

BURLINGTON PUBLIC WORKS COMMISSION MONTHLY MEETING
645 Pine Street
MINUTES – December 19, 2012
(DVD of meeting on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Tiki Archambeau (new commissioner), Matt Conger (Secretary), Asa Hopkins, Nathan Lavery (Chair), Solveig Overby and Mark Porter (Vice Chair)

Commissioner Lavery called the meeting to order at 6:37 p.m.

ITEM 1 – AGENDA

Director Goodkind asked if the Commission would like to consider changing the monthly meeting start time. Commissioner Lavery declined, stating that one of the commissioners has a commitment prior to the monthly meeting. The meetings will continue to begin at 6:30 p.m.

ITEM 2 – PUBLIC FORUM

Brian Perkins – Decatur Street resident, thanking staff for their recommendation that a STOP sign be placed at the Decatur Street/Winooski Avenue intersection. Mr. Perkins and his family continue to monitor the crosswalk out of concern for their child who uses it daily.

ITEM 3 – EDMUNDS MID-BLOCK CROSSING CONCEPTUAL PLAN

(Steven Goodkind, Director)

(Oral communication) The concept plan will be used for obtaining required environmental permits, and staff's goal is to begin building sometime this spring (with bump-outs on either side; an island in middle; rapid flashers (pedestrian activated flashers); etc. Included in the project (but not on this plan) will be the installation of "School Zone" flashing lights and signs near Willard and Union Streets. Delivery of the equipment is expected to be this winter and installation should be fairly quick, as preparation work is being done now.

ITEM 4 – STOP SIGN REQUEST – NORTH WINOOSKI AVE. AT DECATUR STREET

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet for Mr. Fleming's Memo dated December 19, 2012) Staff recommends that the Commission adopt multi-way stop control at this intersection. **Commissioner Alberry moved** to accept staff's recommendation to install a STOP sign southbound on North Winooski Avenue at the intersection of North Union and Decatur Streets; Commissioner Conger seconded. Discussion: Mr. Fleming will contact the Burlington Electric Department requesting improved lighting at that intersection. Senior civil engineering students from UVM will be studying this section of the roadway this spring as part of their coursework and will share their findings with DPW staff. Unanimous approval.

Commissioner Lavery invited the newly-elected DPW commissioner, Tiki Archambeau (Crombie Street/Ward 2 resident) to take his seat at the commissioners' table.

ITEM 5 – 205 ST. PAUL STREET – ADDING A 15-MINUTE SPACE

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet for Mr. Fleming’s Memo dated November 28, 2012) Staff recommends that the Commission adopt a 15-minute parking space in the first space south of Maple Street on the west side of Saint Paul Street. In response to discussion of possibly restricting the hours of the 15-minute parking limitation in that proposed space, Assistant Director Normal Baldwin copied and distributed a page from the City of Burlington Ordinance book, “Supp. No. 22, Sec. 9. Fifteen-minute parking (a).” Mr. Fleming stated that if the requestor moves their pizzeria, the designated space could be removed. **Commissioner Porter moved** to install a 15-minute space with time restricted to 15 minute parking “...between the hours of 8:00 a.m. and 10:00 p.m., Sundays and holidays excepted...” Commissioner Hopkins seconded. Unanimous approval.

ITEM 6 – 27 CAROLINE STREET – PARKING CHANGES

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet for Mr. Fleming’s Memo dated December 19, 2012) Staff recommends that the Commission adopt a parking prohibition of 45’ from Catherine Street on the west side of Caroline Street. However, yesterday, Mr. Fleming received an e-mail from the Caroline Street resident asking him to dismiss the initial request because the result is less satisfactory than the present situation (a large van has begun parking in the area on a regular basis, affecting site distance for the resident. The resident informed Mr. Fleming that they would rather deal with a vehicle occasionally parking too close to their driveway than creating a new parking space for a vehicle which impedes site distance.). Mr. Fleming will send the resident an e-mail as a follow-up and if she wants further suggestions, Mr. Fleming will explore the possibility of moving parking back from corners in that area 5 – 10’. **No action will be taken at this time.**

ITEM 7 – MAIN STREET – ADDING 3-HOUR PARKING METERS

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet for Mr. Fleming’s Memo dated December 19, 2012) Staff recommends that the Commission adopt the parking layout shown in the drawing; the addition of three (3) metered spaces on the north side, three (3) metered spaces on the south side, and bike lanes. Meters would not be installed until the spring.

