

BURLINGTON PUBLIC WORKS COMMISSION
645 Pine Street
Minutes – March 21, 2012
Broadcast live by CCTV
DVD of this meeting is on file at DPW

Commissioners present: Robert Alberry, Margaret Gundersen, Nathan Lavery, Mark Porter and Maxwell Tracy (arrived later in the meeting, just before Item 6)
Commissioners absent: Marc Sherman and Jared Wood

Commissioner Alberry called the meeting to order at 6:23 p.m.

Item 1: AGENDA

Commissioner Lavery moved to make the following changes to the Agenda; Commissioner Gundersen seconded. Unanimous approval:

Item 9 (Crossing Guard Request – Union St. and Pearl St.) moved to Item 2.5

Item 13 (Sidewalk Plowing) stricken from Agenda; moved to April mtg. (Commissioner Wood's item)

Commissioner Gundersen moved to make the following change to the Agenda; Commissioner Lavery seconded. Unanimous approval: Item 8 (Pedestrian Crash Reports & Safety) moved to Item 10.

Item 2: PUBLIC FORUM: No one came forward to speak on items NOT on the Agenda.

Item 2.5: CROSSING GUARD REQUEST – UNION AND PEARL STREETS – Moved from Item 9

Commissioner Gundersen moved to accept staff's recommendation to adopt the installation of the crossing guard post at the requested intersection of Pearl Street and Union Street. Commissioner Lavery seconded. No opposition from the public; unanimous approval from the Commission.

DPW Director Goodkind: DPW does not have an extra crossing guard to assume that post so the hiring process will begin, with the goal to have a staff person in place as soon as possible. Interested parties should apply through the standard application process (which includes a background check).

Item 3: MEETING WITH PARKS COMMISSION – OAKLEDGE PARK PARKING ISSUES
(Parks Commissioners: Carolyn Hanson, Chair; Chris Pearson; Nancy Kaplan; John Ewing; John Bossange)

Crosswalk on Grove Street at Schmanska Park (Parks Commission): Until recent paving, a crosswalk existed on Grove Street at Schmanska Park. The sidewalk across the street from the Park (on Grove Street) ends before the parking lot; park-goers are frequently crossing Grove Street where the sidewalk ends, where there is no crosswalk. The Parks Commission requests that a crosswalk be placed at the site where the sidewalk ends.

DPW Director Goodkind: DPW has received requests for crosswalks at various intersections in that area. Final evaluation is being done to determine the safest location (e.g., proper site distance, adequate

lighting) for a crosswalk. Commissioner Gundersen to Mr. Joel Fleming, DPW Engineer: Please make this a top priority as warmer weather is bringing out more park-goers.

Crosswalk on St. Paul Street at Smalley Park (Parks Commission): Neighbors are concerned about children crossing St. Paul Street from the vicinity of the gas station on the corner of Kilburn Street to get to the Park; there is no crosswalk there, and vehicles speed. Mr. Fleming has not seen a formal request for a crosswalk in that area but will look into it.

Road crossings that interface with the Bike Path (Parks Commission): There are several areas along the Path in the New North End where it crosses a road. Path users are expected to stop when they reach an intersecting road and proceed when clear. The concern is that there are non-existent or non-consistent visual indicators for users of the road as they approach/reach the intersecting Bike Path, and the Parks Commission would like suggestions from DPW (e.g., traffic calming, Stop signs, etc.).

DPW Assistant Director Norman Baldwin: The Bike Path/side street intersections are another example of the interface of the transportation projects (DPW) with a Parks facility (Parks and Recreation – P&R). DPW follows the most current standard practice (following the Federal standards found in the *Manual on Uniform Traffic Control Devices*, or MUTCD) as they manage the roadway and the evolving the philosophies of the “complete street”/shared use approach. Assistant Director Baldwin and Mr. Fleming are assigned to working with P&R on the Bike Path intersection crossings.

