

BURLINGTON PUBLIC WORKS COMMISSION
645 Pine Street
Minutes – September 19, 2012
(DVD of meeting on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Matt Conger (Secretary), Asa Hopkins, Nathan Lavery (Chair), Mark Porter (Vice Chair) and Kevin Worden
ABSENT: Solveig Overby

Commissioner Lavery called the meeting to order at 6:33p.m.

ITEM 1 – AGENDA: No changes.

ITEM 2 - PUBLIC FORUM: No one came forward.

ITEM 3 - AUTHORITY OF COMMISSION (Gene Bergman, Sr. Asst. City Attorney)

Atty. Bergman’s two handouts gave an overview of the powers and responsibilities of the Commission (Memo of September 12, 2012: “The Powers of the Public Works Commission” and Memo of July 11, 2011: “Guidance for the Conduct of Appeal Hearings”). Atty. Bergman answered commissioners’ questions.

ITEM 4 – HOWARD STREET 1-HOUR PARKING SPACE REMOVAL
(Joel Fleming, Public Works Engineer)

Refer to Commission packet for Mr. Fleming’s Memo dated September 19, 2012: “Howard Street 1 Hour parking space removal.”

DPW staff recommendation: Remove the first space south of the crosswalk in order to meet the Manual on Uniform Traffic Control Devices (MUTCD) standards. **Commissioner Porter moved** to accept staff’s recommendation; Commissioner Worden seconded. Unanimous approval.

ITEM 5 – SHERMAN STREET POLICE-ONLY PARKING SPACES
(Joel Fleming, Public Works Engineer)

Refer to Commission packet for Mr. Fleming’s Memo dated September 19, 2012: “Sherman Street Police only parking spaces.”

DPW staff recommendation: Adding two parking spaces at the west end of Sherman Street adjacent to the police station and designating them “police only” parking. This area currently has a “no parking” restriction. **Commissioner Alberry moved** to accept staff’s recommendation; Commissioner Porter seconded. Discussion: Parking would be for police vehicles, not private vehicles. These spaces would be *added*. Unanimous approval.

ITEM 6 – NORTH WINOOSKI AT RIVERSIDE AVENUE PARKING CHANGES

(Joel Fleming, Public Works Engineer)

Refer to Commission packet for Mr. Fleming’s Memo dated September 19, 2012: “North Winooski at Riverside Avenue parking changes.”

DPW staff recommendation: Adoption of a 15-minute restriction in the first three spaces south of the Riverside Avenue on the north side of North Winooski Avenue.

- Time restrictions on the meters would discourage long-term parking by Community Health Center (CHCB) employees and others who, during the now-completed construction project of CHCB, got used to parking on-street.
- Time restrictions would also free up spaces for short-term business with Sam’s Unfinished Furniture and other area businesses, and patients of CHCB.
- The restrictions could be 8 a.m. – 6 p.m.
- Concern about enforcement, particularly at the Sam’s lot, where there are no meters.
- Providing adequate CHCB employee parking was part of the planning requirement approved by Planning and Zoning.
- Sam’s staff felt that three spaces with time restrictions were adequate but staff is flexible as to the numbers.
- Commissioner Porter suggested telling CHCB staff to decree that employees park on site, and felt that Sam’s should be responsible for enforcing parking in their own lot.

Director Goodkind offered to follow up with Planning and Zoning and talk with CHCB staff.

Commissioner Porter moved to table this Item and add to October’s agenda with more definitive parking data about CHCB staff and other long-term on-street parking users. Commissioner Alberry seconded. Discussion: Commissioner Worden expressed concern for Sam’s parking problems in the meantime.

ITEM 7 – PARKING PROHIBITION AROUND 33 NORTH AVENUE DRIVEWAY

(Joel Fleming, Public Works Engineer)

Refer to Commission packet for Mr. Fleming’s Memo dated September 19, 2012: “Parking prohibition around 33 North Avenue Driveway.”

DPW staff recommendation: That the Commission adopts a parking restriction for 50’ north and south of the driveway to 33 North Avenue.

Mr. Fleming found no record of an ordinance restricting parking in front of this building. Using the guideline adopted by the Commission in November 2010 (Prohibiting Parking Around Heavily Used Residential and Commercial Driveways), parking would be restricted 50’ on either side of the driveway. This would eliminate 5 or 6 parking spaces and move the existing Handicap Parking space back 50’ from the driveway.

Commissioner Alberry moved to accept staff’s recommendation; Commissioner Worden seconded.

Discussion:

- Director Goodkind recommended not restricting any parking south of the driveway for now.

- Suggestion: That staff use a more scientific approach when presenting their recommendations.
- Suggestion: That staff be united when presenting their recommendations to the Commission (Mr. Fleming’s recommendation is based on the Commission policy, whereas Director Goodkind was making an alternate suggestion.)

Commissioner Alberry withdrew his original motion. Commissioner Lavery invited a new motion. **Commissioner Alberry moved** to accept staff’s new recommendation of prohibiting parking 50’ to the north of the driveway and leaving the south side alone. There was no second. Commissioner Porter recommended tabling the Item until the October meeting.

- Concern: Residents would then be forced to wait another 60 days (pending the Commission’s decision and the required 30-day warning of the change).
- Suggestion: Those making the original request are most familiar with the situation; they are requesting parking restrictions to the north of the driveway only.

Commissioner Worden moved to accept parking restrictions 50’ north of the driveway. Commissioner Conger seconded.

Commissioner Hopkins supports the motion but requests that staff come back to the Commission’s October meeting with measurements of the current parking situation south of the driveway, for further discussion. Commissioner Lavery also requested that Mr. Fleming look up the ordinance for the existing Handicap Parking space.