Concern was voiced over the affect these changes would have on the turning lane for northbound traffic headed up Main Street and turning onto South Union Street, as well as anticipating treatment suggestions during the summer’s paving and Complete Streets analysis. **No action was taken.** Mr. Fleming will return to the January Commission meeting with more information.

ITEM 8 – 240 NORTH WILLARD ST. – ADDING HANDICAPPED PARKING SPACES

(Joel Fleming, Public Works Engineer)

(Refer to Commission packet for Mr. Fleming’s Memo dated December 19, 2012) Staff recommends that the Commission adopt a handicapped parking space in front of 240 North Willard Street. After discussing available off-street parking availability, **Commissioner Hopkins moved** to accept staff’s recommendation. Commissioner Overby seconded. Unanimous approval.

ITEM 9 – PUBLIC WORKS COMMISSION APPEAL PROCESS BRIEFING

(Norman Baldwin, Assistant Director)

(Refer to Commission packet for handout, “Guidance for the Conduct of Appeal Hearings” dated July 11, 2011) Mr. Baldwin handed out additional information on appeal processes:

- 1) A cover Memo dated December 19, 2012 – “Items to be heard by the Public Works Commission as a Board of Appeal” (**NOTE:** second page, last column in table titled, “Commission Meeting to be heard,” dates of 2/16/13 should instead read “1/16/13.”)
- 2) Memorandum of Understanding dated January 14, 2002 signed by the Directors of Public Works and Code Enforcement.
- 3) “City of Burlington Ordinance 7.0...” adopted 12/07/09 and effective 01/12/10, “...An Ordinance in Relation to Buildings and Building Construction*, Article III, Abatement and Rehabilitation of Vacant Buildings and Structures and Dangerous Structures*”.
- 4) Supp. No. 2 from the Burlington Code of Ordinances (BCO), “Housing” section, CD18:25 – CD18:29. Mr. Baldwin explained that the documents outline the framework of how the Commission should hear an appeal. He advised the commissioners to read the documents and contact him with any questions. The Commission is scheduled to hear two appeals at the January and February meetings. City Attorney Eugene Bergman is prepared to attend the January meeting as an advisor.

Mr. Baldwin has asked the appellants to provide information for inclusion in the January and February packets; Code Enforcement will also provide documentation. Mr. Baldwin will be present at both meetings and will guide the Commission. The Commission will hear the testimony and receive/review documentation, convene as a governing body later that evening or at another time to discuss the appeals, and then render a decision, which the Commission will put in writing for the City Attorney to formally issue at a later date. Per Commissioner Overby’s request, Mr. Baldwin will copy the Commission on the letters he will send out to the appellants (by the end of the week) scheduled for the January meeting.

ITEM 10 – FY14 STREET CAPITAL RECONSTRUCTION LIST

(Erin Demers, Public Works Engineer, Street Capital Program Manager)

(Refer to Commission packet for Ms. Demers’ Memo dated December 10, 2012) Ms. Demers presented the FY’14 list for the Commission’s approval as required by ordinance. After receiving bid results, she will return to the Commission with more information. She is also required by ordinance to inform residents by April 15th of the planned street reconstruction.

If the Complete Streets analysis requires ramps, for example, it may increase the estimated cost of the project. If there are funds left after the reconstruction on the approved list has been completed, Director Goodkind advised that Foster Street would be added this year.

Commissioner Porter requested that Ms. Demers ensure that there is in the contract a formal requirement for the contractor to grade the asphalt around the structures prior to laying the final coat.

Commissioner Porter moved to approve the FY’14 Street Capital Reconstruction List; Commissioner Alberry seconded. Unanimous approval.

Ms. Demers then handed out “Appendix E, 22’ Speed Hump Detail” and explained the difference between a speed hump and speed bump.

ITEM 11 – NACTO AFFILIATE MEMBERSHIP & URBAN DESIGN MANUAL

(Nicole Losch, Transportation Planner/Bicycle & Pedestrian Program Manager/Environmental Planner)

(Oral Communication/PowerPoint presentation) Ms. Losch reviewed the many benefits of being affiliated with the National Associations of City Transportation Officials (NACTO), and having been accepted as an affiliate member of the American Association of State Highway Transportation Officials (AASHTO).

