



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

To: Tenzin Chokden, Clerks Office
From: Chapin Spencer, Director
Date: May 13, 2021
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **May 19, 2021**
Time: 6:30 – 9:00 p.m.

Due to current social distancing measures, this meeting will be held entirely virtually.

To view the meeting:

1. CCTV YouTube Channel (*streamed live*) or on Burlington Telecom Channel 317 (aired on a later date, *not live*). Comments on YouTube are not monitored by DPW staff.
<https://www.youtube.com/channel/UCJkWMLSqRNKLoyUZQiNoAcQ>
2. Join via Zoom: <https://us02web.zoom.us/j/83495330508>
3. Call in for audio only: Phone number: 301-715-8592 Webinar ID: 834 9533 0508

To participate in public comment:

1. You must either join the meeting via the Zoom link above or by calling via the call-in information above.
2. If signed in via Zoom, please use the “Raise Your Hand” feature. This will alert DPW staff that you wish to speak and will automatically add you to the queue. When it’s your turn to speak, your name will be called and you will be unmuted.
3. If you are calling in, please press *9 which will alert DPW staff that you wish to speak. When it’s your turn to speak, your phone # will be called out and you will be unmuted.
4. If you encounter any difficulties when attempting to speak during public forum, please email DPWCommunications@burlingtonvt.gov.
5. In the event of challenges with Zoom video, please use the call-in option.

AGENDA

ITEM

- 1 Call to Order – Welcome – Chair Comments

- 2 5 Min Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
- 4 5 Min Consent Agenda
 - A Reallocation of Adams Ct 2-hr Parking Zone
 - B North Avenue & Berry Street “No Parking Zone”
 - C Design Vehicle Manual Update
- 5 15 Min Bike Path Detour
 - A Communication, N. Baldwin & P. Peterson
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested –Vote
- 6 45 Min Trades Appeal – 441 Shelburne St.
 - A Communication, W. Ward & B. Biggie
 - B Communication, Appellant
 - C Commissioner Discussion
 - D Public Comment
 - E Action Requested –Vote
- 7 5 Min Approval of Draft Minutes of 4-21-2021
- 8 10 Min Director’s Report
- 9 10 Min Commissioner Communications
- 10 Executive Session – Director & City Engineer Annual Reviews
- 11 **Adjournment & Next Meeting Date – June 16, 2021**

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.



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Technical Services Engineering Division
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Memo

Date: May 12, 2021

To: Public Works Commission

From: Phillip Peterson, E.I., Associate Public Works Engineer *PCP*

CC: Chapin Spencer, Director of Public Works
Norm Baldwin, P.E., City Engineer/Asst. Director – Technical Services

Subject: Reallocate Two (2) Hour Parking Spaces on Adams Court

Recommendations:

Staff recommend the DPW Commission remove:

10 Two-hour parking.

No person shall park a vehicle for a period longer than two (2) hours between the hours of 8:00 a.m. and 6:00 p.m., Sundays and holidays excepted, in the following locations:

- In the first 2 parking spaces on the south side of Adams Court east of Shelburne Street.

Purpose & Need:

The purpose is to reallocate time limited parking that is unnecessary for Adams Court. Time limited parking increases customer turnover for adjacent businesses; however there are no businesses adjacent to Adams Court, consequently the two (2) hour parking is unnecessary. The need is to provide more parking resources for residents on Adams Court.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?	X			
Aligns with City plans?	X			
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

The Department of Public Works (DPW) received a request from a local resident in April 2021 to reallocate two (2) existing two (2) hour time limited parking spaces on Adams Court to unrestricted normal parking spaces. These particular spaces are on the south side of Adams Court in the first two spaces east of Shelburne Street, see Attachment-1. This traffic regulation amendment would allow for unrestricted public use.

Public Engagement:

In preparation for the 05/19/21 DPW Commission Meeting, Staff placed fliers on the homes adjacent to the two (2) hour parking spaces on Adams Court. Staff received three (3) emails and two (2) phone calls in regards to this proposal, see Attachment-2. Two of the emails and both phone calls support the Staff recommendation, one email does not support the Staff recommendation, see Attachment-2.

