

Burlington Department of Public Works Commission Meeting
Draft Minutes, June 17, 2020
645 Pine St. – Main Conference Room

Meeting video link: <https://www.cctv.org/watch-tv/programs/burlington-public-works-commission-153>

Commissioners Present: Tiki Archambeau (Chair); Brendan Hogan (Vice Chair); Chris Gillman ; Solveig Overby; Peggy O’Neill-Vivanco, Pablo Bose; Jim Barr

Item 1 – Call to Order – Welcome – Chair Comments

Chair Archambeau calls meeting to order at 6:38 p.m. and made opening comments.

Item 2 – Agenda

Commissioner Barr made a motion to approve the agenda.
Commissioner Hogan seconded.
Unanimous approval

Item 3 – Public Forum –

There was no one who chose to speak during public forum

Item 4 – Consent Agenda

A. Temporary ADA space on Pine Street

ACTION: Commissioner Barr made a motion to accept the consent agenda.
Commissioner Gillman seconded. Unanimous Approval.

Item 5 – Memorial Auditorium Parking Space Request – J. Padgett

Interim Assistant Director Jeff Padgett provided an overview of the request in the meeting packet. The College Street Congregational Church is proposing one-way traffic flow from College Street, into its parking lot, and exiting into the City’s Memorial Auditorium parking lot. It would require the elimination of one parking space and the realignment of two spaces in the City lot to accommodate the curb cut. In return, the Church proposes to pay for all the capital costs, manage the construction, and pay \$75.00 a month for the encumbrance of the parking space. The proposed Agreement would allow the City to terminate the arrangement at any time given there may be future public needs on the City parcel that may not be able to accommodate the Church’s traffic.

Andrea Roberts, a representative for the Church, stated that access and safety is important for the church. The parking lot is tight and the exiting sightlines for vehicles exiting their lot on to College St are challenging.

Commissioner Gillman concurred that this is not something that will become permanent and thus we will not be approving this as a permanent law at this time.

Interim Assistant Director Jeff Padgett stated this is not a risk to the city and the agreement is revocable by the city at city discretion. The church lawyer will write up the contract and our city attorney will review. We are looking for broad authority to enter into this agreement.

Commissioner O'Neill-Vivanco asked if there was a sense of flow of traffic through there. Andrea stated that probably 18-24 daily and more active on weekends with church services. There are parking spaces, which are rented to downtown workers by the church, which during the week is the most amount of traffic. The YMCA daycare which is provided in the church for infants will be opening end of July so more traffic will be there during drop offs and pickups.

Chair Archambeau asked about traffic volumes. Director Spencer reported that in reviewing State traffic data collection it appears that a section of South Union Street has an annual average daily traffic of 3,000-4,000 vehicles and a section of College Street had an annual average daily traffic of 4,000-5,000 vehicles. Chair Archambeau expressed disappointment in not getting written responses from staff from questions that he submitted on Sunday. He stated he will be voting no on this item as there is information that he is still unclear on.

Building Inspector Brad Biggie suggested that the property owner reach out to the Fire Marshall's office as this will affect the fire department.

ACTION: Commissioner Bose moved to authorize the Department of Public Works enter into a contract/agreement agreeable to the City Attorney to 1) allow an easement for traffic flow from the College Street Church property to exit across the Memorial Auditorium property 2) remove 1 parking space 3) realign two adjacent parking spaces and perform the necessary related construction at their cost and to City standards 4) in exchange for this easement a fee to the Church of \$75 per month and 5) for a time period such that the City can reasonably accommodate the access and is revocable at the City's discretion.. Commissioner Barr seconded. Roll Call Vote – Commissioner Bose Aye; Commissioner Barr Aye; Commissioner Overby Aye; Commissioner O'Neill Vivanco Aye' Commissioner Hogan Aye; Commissioner Gillman Aye; Commissioner Archambeau Nay.

Item 6 – Appeal of Building Permit after the Fact Fee – W. Ward

P&I Director William Ward stated that the Appellant is not present. The Appellant did not confirm the receipt of the meeting notice that was sent to him. The individual sought to appeal an after the fact fee on a building permit that was issued to him. A suggestion was made to table the appeal until a subsequent meeting.

ACTION: Commissioner Barr made a motion to table the item. Commissioner Gillman seconded. Unanimous approval

Item 7 – Garage Rate Structure and Policy Adjustment – J. Padgett

Interim Assistant Director Jeff Padgett provided an overview of the proposed operational changes to the downtown municipal garages outlined in the memo in the packet. Proposed changes include: removing 2 hour free parking in Marketplace Garage while maintaining it at College St and Lakeview Garages (due to a recent Church St Marketplace Commission vote to reduce the DID assessment by 50%), explicitly allowing for free parking on holidays and Sundays, and offering DPW Director the authority to establish temporary rates. Much of the proposed language is making Ordinance consistent with long-term operational practices.

