



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 x 3 VOICE
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

DPW COMMISSION MEETING AGENDA

October 19, 2022

4:00-5:30PM – Wastewater Treatment Plant Tour – 53 Lavalley Lane

(no remote option for tour)

6:30 PM - Reconvene *(remote only)*

To Join 6:30PM portion via Zoom: <https://us02web.zoom.us/j/83495330508>

To call into the 6:30PM portion: 301-715-8592 Webinar ID: 834 9533 0508

Channel 17 also often livestreams this on their YouTube channel and airs it over the air at a later date.

Note that comments on YouTube are not monitored.

- 1 **4PM:** Call to Order – Welcome – Chair Comments
- 2 5 Min Agenda
- 3 90 Min Wastewater Treatment Plant Tour
- 4 **6:30PM:** Reconvene Meeting (remote options only)
- 5 5 Min Public Forum (3 min per person time limit)
- 6 5 Min Consent Agenda
 - A Approval of Draft Minutes 9-21-22
 - B Holiday Parking Rates
- 7 10 Min CarShare Vermont Lease Agreement
 - A Communication, J. Padgett
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested – Vote
- 8 10 Min Director's Report
- 9 10 Min Commissioner Communications
- 10 **Adjournment & Next Meeting Date – November 16, 2022**



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**DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
BURLINGTON, VERMONT 05401
COMMISSION MEETING SEPTEMBER 21, 2022**

Commissioners Present: Commissioner Barr, Commissioner Damiani, Commissioner Fox, Commissioner Hogan (Chair), Commissioner Damiani, Commissioner Munteanu, Commissioner O'Neill-Vivanco (Vice Chair), Commissioner Overby

ITEM 1 – CALL TO ORDER

Chair Hogan called the meeting to order at 6:42 p.m.

ITEM 2 – AGENDA

Commissioner Barr made a motion to accept the agenda
Commissioner seconded
Commissioner Overby wanted to pull Item 4B- reallocation of 30-Minute parking on South Champlain Street and make it 4.1
Commissioner Barr was fine with the change
Commissioner O'Neill-Vivanco seconded to approve amended agenda
Unanimous approval

ITEM 3 – PUBLIC FORUM (3 minute per person time limit)

No one was present for public forum

ITEM 4 – CONSENT AGENDA

A – Approval of Draft Minutes 8-24-22
C – Accessible Parking at 412 North Street

Commissioner Barr made a motion to accept the amended consent agenda
Commissioner O'Neill-Vivanco seconded to approve amended consent agenda
Unanimous approval

ITEM 4.1 – Reallocation of 30-Minute Parking on South Champlain Street

City Engineer Philip Peterson the purpose of this request is to reallocate one 30-minute parking space on the east side of South Champlain Street in front of 202 to unrestricted public parking. Reallocating the space will provide a parking need for local residents; while maintaining the 30-minutes space closer to the intersection with Maple Street which will accommodate businesses.

Commissioner Overby wanted to acknowledge that the Public Works Commission sets up these for Monday through Friday from 8:00 a.m. to 4:00 p.m. and residents can park there afterward and she would like to know why this one is different.

City Engineer Philip Peterson stated that there are fourteen 30-minutes spots in this block alone and we talked to local businesses and their needs are being met with the spaces and we did a whole lot of analysis and this was a good compromise.

Commissioner Overby had a question about parking here during non traditional work hours and people leaving their cars there.

Commissioner O'Neill-Vivanco made a motion to accept staff's language to reallocate the 30-minutes parking space.

Commissioner Barr seconded.

Commissioner Overby asked if the spot could be striped and City Engineer Peterson stated he would have to talk to traffic to see if this could be done.

Director Spencer stated the spaces will be designated.

Unanimous approval.

ITEM 5 – BHS Rooftop Garden – Downtown Garage – North (Decommissioning 11 spaces)

Assistant Director Padgett stated we are looking to decommission 11 parking spaces on the top deck of the Downtown Garage – north located on the east side of the top deck between the stair tower and the southern wall; until such time as the spaces are required for parking or the duration of the 2022, 2023 and 2024 school year. This garage remains underutilized and the top deck is often completely empty. Burlington High School approached the Department of Public Works to explore the opportunity for the school to utilize the space. We are supportive of the proposal and we have been working closely with the school to navigate the complex process to allow for this. This is the second step in a multistep process that ensures the city asset is protected while providing flexibility needed by the school to create a safe space.