Attachments:

1. Site map.
 2. Public input correspondence.
-



Shelburne Street

Adams Court

40'

EXISTING 2 HOUR
PARKING ZONE
PROPOSED
RELOCATION TO
REGULAR
UNRESTRICTED
PARKING



SCALE: 1" = 20'



ADAMS COURT 2 HOUR
PARKING REALLOCATION



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

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DESIGNED PMP	SCALE 1"=20'
DRAWN PMP	
CHECKED NB	DRAWING NO.
DATE 5/6/2021	

Attachment 2

Public input correspondence emails

Tue 5/11/2021

Absolutely makes sense for those spots to be regular unrestricted parking.

After living on this street for 32 years, I was shocked when those 2-hour signs went up! Never saw anything like them there before.

So, yes, we are fine with the change.

Thanks for asking.

Patty Wesley and Garry Schaedel

Tue 5/11/2021

Dear Mr. Peterson

I received your flier about the return of the recently installed 2-hr limit back to unlimited parking on the area of Adams Court closest to Shelburne Rd

As we were not consulted about the transition from unlimited to 2 hour limited parking, I'm rather surprised you care about our opinion on this.

There is no reason what so ever for there to be a 2 hour limit on parking anywhere on Adams Court. Please return it to unlimited parking.

Linden Higgins

Tue 5/11/2021

I am not in favor of reallocating existing 2-hour time limited to regular unrestricted parking on Adam's Court.

As it is, the brand new signage is being ignored. There are area visitors (not residents) who frequently park on Adam's Court all day and overnight, monopolizing spaces used by visitors of Adam's Court residents. This has been problematic several times in the past, including weekends and holidays. This neighborhood has space-limited parking due to the age of development of the houses in this street. Personally, I have enough space for one car in the garage, one in the driveway. This makes having dinner guests tricky.

It would be an improvement if the 2-hr spots were actually monitored, or to assign spots to residents using permits.

Thanks for listening,
Susan Davis

Public input correspondence phone calls

Tue 5/11/2021

Associate Engineer Phillip Peterson received a phone call from Adams Court resident Sydney Ely. This resident supports the reallocation of 2-hour parking on Adams Court.

Tue 5/11/2021

Associate Engineer Phillip Peterson received a phone call from Adams Court resident Ruth Henry. This resident supports the reallocation of 2-hour parking on Adams Court.



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Memo

Date: May 12, 2021

To: Public Works Commission

From: Phillip Peterson, E.I., Associate Public Works Engineer *PCP*

CC: Chapin Spencer, Director of Public Works
Norm Baldwin, P.E., City Engineer/Asst. Director – Technical Services
Olivia Darisse, P.E., Public Works Engineer

Subject: North Avenue Crosswalk No Parking Zone

Recommendations:

Staff recommend the DPW Commission approve:

7 No-parking area.

No person shall park any vehicle at any time in the following locations:

- On the west side of North Avenue beginning at Berry Street and extending south for ninety (90) feet.

Purpose & Need:

The purpose of the recommended traffic regulation amendment is to be in compliance with the Vermont Agency of Transportation (VTrans) and Federal Highway Administration (FHWA) guidelines. The parking prohibition adjacent to crosswalks is based on the VTrans "Guidelines for Pedestrian Crossing Treatments." This need will improve sight lines between pedestrians and motorists, increasing safety for those using the crosswalk.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		Vermont Agency of Transportation "Guidelines for Pedestrian Crossing Treatments", Federal Highway Administration (FHWA) guidelines
Aligns with City plans?		X		planBTV Walk Bike, North Avenue Corridor Study
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