P&R Director Mari Steinbach: Intersection crossings are one of the areas identified in a new Bike Path Feasibility Study, on which P&R staff and the Bike Path Task Force have been working to define policy statements. P&R staff is working in conjunction with DPW staff and the DPW Commission on recommendations for roadway and bike path treatments with the least amount of intersection control. P&R Director Steinbach will forward copies of the Feasibility Study to the DPW commissioners and staff to review the Study’s recommendations, keeping current standard practices in mind. The final copy may be found on-line: www.enjoyburlington.com/parks

Waterfront Parking - Kiosks (Parks Commission): DPW Director Goodkind: Part of the lower College Street development plan included replacing attendant parking booths with unstaffed parking kiosks/pay stations. Funding has not been available; however, the City is close to undertaking a lease agreement for equipment that includes three (3) kiosks for the Waterfront (at the ECHO Center and Pease lots). The conduit is already in place; once the lease has been finalized and approved by the City Council, DPW hopes to be able to order and install the three kiosks.

P&R Director Steinbach: May 15 is the season opening for Parks and they are committed to meeting the challenge of providing attendants for the parking booths until the final decision is made and approved on the kiosks. Commissioner Alberry requested that the DPW Commission be given the opportunity to look at the final kiosk system being considered by DPW, P&R and the Burlington Police Department, *before* a final decision/purchase is made. P&R Director Steinbach noted that the kiosk project is a collaboration between DPW and P&R, with the responsibility of operation falling under P&R. Parking enforcement and hourly vs. daily rates will be determined once the type of kiosk system/equipment has been finalized.

Off-street Parking at Oakledge Park (Parks Commission): The Oakledge parking lot is not being fully utilized; many drivers using the park are parking along the Flynn Avenue and Austin Drive/South Cove, rather than paying to park in the designated lot. Residents of surrounding neighborhoods have expressed concerns over safety and social issues and requested that the City look at ways to encourage drivers to park in the lot. Parking on Flynn Avenue is allowed; parking along the north side of Austin Drive is prohibited. Parking enforcement is a challenge for the police (civil enforcement during the day, uniformed enforcement during evening hours). Assistant Director Baldwin continues to receive

neighbors' concerns, review options and implement changes if appropriate. DPW and P&R will continue to collaborate on this challenging issue to find solutions that will fulfill both departments' and residents' goals.

P&R Director Steinbach:

- Feels that those drivers who park on the street rather than enter the lot are either avoiding paying to park or are simply following the vehicle in front of them as they pull over;
- Acknowledges that P&R staff continue to look at ways to inform drivers that there is a designated lot for park-goers;
- Maintains that P&R revenue reflects more usage of the lot than is suggested at this meeting, and that revenue is vital to supporting P&R resources. Though P&R already offers a variety of discounted parking fees, they are committed to continue looking at other ways to encourage parking in the lot;
- Stated that the Beach and Parks Patrol's presence has been increased.

Installation of parking meters was suggested to recoup some income from drivers who park their vehicles on the streets; enforcement is an issue.

Laura Merriam, resident of one of the neighborhoods near Oakledge Park, came forward with several recommendations to encourage drivers to park in the lot and create a revenue stream for P&R:

- Create incentives for people entering/paying for use of the parking lot and support those incentives with a mini-marketing campaign. For example:
 - Early in the season, advertise a discounted price for seasons pass purchases;
 - Tie the use of the park by sports leagues with special usage fees/parking passes;
 - Accommodate families with multiple vehicles by providing removable passes;
 - Offer discounted prices for park-goers who arrive later in the day.

The Parks Commission left and the DPW Commission meeting continued.

Item 4: 4-WAY STOP CONTROL ON PINE STREET AT LYMAN AVENUE

(Joel Fleming, Public Works Engineer)

See Commission Packet: March 21, 2012 Memorandum from Joel Fleming.