This operation will be completely funded by the School district.

Commissioner O'Neill-Vivanco asked what will keep the kids safe while using space. Assistant Director Padgett stated we have worked it out and we will act as landlords.

School Official stated the space will be under supervision by adults and there will be cameras up there as well. We will treat this space as we do with the cameras in school.

There were some concerns expressed about safety of the kids.

Commissioner O'Neill-Vivanco made a motion to approve the decommissioning of the 11 parking spaces.

Commissioner Barr seconded

Unanimous approval.

ITEM 6 – DIRECTOR’S REPORT

Director Spencer stated construction season has gone well. There is a section of the relined water main on North Prospect Street that did not hold and we are working with the contractors to get this repaired correctly.

There is additional storm water work being done on North Avenue between Ethan Allen Parkway and Shore Road, adding drainage and we are planning to repave North Avenue. Some of our other paving projects may have to be pushed back until the spring.

Director Spencer stated the Railyard Enterprise Public meeting went well.

We will still have several openings in the department to fill so if you know of anyone wanting to apply they can go online and fill out an application.

ITEM 7 – COMMISSIONER COMMUNICATIONS

Commissioner Fox stated Ordinance 50-1 26 pedestrian control signals. I have been yelled at by drivers for going when signals for pedestrians to walk are going. We need signage for bicyclists for signal to change.

Commissioner Munteanu stated the University Place project is moving right along but there are some big detours if walking across the street. We need better communications with the public on when the detours are happening because one day it takes a couple minutes to get across and then there is a detour where it will take a little longer to get to where you need to e.

Commissioner Overby would like to follow up on the timeline for the water project on North Prospect Street any sense when it will be completed.

Director Spencer stated that there was a Vermont Alert and Front Porch forum that it will take approximately a month to complete.

Commissioner Overby also asked about the new programmable lights on Riverside Avenue.

Commissioner Barr stated kudos to road work being done.

Commissioner O’Neill-Vivanco also had concerns about the bike safety of bicyclists. How do we do a better job educating drivers of the rules of the road. Also stated University Place is good but comparing the communication to rotary – the rotary communication is fantastic as we receive e-mails on what the changes would be. We need more information on the work being which, which is amazing.

Commissioner Hogan stated we are at seven commissioners at the monthly meetings which is great. Youth on board for Commissioners we are prepared to link up with _____ and coordinate the opportunity to meet students.

Director Spencer stated that with a sort agenda they wanted to do a wastewater tour for next month but was unable to coordinate so asked if next month they wanted to meet at the wastewater plant for the meeting and then do a tour.

Commissioner Hogan stated that there is a public tour tomorrow.

ITEM 8 – ADJOURNMENT & NEXT MEETING DATE – OCTOBER 19, 2022

Commissioner Barr made a motion to adjourn

Commissioner Munteanu seconded

Unanimous approval



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Jeffrey A. Padgett, MBA
DIVISION DIRECTOR for PARKING & TRAFFIC

Date: October 19, 2022

To: Public Works Commission

From: Jeff Padgett, Division Director
Parking and Traffic

C.C.: Chapin Spencer, DPW Director
Erin Moreau, Waterfront Superintendent
Matt Fitzpatrick, Garage Facilities Manager
Leonard Ducharme, Parking Operations Manager

Subject: **Notice**
Holiday Parking Rates - 2022

Notice

In accordance with Appendix C of the Burlington Code of Ordinance, Section 19(d)2 – *Special Events*, the Director of Public Works is providing two weeks’ notice for 2 Special Rate Events/Promotions at all city-owned parking when using ParkMobile:

2 Hours Free - Fridays Saturdays:	November 25, 26; December 2, 3, 9, 10, 16, 17,
2 Hours Free – Fridays and Saturdays:	December 23, 24, 30, 31

Background:

Prior to last year, various discounted parking offers have been offered during the Holiday Season. These discounts were offered in the form of validation codes, time-specific discounts, garage-specific discounts and various other incarnations and have had marginal impact on parking behavior. However, last year the discount was simplified to “1 hour free” every day at all city-owned parking from Thanksgiving to Christmas. This had a much, much larger impact and resulted in \$62,000 worth of discounted parking, 60% of which was single use. The impact on single-use parking was critical and implies that the program was part of the special draw of Downtown Burlington during the holiday season.