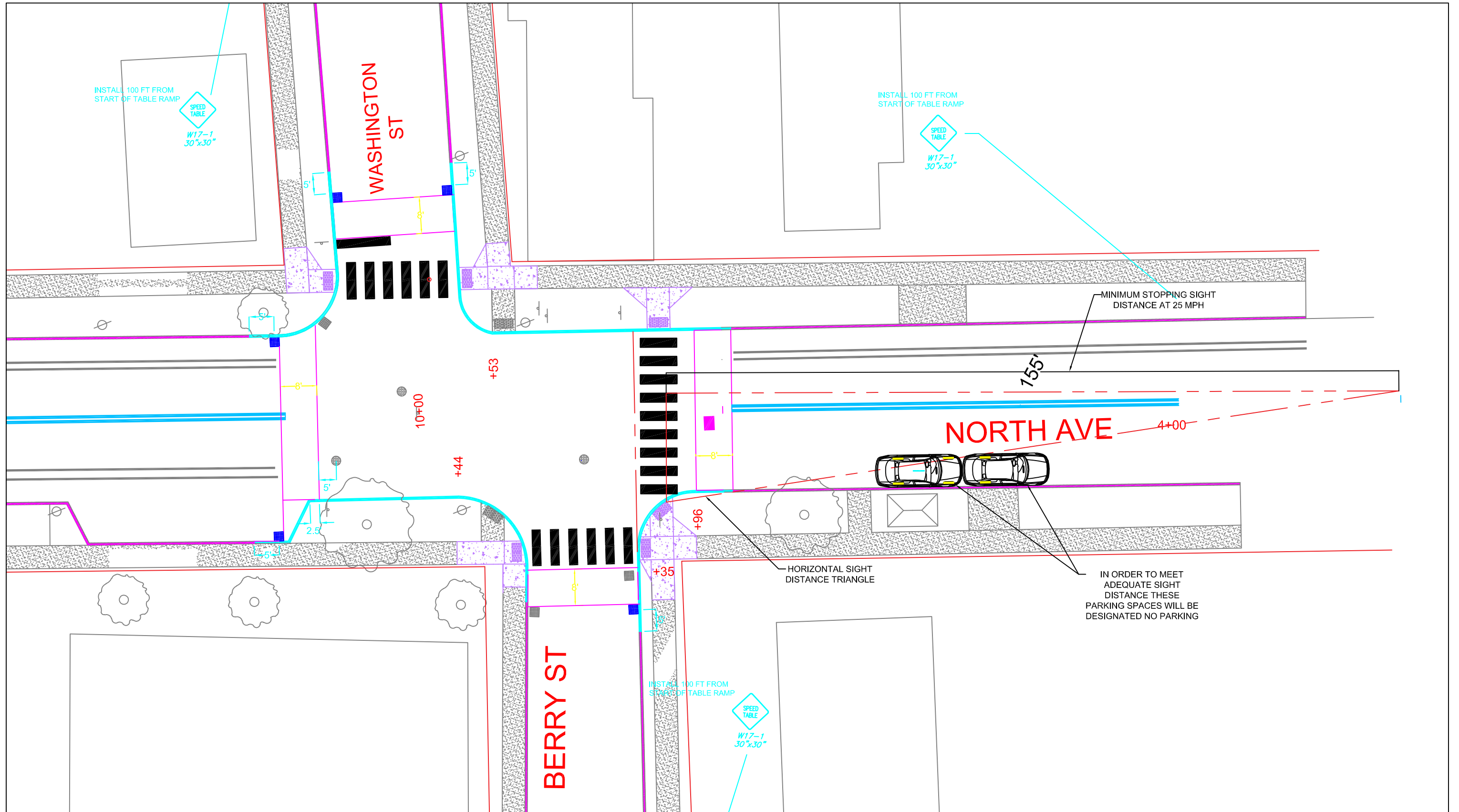
During the planning phase for the North Avenue raised intersection project, the existing crosswalk north of Berry Street going across North Avenue was planned to be relocated south of Berry Street due to an immovable sight line obstruction north of the existing crossing. This change in crossing location results in a need to establish a no-parking zone on the west side of North Avenue for ninety (90) feet south of the new crosswalk at Berry Street. Given the volume of traffic on North Avenue, DPW Staff determined a more robust stopping site distance analysis was in order for the proposed crosswalk relocation. DPW Staff conducted a site visit; in order to maintain the proper stopping sight distance, a 90-foot parking prohibition on the south side of the crosswalk is appropriate (see Attachment-1).

Public Engagement:

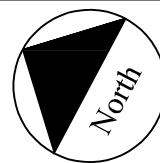
In preparation for the 05/19/21 DPW Commission Meeting, Staff placed fliers on the homes and businesses adjacent to the proposed crosswalk location. Staff received one (1) email in regards to this project, see Attachment-2. The email was more tangential to the proposed No Parking zone; ultimately, this resident sought clarification on the North Avenue raised intersection project and did not express a clear opinion on the proposed No Parking zone.

