

BURLINGTON PUBLIC WORKS COMMISSION
645 Pine Street
Minutes – October 17, 2012
(DVD of meeting on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Asa Hopkins, Nathan Lavery (Chair), Mark Porter (Vice Chair) and Kevin Worden

PRESENT VIA CONFERENCE PHONE: Matt Conger (Secretary),

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

ITEM 1 – AGENDA: No changes.

ITEM 2 - PUBLIC FORUM

Ann Kiley: Parent of two Edmunds' students, expressed safety concerns for Edmunds students using the mid-block crosswalk on Main Street, unescorted. Has been working for six years to get blinking lights in that area; questions the delays.

Jess Beck: Former parent of Edmunds' students, member of Rotary Club involved in making improvements to the Main Street corridor, including landscaping in the area of the mid-block crosswalk. Frustrated by delays in completion of mid-block crossing plans.

Peggy O'Neill-Vivanco: Edmunds' PTO, discussed the letter and petition she sent to Commissioner Lavery requesting that the city move forward to complete the mid-block crosswalk improvements, as well as add a crossing guard at the site.

ITEM 3 – LOWER CHURCH STREET MOTORCYCLE PARKING REMOVAL

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet for Mr. Fleming's Memo dated October 17, 2012: "Lower Church Street motorcycle parking removal.")

DPW staff recommendation: Remove the motorcycle parking on the east side of Church Street just south of the parking lot to the Chittenden County Courthouse and prohibit all vehicles from parking in this location. (When vehicles are parked across from the driveway, trucks are unable to make deliveries to the Flynn.)

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

ITEM 4 – STOP SIGN REQUEST AT LAVALLEY LANE AND MAPLE STREET

(Joel Fleming, Public Works Engineer)

Refer to Commission packet for Mr. Fleming's Memo dated October 17, 2012: "Lavalley Lane at Maple Street stop sign request."

DPW staff recommendation: Putting stop control (STOP sign) on Lavalley Lane at Maple Street, which will make it clear who has the right-of-way at the intersection. (There is a heavy concentration of pedestrian, bicycle and vehicle traffic at that intersection.)

Commissioner Alberry moved to accept staff's recommendation; Commissioner Hopkins seconded. Unanimous approval.

ITEM 5 – POLICY CHANGES ON PROHIBITING PARKING AROUND RESIDENTIAL AND COMMERCIAL DRIVEWAYS (Joel Fleming, Public Works Engineer)

Refer to Commission packet for Mr. Fleming's Memo dated October 17, 2012 with the same title.

DPW staff would like to modify the policy used for prohibiting parking around residential and commercial driveways, as the blanket policy guidelines - particularly around site distance – recently do not always seem satisfactory when implemented. Director Goodkind invited input from the Commission: If they feel that the currently policy is fine (use same site distance north and south of driveways), then staff will continue as they have in the past. If the Commission feels that modifications/suggestions used in conjunction with current accepted criteria would help streamline decision-making, then staff would return to the Commission with suggestions.

The Commission agreed to give staff the opportunity to suggest a revised policy and return to the Commission with their suggestions.

ITEM 6 – NORTH WINOOSKI AT RIVERSIDE AVENUE PARKING CHANGES (Joel Fleming, Public Works Engineer)

Refer to Commission packet for Mr. Fleming's Memo dated October 17, 2012: "North Winooski at Riverside Avenue parking changes."

Mr. Fleming has been reviewing Planning and Zoning's parking requirements for the Community Health Center at 617 Riverside Avenue, monitoring license plates of cars parked in the vicinity, assessing adequacy of the area's number of parking meters and considering the Parking Enforcement's staff's ability to enforce 15-minute meter limits. He will also observe the area and note where people are parking and where they are headed to.

Mr. Fleming will return to the November meeting with his findings and recommendation.

ITEM 7 – EDMUNDS CROSSING ON MAIN STREET (Steven Goodkind, DPW Director)

Oral communication: Director Goodkind gave a history behind the Main Street mid-block crossing at the Edmunds School.

- About 8 years ago, school staff approached DPW requesting a crosswalk, to enable staff and adult-escorted students to cross Main Street to get to Edmunds School. DPW was not in favor of it.
- DPW put in the crosswalk (meeting the Manual on Uniform Traffic Control Devices - MUTCD - standards), and told Edmunds' staff that they would be responsible for its use.
- There are crosswalks and crossing guards at the Main/Willard Street and Main/Union Street intersections.