Staff conducted a warrant analysis for the intersection in question after receiving a request and petition from Lyman Avenue resident Evzen Holas. **Staff recommends that no additional stop control be placed at Pine Street and Lyman Avenue, as the disadvantages outweighed the advantages and instead suggested that a striped and marked crosswalk be installed similar to that placed at Howard and Pine Streets.**

Commissioner Gundersen stated that she does not support the staff's decision.

Evzen Holas, Lyman Avenue resident:

- Clarified that he and petitioners are requesting any type of traffic calming measures; not just a Stop sign;
- Questioned the low number of accidents (3) reported by the Burlington Police Department (BPD) in that area (e.g., Mr. Holas witnessed two accidents just in the month of January – the 6th and 28th). In the past 3 years he has lived there, he has witnessed approximately eight accidents, and each time, a vehicle ends up on the sidewalk, which is his and the petitioners' main concern – the safety of pedestrians using the sidewalks.

Laura Merriam, Lyman Avenue resident:

- Supports some type of traffic control/calming;
- Noted that people traveling north on Pine Street come down the hill at an increasing rate of speed, and the drivers approaching Pine Street from the intersecting side streets may not be aware that the intersections are NOT 4-way Stops.

Mr. Fleming noted a similar situation on South Champlain Street where drivers assumed the Stop signs were 4-way and not 2-way, where he asked Traffic Foreman Billy Burns to attach to the bottom of the Stop signs, smaller signs indicating a 2-way stop. He suggested that a possible solution would be to use that same solution in this case.

Assistant Director Baldwin agreed that this area presents a unique challenge. DPW staff relies on police reports and uses that data to support action taken. He suggested that a possible explanation for the discrepancy in the number of accidents reported by the BPD vs. those witnessed by Mr. Holas may be that some of the accidents were considered by the drivers to be non-reportable.

Commissioner Lavery asked those present if they had any comments with regards to staff's recommendations. Mr. Holas emphasized the concern of the vehicles involved in accidents driving up onto the sidewalks.

Commissioner Porter expressed concern about placing a crosswalk at that intersection, given the steep grade of Pine Street as drivers approach Home Avenue. Assistant Director Baldwin and staff will continue to look at additional traffic calming measures (shark's teeth marking; lighting) in addition to adding a crosswalk.

Director Goodkind reminded the Commission that, per Commissioner Wood's request, additional speed limit signs will be posted on Pine Street in this area, once the ground thaws.

An unnamed resident came forward stating that the majority of the accidents are caused by drivers coming off Lyman Avenue onto/crossing Pine Street, suggesting that people on Lyman Avenue are not aware that they are supposed to stop. The suggestion was made to add a crosswalk across Lyman Avenue instead of Pine Street, more clearly defining the intersection.

Commissioner Porter moved to accept staff's recommendation as per Mr. Fleming's Memorandum; Commissioner Lavery seconded. Commissioners Alberty, Lavery and Porter voted in favor; Commissioner Gundersen was opposed. **The motion failed due to lack of a quorum.**

Mr. Fleming will return to the Commission in April with further recommendations. Prior to that meeting, Mr. Fleming will communicate with Mr. Holas and/or residents on recommendations being considered.

Item 5: NORTH STREET – REMOVAL OF 30-MINUTE PARKING

(Joel Fleming, Public Works Engineer)

See Commission Packet: March 21, 2012 Memorandum from Joel Fleming.

Mr. Fleming: A 30-minute parking space was in place in front of a now-defunct business at 194 North Street. Staff recommends that this 30-minute space be removed to allow unrestricted parking at this location, and reconsider assigning a 15-minute or 30-minute parking space once another business purchases 194 North Street.

Commissioner Lavery moved to accept staff's recommendation; Commissioner Porter seconded. Unanimous approval.

Commissioner Tracy joined the meeting at this time: 7:50 p.m.