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However, after a complete review of the 2021 program, staff proposes additional tweaks that could further enhance the program. The “all-the-time” approach to the discount was too broad and unfocused, thus minimizing the “event” nature of the offer and reducing the intent to “drive” business Downtown. But more importantly, the offer of 1 hour free is not a very large discount, yet actually *discourage* the 3 to 4 hour stay. In 2021 40% of the parking was for only 1 hour, ostensibly only parking long enough to take advantage of the free parking offer, then leaving. Although the combination of 2 and 3 hour parking represented 45% of the program (30% and 15% respectively) expanding the 1 hour free to 2 hours will encourage the “1-hour” users to stay for 2 hours, thus increasing the potential for real economic impact for the Downtown.

The promotion will be valid in all municipal garages and lots (including those managed by Parks, Recreation and Waterfront) and at all on-street meters.

Promotion

This parking discount will be promoted in conjunction with the holiday advertising managed by the Church Street Marketplace. DPW staff and Marketplace staff are working closely to ensure that this discount is advertised as one of the many reasons to visit Downtown Burlington this holiday season. We will also engage with the Burlington Business Association and others to help extend the reach.

It is important to note that this promotion is accessible through using the City’s mobile pay provider (ParkMobile). For drivers without access to a smart phone, ParkMobile offers a call-in option to pay for parking sessions.

Financial Impact

It is expected that by removing half of the days in the program, but increasing the value offered, the opportunity cost of the program will remain the range of \$50,000 to \$70,000. The program was subsidized in 2021 by the remaining balance of Downtown Improvement District (DID) funds; approximately \$32,000. There are not unallocated DID funds in FY’23 so the cost of the program will be fully carried by the Garage and Lot Budget, the Traffic Budget and Parks Recreation and Waterfront.

Don’t hesitate to reach out to me with any questions – jpadgett@burlingtonvt.gov.



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Jeffrey A. Padgett, MBA
DIVISION DIRECTOR for PARKING & TRAFFIC

Date: October 19, 2022

To: Public Works Commission

From: Jeff Padgett, Division Director
Parking and Traffic

C.C.: Chapin Spencer, DPW Director

Subject: CarShare Vermont
Lease for EV Charger Spaces at Marketplace Garage

Motion

To authorize the Director of Public Works, upon approval of the City Attorney, to enter a lease agreement with CarShare Vermont to lease the two spaces in the Marketplace Garage – Lower as identified in Burlington Code of Ordinance Appendix C, 29 (b)(6) and install two EV chargers connected to the garage electrical system for their exclusive use with CarShare vehicles through June 30, 2027 and upon mutual agreement extend for another 5 year period at no cost to CarShare Vermont, paying only for electricity used on an annual basis.

Background:

Burlington Electric Department (BED) and CarShare Vermont (CSVT) are working together to electrify the CarShare fleet. The two existing CarShare spaces at the Marketplace Garage – Lower are prime candidates for electrification due to their proximity to Downtown and simple connection to electrical service.

However, unlike the “retail” chargers that are located and the Downtown Garage which are owned by BED (a City entity), these chargers will be owned by CSVT, a third party and will require exclusive access by CSVT to these spaces. Thus, to protect the City asset that is the Marketplace Garage and ensure exclusive use of these spaces by CSVT, a formal lease agreement is required for these spaces. DPW staff is working with the City Attorney’s office to develop the proper lease structure to cover the use of the space, the presence of the charger and the method of reimbursement for electrical service.

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The lease is based on the standard city lease template and includes:

- Two dedicated spaces
- Two EV Chargers, owned and maintained by CSVT
- 3 year initial term
- 5 year conditional extension
- \$0 Rent
- Electricity Supplied by DPW – Billed Annually
- No ability to sub-lease
- City is indemnified from CSVT actions in the spaces
- CSVT can terminated on 30 days' notice
- City can terminated upon breach, effective within approximately 60 days
- And other typical real estate lease conditions.