- DPW staff does not want to assign a crossing guard to that crossing, as staff doesn't feel it should be an approved crossing; however, since the crosswalk exists, staff has been working toward a final improvement plan. The work would begin as early as May and could be completed sometime next summer.
- Director Goodkind felt that school staff and parents could better educate their students about the designated, staffed crosswalks at South Willard and South Union Streets.

The Commission requested the following of Director Goodkind:

- Encourage the crossing guards at the Main Street/So. Willard and So. Union intersections to educate the students *not* to use the mid-block crossing.
- Consider the following, if not already in the concept for the mid-block crossing: flashing lights to warn of a school zone.
- Draft a written communication to school staff asking them to get the word out to the school community that it is unsafe to use the crossing before the planned changes, beginning as early as spring, 2013.
- Investigate the possibility of erecting flashing lights near the mid-block crossing, indicating a school zone, this fall (instead of waiting until the improvements are begun next year).
- Once the concept for the mid-block crossing becomes a design plan, inform the Commission (hopefully at the November meeting), post it on the DPW Website and give the information to Edmunds' staff to distribute to the school community. Commissioner Lavery asked that a full schedule of the Plan's implementation be presented.
- Look at the possibility of lowering the speed limit in the school zone, and report back at the November meeting.

Discussion ensued about the feasibility of closing off both ends of the mid-block crossing, blackening out the striping and removing the barrel in the road to discourage the use of the crossing, and/or posting signs at either end explaining the reason for the elimination of the crossing and explaining the planned 2013 improvements.

With input from the public, Commissioner Lavery suggested *not* closing the crosswalk immediately, and asked DPW staff to work with Edmunds' PTO and reach out to school staff to get a consensus on closing the crossing. DPW staff will return to the November meeting with an update.

Commissioner Lavery:

- Will draft a short letter from the Commission and circulate it via e-mail, formally requesting feedback from parents, school personnel, PTO, DPW staff, etc., which would then be reviewed and discussed at the November meeting. He would like to include in that discussion crossing safety issues and what can be done to enhance safety until the physical improvements are made.
- Longer term, he would like the DPW staff to put a plan in writing. Some elements to include in the Plan:
 - Anticipated installation date for the improvements starting in Spring, 2013;
 - Earliest point at which the crossing guard study can be anticipated;
 - Address the installation of the flashers and how quickly that can happen, particularly if that can happen before the additional improvements take place.

Commissioner Lavery asked that this item be included on all upcoming Agendas. He asked that Director Goodkind create a schedule of how the plan will roll out, distribute it via e-mail to the commissioners, and add the item to the November agenda for discussion. Once the plan or an outline of the Plan is ready, DPW staff is asked to post it on the Website, and inform the Edmunds school community that it is available.

ITEM 8 – PLAN BTV DISCUSSION (Director Steven Goodkind)

Refer to Commission packet for Director Goodkind’s Memo dated October 11, 2012: “Plan BTV.”

The above-mentioned handout contains excerpts from the voluminous PlanBTV. Director Goodkind chose the excerpts comprising the handout based on DPW’s current or anticipated involvement with those areas/projects/plans. He asked the commissioners to discuss which areas they would like to focus on first, thus allowing DPW staff to prepare additional background information for future meetings.

- In regards to the topic of parking: should residential parking be associated with properties?
- Clarified that the commissioners could still “weigh in” during the different stages of the items presented in the Plan.
- Circled the topics which he felt the Commission should look at.

As per a commissioner’s request, Director Goodkind will summarize as briefly as possible, the handout information in a spreadsheet, including the page number in the Plan from which it is extracted, and possibly a \$ symbol representing staff’s best estimation of cost of each project. He was asked to have the spreadsheet ready or the November meeting.

ITEM 9 – BACKGROUND ON STREET AND SIDEWALK CAPITAL PLANS

(Erin Demers, Public Works Engineer and Steven Goodkind, Director)

Ms. Demers and Director Goodkind gave a presentation/update on streets and sidewalks. DPW is on track with the paving budget for this year (FY13). The current pavement condition index (PCI) (stands for?) for roads is at 72.8, determined by the software program, Micro PAVER.

There is no software program for sidewalks comparable to Micro PAVER. Staff and volunteers have compiled a comprehensive inventory of the approximately 150 miles of sidewalks, 2/3 of which they identified as having deficiencies. Staff is currently preparing a request for proposals for new sidewalk work in order to take advantage of State grants (which includes travelling the City’s sidewalks on a Segway equipped with graphical information system [GIS] mapping capability). The resulting data will add to the GIS system and replace the current database. Staff hopes to have the work done this winter.