Item 6: 80 CHURCH STREET – HANDICAP PARKING SPACE REQUEST

(Joel Fleming, Public Works Engineer)

See Commission Packet: March 8, 2012 Memorandum from Joel Fleming.

Owners of the business at 80 Church Street – Dobra Tea – requested switching a truck loading zone with a handicapped parking space so that trucks would no longer park in front of the business. Staff recommends that the spaces stay the way they are currently.

Commissioner Gundersen moved to accept the change on Bank Street by changing the location of the truck loading zone from in front of Dobra Tea, to in front of the parking garage area. Further, staff will speak with staff from the Church Street Marketplace to ensure that there are no objections from area businesses. If there are no objections, staff is authorized to go ahead and relocate the loading zone; if there are objections, staff will come back to the Commission at the April meeting for further discussion. (The handicap-accessible space would remain where it is.) Commissioner Porter seconded. Commissioner Lavery asked staff to get the Church Street Marketplace's response in writing. Unanimous approval.

Item 7: STOP SIGN CONTROL ALONG WILLARD STREET (Mr. Joel Fleming, DPW Engineer)

See Commission Packet: March 21, 2012 Memorandum from Joel Fleming and attachments.

In order to satisfy DPW's commitments in accepting State funding for Route 7 (North and South Willard Street), DPW recommends providing stop control, in order to meet MUTCD standards, on the following side streets: Adsit Court, Bayview Street, Beech Street, Bradley Street, Brookes Avenue, Buell Street, Charles Street and Henry Street.

Commissioner Lavery moved to accept staff's recommendation; Commissioner Gundersen seconded. Unanimous approval.

Item 8: PEDESTRIAN CRASH REPORTS AND SAFETY – Moved to Item 10 per Director Goodkind's request

Item 10: 2012 STREET RECONSTRUCTION PROGRAM BID RESULTS – Moved to Item 8 per Director Goodkind's request (Erin Demers, Public Works Engineer, Street Capital Program Manager)

See one-page informational sheet handed out to the Commission.

The bid opening on March 14th drew four (4) contractors – ECI, Pike, S.D. Ireland and Whitcomb – with Pike coming in the lowest bid (\$1,043,498). Though Ms. Demers' estimate was on the low side, allowing for less contingency/leeway (3-4%), the full street list approved last month by the Commission will still go forward. The crack/seal program (to which \$1million was allocated) will be put off until next year, as the longitudinal cracks aren't in need of sealing this year as anticipated. This 2012 street reconstruction will begin July 1st and go through October 15th. Whitcomb will continue this spring and summer with unfinished work from their 2011 contract.

Ms. Demers is scheduled to go to the Board of Finance on April 2nd to get approval for the planned reconstruction, and will then begin to notify residents of the affected streets via mail (deadline, April 15th per Ordinance).

If Ms. Demers' tonnage estimate turns out to be high resulting in more contingency in the reconstruction budget, DPW will make some repairs to Mansfield Avenue as per Commissioner Wood's request last month. At the very least, Mansfield Avenue will advance to next year's list of needed reconstruction.

Per Commissioner Tracy on behalf of Commissioner Wood: Please ensure quality controls are built in to the reconstruction contracts; Director Goodkind assured the Commission that they are. DPW is also in the process of hiring a paving inspector.

Commissioner Gundersen referred to a recent definitive UNH study on a toxic substance found in a particular seal coat (containing polycyclic aromatic hydrocarbons). Ms. Demers said that seal coats are not used by the City; Commissioner Gundersen will forward the e-mail to Director Goodkind. Her concern extends to driveway sealants used by property owners and suggested that the Commission consider outlawing its use in the City as it also affects storm water runoff.

Commissioner Alberry moved to accept moving forward on the 2012 Street Reconstruction Program; Commissioner Porter seconded. Unanimous approval.