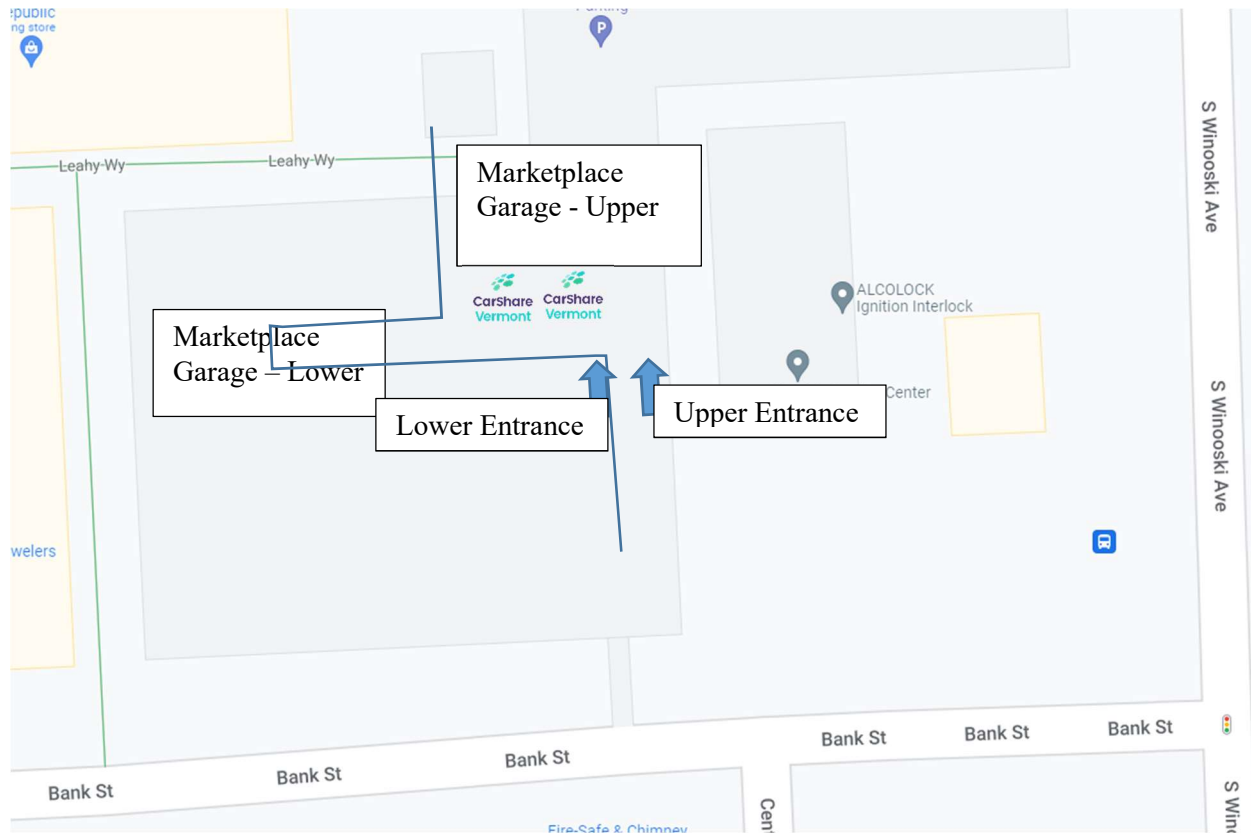
The DPW Commission has twice approved ordinance language to allocate two parking spaces in Marketplace Garage – Lower between 2014 and 2018 for carsharing purposes. The Commission approved this allocation at no cost with the understanding that carsharing is a publicly-available mobility service that has been demonstrated to reduce private car ownership, reduce total vehicle miles traveled, and help provide vehicle access to low-income residents. CSVT's surveys and analysis have been consistent with these national findings. Additionally, CSVT's equity programs as part of their non-profit mission provide extra support for low-income and underrepresented residents. Given CSVT's level of service to the community for more than a decade and given their effort to electrify their fleet to lower their carbon footprint, DPW staff is supportive of formalizing CSVT's placement in the Marketplace Garage through the lease terms described above.

Feel free to reach out with any questions (jpadgett@burlingtonvt.gov).

