

**BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION
MONTHLY MEETING – MINUTES, July 17, 2013
645 Pine Street
(DVD of meeting on file at DPW)**

COMMISSIONERS PRESENT: Bob Alberry, Nathan Lavery (Chair) and Mark Porter (Vice Chair)

ABSENT: Tiki Archambeau, Matt Conger (Secretary), Asa Hopkins and Solveig Overby

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

ITEM 1 – AGENDA – No changes.

ITEM 2 – PUBLIC FORUM

Patrick O'Brien: On behalf of S.D. Ireland family, briefly outlined a planned housing development on Grove St. He handed out a map and asked to be placed on the next Commission meeting's agenda.

Barbara Headrick: Resident of So. Prospect St., sent an e-mail yesterday to Valerie Ducharme, DPW Customer Service, and hopes Ms. Ducharme will be forwarding the e-mail to the Commission, which concerns Item 6 on this meeting's agenda (Residential Parking Proposals Update). Ms. Headrick verbalized points of her e-mail.

Susan Weiss: Resident of Harrington Terrace, commenting on Item 6.

Tim Johnson: Resident of Harrington Terrace, commenting on Item 6.

Catherine Cain: Resident of Maple Street, commenting on Item 4 (South Champlain St. & Maple St. Parking Request).

David Klyszeiko: Resident of Robinson Parkway, asking for clarification on the process for Item 6.

Commissioner Lavery: It is in this Commission's prevue to vote on parking issues. The Commission will continue to take feedback on the proposed changes, put forth a 2nd or 3rd draft, and eventually vote. The proposed changes are in the early stage of the 1st draft at this point.

ITEM 3 – ACKNOWLEDGEMENT OF STEVEN GOODKIND

The Commission took a break from the formal meeting in order to acknowledge Director Steven Goodkind's 32-year career with the City.

NOTE: Commissioner Alberry left the meeting due to a previous commitment. Due to a lack of quorum at this meeting, no voting took place.

ITEM 4 – SOUTH CHAMPLAIN & MAPLE STREET PARKING REQUEST

(Joel Fleming, DPW Engineer)

Staff had sent letters to area residents requesting their presence at this meeting for this item.

Earl Handy, owner of Handy's Lunch (located at 202 South Champlain Street) was present and explained that he had requested three (3) more 30-minute parking spaces on Maple Street east of South Champlain Street, and to move the accessible parking space on South Champlain Street one (1) space to the north,

and add two (2), 30-minute parking spaces in the spaces just north of the loading zone on the corner of South Champlain

Staff recommendation: That the Commission adopt a time restriction on the current short-term parking at this intersection from 7:00 a.m. to 3:00 p.m., and adopt three (3) additional 30-minute parking spaces on the north side of Maple Street, with a time restriction from 7:00 a.m. to 3:00 p.m. **Due to a lack of a quorum, this Item was not voted on. Mr. Fleming will be in contact with Mr. Handy about the possibility of adding this Item to the September meeting.**

ITEM 5 – STOP SIGN REQUEST, ST LOUIS STREET AT WILLOW ST
(Joel Fleming, DPW Engineer)

Due to a lack of quorum, Commissioners Lavery and Porter decided not to address this Item.

ITEM 6 – RESIDENTIAL PARKING PROPOSALS UPDATE (Time Certain 7:30 p.m.)
(Oral Communication, DPW Commission)

Several residents came forward to comment on this issue, including David Smalley, City Councilors Karen Paul and Sharon Bushor, Scott Baldwin and Jay Ashman. Commissioners Lavery and Porter emphasized that the DPW Commission is in the process of soliciting comments at this point and encouraged residents to follow the process by e-mailing their comments to the appropriate address (vducharme@burlingtonvt.gov). Residents' comments will be forwarded to the Commissioners, John King in Parking Enforcement at the BPD and other designated DPW staff.

ITEM 7 – ANNUAL REPORT TO CITY COUNCIL (e-mailed before meeting)
(Steven Goodkind, Director)

Director Goodkind e-mailed the Report to the Commissioners as a courtesy before he forwards it on to the City Council.

ITEM 8 – HYDE STREET CLOSURE
(Norman Baldwin, Assistant Director)

Commissioner Lavery had asked for an update on this issue. Assistant Director Baldwin shared some of the complexities involved with traffic calming studies and sharing information with the public about ongoing progress. The goal is to use the Request For Service (RFS) system to communicate to the public on a monthly, rather than weekly basis due to the nature of the traffic calming process.

Ms. Losch initiated a pilot project to measure the effects of the concept of closing Hyde Street at the northern-most section and stated there is a possibility that the Hyde Street closure project will be completed this year. Coordination continues with the Burlington Fire Department, and the recently-completed conceptual plan for storm water management raised no red flags in pursuing the proposed concept. Next in the process is polling the neighborhood via letters (requiring 2/3rds support or 1/3 opposition), including the conceptual design and a note about the pending design of the storm water features. After the poll, the formal decision-making process will begin by updating the DPW Commission and the Transportation Energy Utilities Committee, and then seeking City Council approval by vote. The DPW Commission is not required to approve this item but the Commission's feedback is welcome.

ITEM 9 – MINUTES OF 6/19/13

Due to a lack of a quorum, the Minutes were not voted on.

ITEM 10 – DIRECTOR’S REPORT

(Assistant Director Norman Baldwin on behalf of Director Steven Goodkind)

Intense rain events have occurred this past spring and summer, resulting in sewer back-ups in some homes and businesses. DPW has prepared and posted on its Web site fact sheets and FAQ’s addressing sewage back-ups. Assistant Director Baldwin handed out copies of the information to Commissioners Lavery and Porter. DPW has recently purchased some pumps to assist property owners experiencing sewage back-ups with the immediate back-up; determining the cause of the back-up will follow.

ITEM 11 – COMMISSIONER COMMUNICATIONS

Commissioner Porter – Expressed appreciation for the street sweeping taking place which helps keep debris from running into the storm drains.

Commissioner Lavery – Expressed appreciation once more for Director Goodkind’s work, as well as other staff’s attendance at the Commission meetings.

ITEM 12 – ADJOURNMENT & NEXT MEETING DATE

Commissioner Lavery moved to adjourn at 9:10 p.m. Commissioner Porter seconded.

Next formal Commission meeting: September 18, 2013.

The Commission may hold a Planning Meeting for August or early September. No staff will be required to attend and the meeting will be warned in case members of the public would like to attend.

Commissioner Porter noted that the DPW Commission has been invited to the Planning Commission meeting next Tuesday, July 23rd, to discuss with them the Resident Parking Proposal.