ayes."

ITEM 4 – 266 SO UNION ST TRADES APPEAL

(Communication, Norman Baldwin, City Engineer, Assistant Director of Public Works) (Refer to Packet)

Present: Appellants Erik Oliver and Theresa J. Stimson; Gary Chagnon, GGC Custom Building (Appellants' contractor); Bradley Biggie and Ned Holt, City Building Inspectors; Kimberlee Sturtevant, City Attorneys' Office (representing the City of Burlington); Andy MacIlwaine (representing the Commission); Assistant Director Baldwin, supporting both parties; Barry Simays, Burlington Fire Marshall.

In addition to the documents in the Commission Packet, the following were entered into evidence by Ned Holt:

- Drawings/site plans for 266 So Union St, submitted by Mr. Chagnon to the Department of Planning and Zoning;

- A copy of the Permit Application completed by Mr. Chagnon in order to obtain the Building Permit; and
- A copy of Page 1-61 of “General Safety Requirements,” highlighting 10.2 and 10.2.1 (from *The National Fire Protection Association*)

Commissioner Hopkins closed the evidence gathering at 8:00. The Commission will meet in deliberative session after the Commission meeting and work with counsel to try to come up with a conclusion. **Commissioner Padgett formally moved** to close the evidence gathering; Commissioner Alberry seconded. Unanimous.

ITEM 5 – CLIFF ST SIDEWALK UPDATE & RESIDENT PARKING REMOVAL

(Communication, Mr. Guillermo Gomez and Mr. Damian Roy, Engineering Division) (Refer to Packet)

Mr. Gomez reported on the questions posed at the November Commission meeting (procedures, storm water capacity, etc).

Mr. Roy asked the Commission to adopt staff recommendations: 1) The removal of Resident Only Parking on the south side of Cliff St between So Willard St and Summit St in favor of the Cliff St Sidewalk Project; and 2) The designation as Resident Only Parking of the three spaces in the vehicle pull-off in the lower block of Cliff St. **Commissioner Padgett moved** in favor of staff recommendations; Commissioner Alberry seconded. All Commissioners voted “aye.”

ITEM 6 – LARGE WATER METER ORDINANCE CHANGE

(Communication, Laurie Adams, Assistant Director of Public Works) (Refer to Packet)

Assistant Director Adams explained the proposed Ordinance change: To revise City Ordinance to require that all initial new meters regardless of size would be paid for by the property owner and all replacement meters would be paid for by the Water Division. **Commissioner Alberry moved** in favor of the proposed City Ordinance change; Commissioner Barr seconded. All Commissioners voted “aye.” The proposal will now go to the City Council for approval.

ITEM 7 – SNOW FIGHTING PLAN UPDATE

(Communication, Rob Green, Assistant Director of Public Works) (Refer to Packet; self-explanatory)

Assistant Director Green outlined the Plan: Preparation, staffing, routes, priorities, equipment, material used for icy conditions, snow storage, means of Snow Ban alerts, etc. Mr. Green will put this on the DPW Web site. He also mentioned revisiting the 4:00 am start time for sidewalk plows.

The commissioners asked Mr. Green to add the following: Prioritization to sidewalk plowing of major arteries and schools; a route map; training procedures for new operators; and the process of what the end of a storm is like/what the public can expect in the 72 hrs. following a snow event. Also requested: Attention to bike lanes during and after a snow event.

Nic Anderson, “Bikeable Burlington Now,” supports the prioritization of bike lane maintenance, an additional section in the Snow Fighting Plan to address bike lanes, and plowing bike lanes to the curb.

NOTE: Commissioner Alberry excused himself from the remainder of the meeting.

ITEM 8 – MINUTES OF SPECIAL MEETING, NOVEMBER 12, 2014 (Refer to Packet)

Commissioner Barr moved to accept the Minutes as written; Commissioner Simon seconded. The six remaining commissioners all voted “aye.”

ITEM 9 – DIRECTOR’S REPORT

(Director Chapin Spencer) (Refer to Packet)

Director Spencer offered to arrange to hold future Commission meetings at other City facilities. A subgroup of the commissioners (Commissioners Archambeau, Barr and Overby) will meet separately in January to review the remaining goals on the FY'15 Commission Workplan and come up with suggestions on: 1) Determining priorities; 2) How to tackle the professional development piece, and 3) Come up with suggestions on how to best implement the last key items. Commissioners Archambeau, Barr and Overby will choose a January date and notify the other commissioners in case others are able to attend.

Director Spencer offered to do some homework and get some materials out to the Commission so that the workgroup can choose the strategic ones that will indicate what they want to see DPW managing towards. Director Spencer included in the Packet a brief on the Champlain Parkway which he presented at the November 17th City Council meeting. Clarification, 2nd page under "BICYCLES": The shared use path will run continuously from Home Ave along the alignment of the connector to Kilburn St. (i.e., it parallels the Champlain Parkway).

ITEM 10 – COMMISSIONER COMMUNICATIONS

Commissioner Padgett: Highlight customer service as one of the goals in the FY'15 Commission Workplan (e.g., quicker response times to inquiries).

Commissioner Overby: Expressed appreciation for adding a fact sheet on back water valves to the Web site.

Commissioner Hopkins: Questioning responsibility of East Ave/Spear St/Main St and synchronization with the area intersections in South Burlington. Is it a capacity (e.g., 5pm) or synchronization issue? Commissioner Barr added that there is a problem just above it at University Heights where it enters Main St. and he (in his role at UVM) has been talking with DPW about a study. Director Spencer will ask the Traffic Signal Technicians to look at that area for a short-term solution.

ITEM 11 – EXECUTIVE SESSION FOR DELIBERATION OF APPEALS

At 9:25 pm, Commissioner Barr moved to go into executive session to discuss Item 4; Commissioner Padgett seconded. Unanimous.

ITEM 12 – NEXT MEETING DATE AND ADJOURNMENT

The next meeting is scheduled for January 21, 2015. Immediately following deliberative session, the Commission will adjourn.

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