

**BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION**  
**MONTHLY MEETING MINUTES, December 18, 2013, AMENDED**  
**645 Pine Street**  
**(DVD of meeting on file at DPW)**

**COMMISSIONERS PRESENT:** Bob Alberry, Nathan Lavery (Chair), Solveig Overby, Jeffrey Padgett and Mark Porter (Vice Chair)   **COMMISSIONERS ABSENT:** Tiki Archambeau and Asa Hopkins

Commissioner Lavery called the meeting to order at 6:32 p.m.

**ITEM 1 – AGENDA**

**Commissioner Porter requested** that Item 3.20 be withdrawn from the Consent Agenda (CarShare Vermont Parking Request) so it will be a separate item – Item 3.60. Unanimous.

**ITEM 2 – PUBLIC FORUM:** No one came forward. Commissioner Lavery read aloud an e-mail from Gene Day (distributed by Mr. Fleming) pertaining to Item 3.50 (Adsit Court winter parking).

**ITEM 3 – CONSENT AGENDA, Amended**

- 3.10 Richardson St, Morse Pl, Scarff Ave STOP Sign Request
- 3.30 Ethan Allen Pkwy Parking Removal
- 3.40 Colchester Ave Resident Parking Request
- 3.50 Adsit Ct Parking Request

(Refer to Commission Packet)

The Commissioners were unanimous in adopting the Consent Agenda as amended.

**ITEM 3.6 – CARSHARE VERMONT PARKING REQUEST**

(Becca Van Dyke, Operations Manager and Annie Bourdon, Executive Director, CarShare Vermont)

(Refer to Commission Packet)

**Commissioner Alberry moved** to accept staff’s recommendations which includes all three of the proposed new or moved spots: 1) Adopting a CarShare parking space on the south side of Pearl Street in the first space east of Church Street; 2) Adopting a CarShare parking space on the west side of South Union Street in the first space north of Spruce Street; and 3) Amending the CarShare parking space from the south end of the Fletcher Free Library parking lot to the space at the northeast corner adjacent to College Street. Commissioner Overby seconded the motion. Commissioner Porter's objections were 1) in regards to the spot at the top of Church Street, this is one of the most coveted spots in the area and had it been considered to move it close but elsewhere?, 2) the spot at the library was being moved under the pretense that it was in poor lighting. They want the very first spot in the parking lot which again, is the most prominent spot at the library. Commissioner Porter had asked that the library be contacted about this; they had not 3) the request for a designated spot in a Residential Parking area went against an already existing ordinance providing for Resident Parking sticker to Car Share organizations.

Additionally, no neighbors had been contacted about the loss of this space; the other four commissioners voted in favor. The motion carries.

Commissioner Overby stated that she fully supports CarShare Vermont and DPW’s recommendations and if by voting in favor of these spots members of the public feel it creates a hardship, she would be happy to collect any such feedback.

#### **ITEM 4 – BURLINGTON STOP FOR INTERSTATE TRANSIT CARRIERS**

(Communication, Chapin Spencer, Director)

Greyhound has been using the bus stop at University Place in front of UVM's Royal Tyler Theater; earlier this month MegaBus has resumed using the stop as well. The City stakeholders have met a number of times and continue to work toward formalizing a suggested plan of action concerning bus stops.

Director Spencer asked the Commission for input on the concept of specifying "bus stops" in Appendix C of the Code as "local bus stops," and in addition to the "tour buses" category, setting up a third one specifying "intercity transit bus stops." The City would then look at how it manages the "intercity transit bus stops" and specify where the carriers pick up and drop off their passengers (they can technically use any of the stops listed in Appendix C of the Code).

The Commission is open to being presented with the concept of multiple categories of bus stops, while keeping in mind connectivity considerations.

#### **ITEM 5 – HYDE ST TRAFFIC CALMING** (Communication, Nicole Losch, Transportation Planner)

(Refer to Commission packet)

The Pilot project was a success; the neighborhood poll showed 100% support for making the adjusted conceptual design the final design, and the initial concept was approved by the Transportation and Energy Utilities Committee (TEUC) of the City Council preceding consideration by the full City Council in January.

Part of the design consideration is a question around parking revisions to the very northern edge of the triangle on Willard Street.

If there are no parking changes, there will be no further approval needed from the Commission.

#### **ITEM 6 – MINUTES OF NOVEMBER 20, 2013** (Refer to Commission packet)

**Commissioner Alberry moved** to accept the Minutes; Commissioner Padgett seconded. Unanimous.

#### **ITEM 7 – DIRECTOR'S REPORT** (Chapin Spencer, Director)

(Refer to Commission packet)

- FY '15 Budgeting
- Wastewater refinancing (passed by the City Council unanimously)
- Improvements to wastewater lines and bio solids handling
- Updates about the future of parking downtown
- Caryn Long e-mailed Director Spencer about greenbelt disturbance and stormwater issues. She wanted the Commission to be notified that some of the cars that were parked on front lawns during the snow ban were encroaching on sidewalks, causing challenges to her as a pedestrian. Her e-mail will be forwarded to Parking Enforcement at the Police Department. As Director Spencer has not had the opportunity to visit the property at which Ms. Long claims the driveway apron had been expanded and will have to wait until the snow recedes. He has been in contact with Megan Moir, Stormwater Administrator and Bill Ward, Director of Code Enforcement, on greenbelt preservation.
  - If a car obstructs a sidewalk when parked off the street during a snow ban, the Police Department's Parking Enforcement office handles the ticketing and removal of the vehicle.
- The City Council has appointed Director Spencer as the Burlington representative for the Chittenden Solid Waste District (CSWD). Former DPW Director Steven Goodkind previously served in that capacity for twenty-three years. One of the items on tomorrow night's CSWD

meeting agenda is the consideration of a consolidated solid waste collection (franchising of garbage collection), which would include organics/compost collection (Act 148 was passed at the last Legislative Session).

## **ITEM 8 – COMMISSIONER COMMUNICATIONS – UPDATE ON ADVISORY BOARD FOR PARKING INITIATIVE**

A meeting has not yet been held; no report.

### Commissioner Padgett

- Per Jared Wood, deterioration on the side of the Marketplace Garage; rebar is revealed in the concrete.
- Consent Agenda: The 30-minute time allocation should be adjusted.

### Commissioner Overby

- Expressed interest in the ideas raised by Mr. Day whose e-mail was read aloud at the beginning of the Consent Agenda.

## **ITEM 9 – EXECUTIVE SESSION**

**Commissioner Alberry moved** to go into Executive Session at 7:45 p.m. to discuss a real estate contract, premature disclosure of which would clearly put the City at a substantial disadvantage. Commissioner Overby seconded. Unanimous.

**Commissioner Overby moved** to end the Executive Session; Commissioner Padgett seconded. Unanimous.

## **ITEM 10 – NEXT MEETING DATE & ADJOURNMENT**

The next DPW Commission meeting is scheduled for Wednesday, January 15, 2014 at 6:30pm.

**Commissioner Alberry moved** to adjourn at 8:39 p.m.; Commissioner Padgett seconded. Unanimous.

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