ITEM 12 – HYDE STREET PILOT PROJECT

(Nicole Losch, Transportation Planner/Bicycle & Pedestrian Program Manager/Environmental Planner)

(Oral Communication) The pilot, implemented as a 30-day trial in response to a traffic calming request, ended last week. Staff received a handful of comments; all but one was supportive. Ms. Losch will schedule a meeting, possibly as early as January, to review the data with the residents. She will then return to the Commission with more information.

ITEM 13 – NEIGHBORHOOD PARKING/STRIPING SUGGESTED PILOT PROGRAM

(Steven Goodkind, Director)

Oral Communication. (See two handouts: “Neighborhood Parking Pilot Project-Draft 12/19/12;” and a letter to Director Goodkind from William Burns, Traffic Foreman listing streets for the Commission to consider if they wish to test painting parking stalls or buffer zones next to driveway cuts. The painted lines would be strictly advisory, not regulatory.) The intent is for the Commission to be responsive to the request by the City Council in their resolution to improve residential parking. Per Commissioner Lavery’s request, Director Goodkind will formulate a cover memorandum, gather all other documents from the date of the City Council’s resolution, including these two handouts, and forward to the City Council.

ITEM 14 – MINUTES OF 11/28/12

Commissioner Alberry moved to accept the Minutes as written Commissioner Porter seconded.

ITEM 15 – DIRECTOR’S REPORT (Steven Goodkind, Director)

- Customer Service Program: Still work to be done to refine the program. Due to the loss of a key I.T. staff member, remaining staff have been focusing on the “New World” financial program. Customer Service staff continue to use the new (customer service) program, and Director Goodkind and staff are beginning to formulate timelines of completion. He will report back to the Commission on the Customer Service Program at the January meeting.
- Staff has been working hard to repair the severe damage caused by Tropical Storm Irene. Director Goodkind praised the relentless work of Assistant Director Baldwin and DPW Engineer David Allerton in the repairs to: the boardwalk at North Beach; the Burlington Bike Path by the cemetery; the retaining wall along the Burlington Bike Path north of Starr Farm Road; and the Burlington Bike Path along the Beltline. The Burlington Parks Department contributed in development at the outset but the design and construction was done by DPW staff. These were recovery projects paid out of FEMA and other funds; staff time was recovered by FEMA. The Commission was invited to go on DPW’s Facebook account and check out the progress of the projects.
- Rebuilding of Church Street electrical lighting project is nearly complete.

- Pearl Street at the head of Church Street: Crossing, signals and bumpouts are now in place.
- Signals at St. Paul Street will be up this spring.
- DPW Streets staff is now in “snowfighting” mode.
- Christmas tree collection: January 8, 2013.

ITEM 16 – COMMISSIONER COMMUNICATIONS

Commissioners Overby, Hopkins and Archambeau: No communications.

Commissioner Porter

- University Terrace resident asked Commissioner Porter if there is anything the Commission can do about cars using University Terrace as a turn-around, such as putting up a sign discouraging the activity. The suggestion was made to approach UVM for suggestions.
- Expressed concern over the loss of commuter parking at the Shelburne Street Price Chopper (serving Burlington-Montpelier commuters). Commuters are now parking in the Shaw’s parking area near Walgreens. This is private property and it may be only a matter of time before the commuters are asked not to park there. Director Goodkind will contact CCTA to inquire about this.
- Sidewalks: Doesn’t want to lose momentum. Director Goodkind stated that staff will do one more round of data evaluation. Commissioner Porter asked for a proposal by the March time-line; however, Director Goodkind stated that everything will depend on the status of the “New World System” financial software.

Commissioner Alberry – Macy’s parking garage entrance: two handicap-accessible spots – 1 post is missing and the markings are not visible. Director Goodkind will look into this.

Commissioner Lavery – Hopes to invite John King of Parking Enforcement at BPD to the January meeting to talk about changes to resident parking.

Commissioner Conger will try to bring something to the January meeting about CarShare. He hopes to have something to give to give to Val in Customer Service to include in the Commission packet, prior to the January meeting.

ITEM 17 – ADJOURNMENT AND NEXT MEETING DATE

The next meeting of the DPW Commission will be held on Wednesday, January 16, 2013.

Commissioner Alberry moved to adjourn at 9:30 p.m. Commissioner Conger seconded.