Attachement A: Location of 2 CarShare Spaces

Attachment A

Location of 2 CarShare Spaces





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To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **DPW Director's Report**
Date: October 19, 2022

Wastewater Treatment Plant Tour

Thank you Commissioners for accommodating an atypical meeting schedule this month. Given the opportunity to tour the tertiary treatment pilot and arrange the tour with various parties, we have proposed this split meeting format for the October 19 meeting. If you are unable to make the 4pm Main Wastewater Treatment Plant tour on Wednesday, there will be another tour on Thursday, October 20 at 5pm. For more info, cspencer@burlingtonvt.gov or rgoulding@burlingtonvt.gov.

Resident Parking Permit Update

With the advent of digital permits and the increased staffing of Parking Service Agents, enforcement of RPP is evolving. We've had an overwhelmingly positive response to the lack of a "big green sticker" permit and are working towards a "self-service" digital approach that will replace the guest permit hangtags. Additionally, with the increased capacity of the Parking Service Agent crew, we're now able to provide both increased presence *and* increased responsiveness to concerns about violations of RPP. However, it will take some time to optimize coverage and ensure that each neighborhood receives the appropriate level of enforcement. Until that time, we encourage folk to call 540-2380 if they suspect that there are un-permitted vehicles parked in their neighborhood. For more info: Jeff Padgett, jpadgett@burlingtonvt.gov.

Railyard Enterprise Project

Staff has conducted additional outreach this month in advance of our request to the City Council to vote on a proposed preferred alternative design at their October 17 meeting. We hosted two site walks, a community meeting at the Bobbin Mill Apartments and presented at the City's Historic Preservation Review Committee. Many of the outreach materials are on the project website: www.railyardenterprise.com. For more info: Corey Mims, cmims@burlingtonvt.gov.

REMINDER: School Crossing Guards and Open Positions

In this tight labor market, we continue to have many open positions including School Crossing Guards, Street Maintenance Workers, etc. Please spread the word on these impactful opportunities. [https://www.governmentjobs.com/careers/burlingtonvt?department\[0\]=Public%20Works&sort=PostingDate%7CDescending](https://www.governmentjobs.com/careers/burlingtonvt?department[0]=Public%20Works&sort=PostingDate%7CDescending)

Key Project Updates

It continues to be a good construction season. We are pleased to report that the Shelburne Street Roundabout will be completed ahead of schedule this November – and the University Place project will also be completed in November. Stay tuned for opening celebrations for each project. The water main renewal work on North Prospect Street and Overlake Park is continuing. Work also continues on the State's Class 1 repaving and the City's paving of North Avenue. For more info, contact Rob Goulding, rgoulding@burlingtonvt.gov or click on our Construction Portal: <https://www.burlingtonvt.gov/construction>.

Please don't hesitate to reach out with any questions. See you on Wednesday!

FALL LEAF PICK UP

*Protects
Our Lake &
Cleans the Streets!*

**Burlington Public
Works is planning
on picking up your
Biodegradable
paper leaf bags!**

Happy Fall to All!

*Provided by the City of Burlington Department
of Public Works for residential housing
throughout Burlington. Curbside pickup is **NOT**
available for condominiums, apartment
complexes, or commercial properties.*

November 7th thru 11th, 2022

Curbside at 7:00 AM*

Biodegradable paper leaf bags

NO...plastic bags or garbage cans

*NO...brush, pumpkins, rocks, dirt,
or trash*

Leaves & yard debris may be dropped off at the
McNeil Wood & Yard Waste Depot, 111 Intervale
Road. Check: burlingtonelectric.com/wastewood for
details. Bagged leaves may also be dropped off at
certain Chittenden Solid Waste District locations.
Visit cswd.net or call 802-872-8111 for more info.

*** Leaves will be picked up on
residents recycling day.**

**DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
BURLINGTON, VERMONT 05401
COMMISSION MEETING OCTOBER 19, 2022
FINAL MINUTES**

Commissioners Present: Commissioner Barr, Commissioner Damiani, Commissioner Fox, Commissioner Hogan (Chair), Commissioner Munteanu, Commissioner O'Neill-Vivanco (Vice Chair), Commissioner Overby

ITEM 1 – CALL TO ORDER

Commissioner Hogan called the meeting to order at p.m.

ITEM 2 – AGENDA

Commissioner Barr made a motion to accept the agenda
Commissioner O'Neill-Vivanco seconded
Unanimous approval

ITEM 3 – WASTEWATER PLANT TOUR

ITEM 4 – MEETING RECOVERED

Commissioner Hogan reconvened the meeting at 6:33 p.m.