Item 9: CROSSING GUARD REQUEST – UNION AND PEARL STREETS – Moved to Item 2.5

Item 8: PEDESTRIAN CRASH REPORTS AND SAFETY – Moved to Item 10
(Nicole Losch, Bicycle/Pedestrian/Environmental Planner)

In response to last month's request by the Commission, Ms. Losch reviewed a recent pedestrian and vehicle crash at North Union and Pearl Streets. Since that accident, the Burlington Police Department has begun forwarding copies of crash reports involving pedestrians or bicyclists to DPW, thus enabling DPW to determine if any changes need to be made at those accident sites. The police are issuing tickets to drivers who fail to yield to pedestrians in crosswalks. DPW is working on their safety campaign, which this year includes collaborating with a class at Champlain College as well as other stakeholders (e.g., State Department of Health, LocalMotion, schools, UVM Police Department).

At this specific location, the driver was headed east on Pearl Street and turning left onto North Union Street. The driver attempted to turn just as the traffic light turned green to avoid having to wait for oncoming traffic, crashing into a pedestrian in the crosswalk on North Union Street.

Commissioner Porter asked if the pedestrian crossing signal is given an advanced walk prior to the traffic lights turning green. Director Goodkind will consult with DPW Traffic Signal Technician Dave Garen and return to the Commission with the answer, as well as any recommendations for needed improvements at this intersection.

Commissioner Porter applauded the advance pedestrian crossing signal at the corner of Bank and South Winooski Avenue. Commissioner Tracy asked if, with the planned reconstruction of Pearl Street this summer, DPW was planning to implement any *Complete Streets* concepts. In addition, Commissioner Tracy noted that when drivers are traveling north on Union Street and wish to turn left, the signage for the

left-hand turn lane is not visible in its current location and is partially obstructed by a parked car, creating a site distance problem.

Item 11: ACCESSIBILITY IMPROVEMENT PROGRAM
(Nicole Losch, Bicycle/Pedestrian/Environmental Planner)

See Commission Packet: March 13, 2012 Memorandum from Nicole Losch.

Ms. Losch explained the informational handout of a grant program (totaling \$300,000 state-wide) which will be administered by the State of Vermont. Municipalities are tasked with identifying and prioritizing potential projects and submitting the information to the State, which will then decide on the projects to be administered. The application is due on Monday.

Connecting housing areas to the Marketplace and City Market using an accessible route is DPW's approach in prioritizing projects.

Item 12: WAYFINDING UPDATE (Director Steven Goodkind)

See Commission Packet: March 13, 2012 Memorandum from Steve Goodkind.

The Project is still in its design phase; funding has been an issue. Director Goodkind will know more by the end of next month about funding, and Ms. Losch is in the process of applying for a grant that will facilitate more bilingual signage. The information has been forwarded to Mr. Steve Norman of Alliance Francais for his feedback on adding French content to the signs.

Commissioner Gundersen suggested that Ms. Losch check with the Chamber of Commerce or the Vermont Department of Tourism to solicit funding.

Item 13: SIDEWALK PLOWING – Moved to April Agenda due to Commissioner Wood's absence.

Item 14: MINUTES OF 2/15/12

There were only three commissioners present who were at last month's meeting. This will also be the case at next month's meeting. Commissioner Gundersen moved to accept the February 15th Minutes pending Commissioner Wood's approval; Commissioner Lavery seconded. Commissioners Lavery, Porter and Tracy voted unanimously; Commissioners Alberry and Gundersen abstained since they were absent from the February meeting.

Item 15: CHAIR'S REPORT (Commissioner Robert Alberry)

- Congratulations to Commissioner Tracy on his election to the City Council. He will be missed. This will be Commissioner Tracy's last Commission meeting.
- Thanks to Commissioner Lavery for chairing last month's meeting.

Item 16: DIRECTOR'S REPORT (Steven Goodkind, Director)

- See Commission Packet: March 9, 2012 letter to Public Works Commission from Aaron Frank, Assistant General Manager, Chittenden County Transportation Agency (CCTA). Mr. Frank will

come before the Commission at the April 18th meeting with a full presentation concerning a new location for its downtown transit station (project approval is *not* being sought at the April meeting).