Ms. Demers advised Burlingtonians to call DPW Customer Service to inform them of any sections of sidewalks requiring attention. There are funds available for patching small areas of sidewalks.

Commissioner Porter: Requests that the metal protection grates at the base of the trees on the sidewalk across from City Hall Park (on College Street, between St. Paul and Church) be leveled. Ms. Demers will contact the Parks and Recreation Department to have the City Arborist, Warren Spinner, take a look.

ITEM 10 – TRAFFIC SIGNAL TIMING UPGRADES (Steven Goodkind, Director)

Ethan Allen Parkway is the only traffic signal that does not meet Municipal Uniform Traffic Control Devices (MUTCD) standards. The Archibald Street/Winooski Avenue intersection will soon be done.

ITEM 11 – REPORT TO CITY COUNCIL – E-MAILED NEXT MONDAY

(Steven Goodkind, Director)

Director Goodkind e-mailed the commissioners a draft of the report he intends to give to the City Council at their October 29th meeting. The annual report summarizes the Department’s financial performance for the preceding fiscal year. Per the City Council’s request, Director Goodkind is asking for the Commission’s approval of the report before it is brought before the Council, asking that the Commission

accept it with “no exceptions taken.” The Commission accepted the Memo and had two items which they asked Director Goodkind to address:

- Eliminate the side comment in the margin on Page 2 under, “Technical Services: Inspection Services” indicating a question on the number of permits issued.
- Change the wording on Page 5 under “Recycling,” to match the statement in his cover Memo to the City Council under “Summary” (indicating that the Recycling Program finished FY12 in the red).

ITEM 12 – CUSTOMER SERVICE PRESENTATION UPDATE

(Steven Goodkind, Director and Valerie Ducharme, Customer Service Supervisor)

Director Goodkind and Ms. Ducharme gave a presentation on the new Request for Service software program recently launched in Customer Service. Ms. Ducharme demonstrated the process followed by Customer Service when citizens call in.

ITEM 13 – MINUTES OF 09/19/12: Unanimously approved.

ITEM 14 – DIRECTOR’S REPORT (Steven Goodkind, Director)

Director Goodkind reported briefly on his recent trip to Russia and his observances of their Ministry of Infrastructure. A representative from the Ministry is contemplating a visit to Burlington this May.

ITEM 15 – COMMISSIONERS’ COMMUNICATION

Commissioner Worden asked Director Goodkind to find out what happens to the function of the pedestrian crossing signals when the traffic signals switch over to flashing mode at 10:00 p.m. Director Goodkind will get back to the Commission with the answer.

Commissioner Hopkins asked Director Goodkind for an update in the near future on the timeline for the Champlain Parkway (process, permits, etc.). Director Goodkind offered to add the topic to the November agenda.

Commissioner Overby is collecting information as discussed at the August meeting, concerning strategic planning for the year. She has left a message for Jeanne Francis (in Code Enforcement) and will follow up with her to on Zoning and Inspection Services permitting schedules and timeframes, and whether the computer system used for permits for Planning and Zoning and Inspection Services has the ability to report time from start to end. She left a message for Jeanne Francis and will follow up with her.

Commissioner Porter reported on his work with John King, Parking Enforcement, on “Residential Parking Only” fees, abuse of the parking passes and working toward changing the approval process. Mr. King would like the Commission’s help with the process and plans to come to the November meeting with a report.

DPW staff has estimated that it would cost approximately \$95,000 to paint triangles on either side of every driveway from the Old North End to the New North End, creating a standard pattern for each driveway entrance. Commissioner Porter would like staff to go back and determine the cost of painting

individual parking spaces within those triangles. Director Goodkind will report back to the Commission on staff's findings.

Commissioner Lavery reminded the Commission that the City Council is expecting a formal response on their earlier request regarding residential parking. He and Director Goodkind will put something in writing for City Council.

Commissioner Lavery asked for an update on where DPW stands in the queue for financial/staffing assistance from the Metropolitan Planning Organization in regards to a more comprehensive study of parking. Director Goodkind reiterated that DPW is still in their queue and if nothing happens this year because they are booked, we would be at the top of their project list next year.

ITEM 16 – NEXT MEETING DATE AND ADJOURNMENT

Because the next regular meeting date falls on the day before the Thanksgiving holiday and conflicts with three commissioners' plans, it was determined that **the November meeting will be held on Wednesday, November 28th**. Commissioner Overby will be in attendance via conference phone. Commissioner Hopkins moved to adjourn the meeting; Commissioner Worden seconded. Unanimous approval to adjourn at 9:30 p.m.