ITEM 5 – PUBLIC FORUM

Sharon Bushor called in to express her concerns about the kiosk by Mr. Mike's on South Winooski Avenue and Main Street is not functioning, the green button is broken. She is hopeful this will be repaired before the Holiday shopping season.

Sharon Bushor also asked about the Residential Parking stickers for vehicles. She advised that she knew we had a new way for residential parking that did not include stickers but she would like to see them come back as the older people who live on the residential only parking streets used to be able to see if a person parked there was a resident and could call it in if they were not. They often have older visitors who need to park closer to the people they are visiting. On East Avenue there are times cars park there for hours on end and they are not sure if they are residents or not with the hospital right across the street. Please rethink the use of the stickers.

ITEM 6 – CONSENT AGENDA

A – Approval of Draft Minutes 9-21-22

B – Holiday Parking Rates

Commissioner Barr made a motion to accept

Commissioner Munteanu seconded

Commissioner Overby asked about how the two hour free parking would work for people who do not the Park Mobile app.

Assistant Director Padgett stated they still use Park Mobile app but the two hours of free parking may not require a credit card number. There is a phone number they can call to give the information of license plate for parking the two free hours.

There is a Holiday discount for people coming downtown.

Commissioner Hogan asked if Commissioner Barr was still okay with his motion with the information added and he stated he was.

Commissioner Munteanu was also okay with his second on the additional information.

Unanimous approval

ITEM 7 – CARSHARE VERMONT LEASE AGREEMENT

To authorize the Mayor, upon approval of City Attorney, to enter a lease agreement with Car Share Vermont to lease two spaces in the Marketplace Garage – lower as identified in the Burlington Code Ordinance and install two EV chargers connect to the garage electrical system for their exclusive use with Car Share vehicles through June 30, 2027 and upon mutual agreement extend for another five year period at no cost too Car Share Vermont, paying only for electricity used on an annual basis

Commissioner O'Neill-Vivanco asked who would own the two EV chargers in the garage. Assistant Director Padgett stated a third party would install and maintain these two chargers. Assistant Director Padgett stated Car Share would own and maintain these chargers.

Director Spencer stated that we received guidance from the City Attorney and we feel comfortable making this commitment.

Commissioner Barr made a motion to accept staff's recommendation

Commissioner O'Neill-Vivanco seconded

Unanimous approval.

ITEM 8 – DIRECTOR’S REPORT

We had a great tour of the wastewater facility earlier in the day.
City Council approved alternative 1B for the railyard project
There will be a roundabout opening in early November
In the middle of November there will be an opening for University Place
North Avenue and Allen Street will be paved

ITEM 9 – COMMISSIONER COMMUNICATIONS

Commissioner Munteanu stated that the Colchester Avenue, Pearl Street and Prospect Street intersection the left turn arrow was on for cars to turn left at the same time that the pedestrian light was working for people to cross the intersection, a pedestrian was hit.

Director Spencer stated that we will have the Signal Technician will go out tomorrow and see what is going on.

Commissioner Fox stated that the roundabout and University Place opening is a great thing to hear.

Commissioner Overby stated that the call in for the holiday rate does not work. Businesses should provide some method to give out for the free parking we should not be forcing people to use the app.

Commissioner Overby stated the only safe way addressing people crossing Colchester Avenue is a consideration to address pedestrians separately.

Commissioner Barr stated the bikes lanes are still having issues with the trash bins and recycling bins left in the bike lanes.

Commissioner Diamani stated about intersection safety, tree canopy blocks pedestrians. He appreciated the wastewater tour.

Commissioner O’Neill-Vivanco asked if at the Colchester Avenue and Prospect Street intersection could the pedestrian lights go off all at the same time as at the South Winooski and Pearl Street intersection. This is a high pedestrian traffic area.

I would like to invite the staff and Commissioners to the Halloween Bike ride which is put on through the Parks Departments.

Commissioner Hogan stated he looked at a traffic safety in Finland and the keep an eye on the toll of pedestrians and bicyclists. We met with engineering and other citizens and had some conversation around the Main Street Great Streets projects, which was very informative.

ITEM 10 - ADJOURNMENT AND NEXT MEETING NOVEMBER 16, 2022

Commissioner Barr made a motion to adjourn
Commissioner O’Neill-Vivanco seconded
Unanimous approval