Commissioner O'Neill Vivanco asked about ensuring that systems were in place to document refunds provided by Ambassadors. Jeff stated that this information is recorded and auditable. Commissioners discussed parking rates for City employees, special event rates, and upcoming validation program.

ACTION: Commissioner Barr made a motion to accept staff's recommendation. Commissioner O'Neill-Vivanco seconded. Commissioner Archambeau made a friendly amendment to correct the numbering – an item as 3 should be 2. The amendment was friendly to the maker and the seconder. Unanimous approval

Item 8 – Consolidated Collection and FY'21 Solid Waste Generation Tax Updates – L. Perry

To summarize the memo in the packet, Assistant Director Lee Perry provided an overview of the Department's proposed increase in the City's Solid Waste Generation Tax charged to solid waste haulers to cover increased tipping fees and the lease payment on a replacement fleet vehicle. Director Spencer stated that we wanted to inform the Commission about the proposed tax increase prior to the Council took action. No action is required from the Commission, but the Commission is welcome to pass a motion stating its opinion. Commissioner Barr encouraged staff to evaluate environmentally friendly vehicle options.

ACTION: Commissioner Barr made a motion to support the FY'21 Solid Waste Generation Tax recommendation. Commissioner Bose seconded. Unanimous approval.

Item 9 – Approval of Draft Minutes of 3-18-2020 & 5-20-2020

March Minutes: Director Spencer stated that the correct version of the March 2020 minutes were included in this month's packet after last month's packet had a draft version. He thanked Commissioner Overby for catching that.

ACTION: Commissioner Barr made a motion to accept March minutes. Commissioner O'Neill-Vivanco seconded. Unanimous approval.

May Minutes: Commissioner Archambeau requested edits to Item 6 (Making Space for Restaurant and Retail Recovery) to replace the paragraph with his comments as follows

“Commissioner Archambeau asked the Director how parking conflicts would be handled. Director Spencer described that interests would be weighed to make accommodation for all businesses involved in order to reduce conflict. Downtown is a high parking demand location and we want to limit what we grant, up to two spaces per business. We will reach out to adjacent businesses for their opinions.” Commissioner Overby requested revisions to the minutes for the Item 7 (North Avenue) to include the following sentence “Commissioner Overby expressed disappointment that a roundabout was not selected despite a study that would have supported a roundabout in this location.” Commissioner Barr suggested a link to the study be added to the minutes.

ACTION: Commissioner Barr made a motion to accept May 2020 minutes with the edits of Commissioners Overby, Archambeau and Barr. Commissioner Bose seconded.
Unanimous approval

Item 10 – Director’s Report

Given the hour, Director Spencer referred to his Director’s Report in the packet and said he will gladly answer any questions.

Item 11- Commissioner Communications

- Commissioner Barr stated that in Wards 1 and 8 the construction work that is going on is going extremely well.
- Commissioner Bose stated the work on Locust Street looks good and there has been positive interaction with the residents.
- Commissioner O’Neill-Vivanco stated see the signs for paving or sidewalk work coming to your neighborhood have been very helpful for the people in the neighborhoods who do not go to the portal to check on the construction projects in Burlington.
- Commissioner O’Neill-Vivanco asked about slope stability and the new restaurant on Riverside Avenue. Director Spencer said staff was continuing to work with the City Attorney on the issue of City authority to control work on private parcels where slope stability is a concern.
- Commissioner Overby asked about the 15 minute parking spots and parklets as she noticed that Ken’s Pizza has tables in roadway. Wondered if there was more Commission action necessary. Director Spencer referenced the prior month’s Commission meeting where this information was brought forward and approvals sought. With the State of Emergency, Mayor Weinberger used his authority the launch of making space for retail and restaurant recovery and fees were waived. Ordinance meeting making space continues and the ordinance language was approved through the rest of the season.
- Commissioner Overby asked about the digging on Elmwood Avenue and Spring Street. Director Spencer said he would check but it may be related to soil remediation efforts related to the dry cleaning operation.
- Commissioner Overby asked about using white paint for the crosswalks instead of red as Jared Wood has asked about it again. Director Spencer stated that we are looking

at updating engineering standards and are considering removing the red faux-brick crosswalks as we have received concerns about their visibility and their slipperiness.

Item 12 – Adjournment – Next Meeting Date July 15, 2020

ACTION: Commissioner Barr made a motion to adjourn the meeting. Commissioner Bose seconded. Unanimous Approval

Meeting adjourned 9:40 p.m.