Five of the present commissioners are in favor of the motion; one (Commissioner Porter) is opposed.

ITEM 8 – JACKSON TERRACE ENGINEERING STUDY UPDATE

(Joel Fleming, Public Works Engineer and Director Steven Goodkind)

The additional 50’ parking restriction to the south of the driveway (totalling 100’ to the south) is adequate.

ITEM 9 – PlanBTV

(Chair Nathan Lavery)

Commissioner Lavery added this Item to the Agenda to give commissioners an opportunity to discuss the plan; input deadline is September 30th. He requested that Director Goodkind put together a list of preferences/doable projects for staff and the Commissioners to work on together.

ITEM 10 – PEDESTRIAN CROSSWALK SIGNAL TIMING

(Director Steven Goodkind)

According to the traffic signal technicians (Dave Garen and Mike Benjamin), 26 out of the 165 crossing signals remain to be brought up to MUTCD standards. These last 26 are time-based and tied to other signals and therefore the most challenging. The technicians continue data analysis to bring these final crossings up to MUTCD standards. Director Goodkind will have another update at the October meeting.

ITEM 11 – DEPARTMENT REORGANIZATION

(Director Steven Goodkind)

Handed out at meeting: “Department of Public Works Proposed FY13 Organizational Chart, September, 2012.” (One page)

Director Goodkind explained the organizational chart.

- Assistant Director, R.O.W.: Rob Green is the new Assistant Director; Bill Paquette retired.
- Water Distribution Foreman Jim Ritchie retired; no replacement as of this date.
- Two newly *proposed* positions are listed: Stormwater Technician and (additional) Building Inspector.
- When asked where Joel Fleming, Engineer's name was, the Commission was directed to the "Engineering Technician" box.

Director Goodkind will give updates regarding changes to the organizational chart at future meetings.

ITEM 12 – CUSTOMER SERVICE UPDATE

(Director Steven Goodkind)

The current software is outdated. The new program is still undergoing adjustments to meet the needs of the Engineering Department. Scott Duckworth's part is done, and DPW staff is fine-tuning the program to meet their needs. Director Goodkind offered to give monthly updates at the meetings.

Commissioner Porter requested that Director Goodkind return to the October meeting with concise data: number of incidents logged, % of call-backs/responses, and timing of call-backs (24 hours? 72 hours?), even if the work is not completed.

ITEM 13 – MINUTES OF 07/11/12 and 09/11/12

Minutes of 07/11/12: Commissioner Porter moved to accept the Minutes; Commissioner Worden seconded. Unanimous approval.

Minutes of 9/11/12 Planning Meeting: (See revised Draft of Minutes handed out at meeting)
Commissioner Porter moved to accept the Minutes; Commissioner Alberry seconded.

ITEM 14 – DIRECTOR'S REPORT (Director Goodkind)

- Update on usage of metered electric car parking space at Church and Main Streets: Burlington Electric Department (BED) was unable to give Director Goodkind a usage reading, probably due to low usage. The 3-hour metered space, designated "Electrical Vehicle Only," is meant for drivers coming into Burlington and needing a charge. Director Goodkind will return to the Commission with an update.
- The Burlington Police Department (BPD) has created two (2) dedicated handicap parking spaces on Main Street during the Saturday Farmers' Market.

ITEM 15 – COMMISSIONER COMMUNICATIONS

Commissioner Hopkins: Tone of *Front Porch Forum* postings re: responsiveness from DPW about driveway end issues around Mansfield Avenue repaving has been positive. Director Goodkind recommends that the public call Customer Service to report issues.

Commissioner Porter:

- Residents in the North Street neighborhood between North Prospect and Mansfield Avenue have met with Nicole Losch about traffic calming, and are pleased so far.
- Concerned about condition of the sidewalk in front of 131 Mansfield Avenue: Really broken up. Director Goodkind said it is on this year's list.
- Asked about the possibility of using the mall parking garage Monday through Friday during working hours, as a shuttle lot for cars using the Park and Ride. People are parking in the Shaw's parking lot on Shelburne Road, crossing over to the Dress Barn parking lot to wait for the bus. Director Goodkind will talk with the Chittenden County Transportation Authority (CCTA) to get their suggestions on Link parking. Commissioner Alberry is in favor of limiting this opportunity to Burlington residents.

Commissioner Lavery: The City Council is expecting in October an update from the Commission, if and how they will proceed with a parking study. Director Goodkind will confirm with the merged NPO/RPO group if DPW is still on their agenda for this year and will e-mail the Commission. Commissioner Lavery would like this added to the October agenda so that the commissioners can form a response as promised to the City Council.

Commissioner Worden:

- Expressed concern about the sidewalk in front of 131 Mansfield Avenue.
- Requested an update on the Main Street mid-block crossing (in front of Edmunds). Director Goodkind said it is in a conceptual design stage; may not be anything concrete design-wise until next year. Director Goodkind directed him to Ms. Nicole Losch for more information.
- September 28th: Meeting on quality of life issues in Wards 1 and 2. Met last Thursday with the Mayor.

Commissioner Conger:

Expressed concern about Mansfield Avenue sidewalk and how data is collected on sidewalk conditions, and interested in what kind of software used by DPW. Residents would like more transparency so that the public can see the status of planned work on sidewalks. Ms. Nicole Losch and Ms. Erin Demers are the lead persons on this project.

ITEM 19 - ADJOURNMENT: Commissioner Alberry moved to adjourn the meeting at 8:55 p.m.; Commissioner Conger seconded. Unanimous approval.