- The Engineering Department is experiencing a staffing shortage, which has affected the department's ability to proceed with some of their planned projects. They are preparing to make a decision on hiring two engineers: a permanent engineering tech (a position which Mr. Fleming has been filling on a temporary basis and which has been vacant for 1 ½ years); and an engineer to replace engineer Carol Weston, who left last September. In addition, the Department has been recruiting to permanently fill the position of Administrative Assistant.
- The Water Plant staff currently has a schedule that has been difficult and unusual (e.g., sometimes requiring operators to work 2, 8-hour shifts back-to-back). Their contract allows a change to be made *only if* all parties agree on the proposed change. Staff may have reached an agreed-upon change which would result in 12-hour shifts. Director Goodkind and Assistant Director Laurie Adams have been working on this issue for years and feel the change, once finalized, will be much more beneficial for staff and in maintaining a safer working environment.
- Drafts of "City of Burlington Department of Public Works Performance Report FY 2011" and "Appendix A" were distributed to the Commission for their review prior to next month's meeting when it will be an Agenda item. The Performance Report is close to being finalized; comments from next month's Commission meeting will be incorporated in the Report before finalizing. The Appendices (total of 3) will be in the on-line version but not incorporated in hard copy. Commissioner Alberry asked that the City Council be given the final version before it goes out to the public.
- Currently working on a revised Customer Service intake/response system with the I.T. Department with the goal of beginning to use a *beta* version in approximately a month. Director Goodkind will report back on the new system at next month's meeting.

Item 17: COMMISSIONERS' COMMUNICATIONS

Commissioner Gundersen

- Received a copy of a TRUGREEN solicitation in the mail at home and asked DPW staff to look into it. It is her understanding that the company has been asked not to do business in the area due to their products' impact on storm water runoff and the Board of Health went so far as to rule on this about 1 ½ years ago. Commissioner Gundersen gave the piece of mail to DPW staff and asked that they look into the matter. Director Goodkind will pass on the TRUGREEN solicitation to Code Enforcement Director William Ward for further investigation.

Commissioner Lavery

- Following up on last month's Water and Wastewater discussion; since it was not on this meeting's Agenda, when will the discussion continue? Director Goodkind said that because Mr. Goodwin was not prepared, he will be at the April meeting.

Commissioner Porter

- Thanked the DPW team for the patience shown during his first months as a commissioner and their quick responses to the Commission's concerns.

Commissioner Tracy

- Thanked DPW staff for the quick response in cleaning up broken glass on Hickok Street.
- Residents adjacent to the intersection of North Union and Decatur Streets meet Winooski Avenue, have expressed concerns to Commissioner Tracy. He asked if additional signage is

being planned for that area. Assistant Director Baldwin has been attempted to work with the resident but what he/she is asking for requires resources that DPW does not have. He has e-mailed all pertinent information to the resident and others in his/her e-mail group. Commissioner Tracy asked that Assistant Director Baldwin forward those e-mails to him. Stationary signs and additional striping will be considered this spring as staff continues to study the area; however, moveable objects (e.g., barrels or “Yield to Pedestrians” signs) require a commitment from a person to be responsible to set it out and take it off the street every day, and DPW does not have available staffing for this.

- As this is his last meeting, Commissioner Tracy thanked the commissioners for their support during his meaningful experience as a commissioner. He also thanked DPW staff for their responses to his concerns and their willingness to educate him on issues being discussed. He will continue to focus on transportation and Public Works-related issues.

Item 18: COMMITTEE REPORTS: No reports.

Item 19: POLICY UPDATE: No policy updates.

Item 20: ADJOURNMENT: Commissioner Gundersen moved to adjourn the meeting at 9:00 p.m.; Commissioner Alberry seconded. Unanimous approval.