Attachments:

1. Site map.
 2. Public input correspondence.
-



SCALE: 1" = 20'



Washington/Berry Raised
Intersection
Stopping Sight Distance



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DESIGNED PMP	SCALE 1"=20'
DRAWN PMP	DRAWING NO.
CHECKED OMD	DATE 5/4/2021
SHEET 1 OF 1	

Attachment 2

Public input correspondence emails

Thu 5/6/2021

Mr. Peterson, I just read the notice of impending street work at the above mentioned intersection. What's wrong with the people that make these decisions? They certainly don't live here or they would know there is no need for a raised intersection at that location. We don't have traffic jams. We don't have accidents. Very rarely do we have pedestrians. We don't get unexpected flooding that can't be taken care of by anything but normal gutter cleaning. Relocating the crosswalk might be good seeing as how I don't think we even have one there. I'm sure they can find other ways to spend our money and waste the workers time. How about all the pot holes in this town? They can be a real danger. Or put the raised intersection somewhere that has real traffic problems. We live close to that intersection and have a business there. I can only see this work making it harder for trucks to get in & out of our business. You already have two on Ward St that make no sense. I suggest you survey Burlington to find places that might really benefit from these stupid things and leave intersections that won't benefit from it alone.

Respectfully, Frances Metevier



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Memo

Date: May 19, 2021

To: Public Works Commission

From: Chapin Spencer, DPW Director
Norm Baldwin, P.E., Assistant Director and City Engineer
Olivia Darisse, P.E., Public Works Engineer

Subject: Intersection Design Vehicles Guidance Document

Recommendations to the DPW Commission

No action is required by the Commission.

Commission feedback on the applicable guidelines and standards is welcomed.

Purpose & Need

Due to a growing need for intersection design standards that meet the needs and objectives specific to the City of Burlington, an Intersection Design Vehicles Guidance document has been developed as a resource for engineers and designers. Existing design resources provide general guidance that lacks consideration for unique downtown settings and pedestrian safety. This document standardizes the intersection design process for the City of Burlington, and will be used as a design resource for City staff and consultants to balance the needs of various road users and modes of travel.

May 2021 Update

The Department of Public Works (DPW) placed the Design Vehicles Guidance Document on the April 2021 Public Works Commission's agenda. In consideration of feedback from a Commissioner at the meeting, DPW has updated the guidance document to include language that clarifies that the use of this document is limited to the providing geometric design guidance for traditional signaled or stop-controlled intersections, and acknowledges the use of roundabouts as another design option.

Since roundabout design references and standards are constantly evolving, the added language does not include specific design references, but rather refers designers to DPW for guidance on roundabout design standards. This approach will ensure that designers are always referring to the most up-to-date guidance, including future guidance developed by the City of Burlington.

In regards to future roundabout guidance, DPW will begin efforts to develop a Roundabout Design Guidance document in FY22. Similar to the Intersection Design Vehicles Guidance Document, DPW will procure and collaborate with a professional consultant for the development of this guidance. Engineering staff will update and seek input from the Public Works Commission during the conceptual and final development phases.

The genesis for this Intersection Design Vehicles Guidance document came out of the St Paul Street Great Streets project. Team DPW was working hard on that project to focus on pedestrian safety and accommodation with widened sidewalks, bump outs, narrowed crosswalks, benches, activation areas for adjacent businesses, etc. It was our first project utilizing our new Great Streets Standards and while the Standards provide good overall guidance, it did not get to the level of detail for intersection geometries. Our design consultant followed the Standards and created a pedestrian-focused design. Once the curbs were set, we began getting feedback from motorists that the Maple and St Paul intersection in particular was very challenging to navigate. Team DPW worked with our design consultant and our contractor to make changes to two corners of the intersection and chamfered the curbs at King and St Paul. In the end, with the \$20,000 change order (about half of one percent of the total project cost) and more time for motorists to adjust, the street improvement has been very well received. It is important that the department have space to innovate and try new designs as we work to build a multi-modal, sustainable transportation network within narrow New England rights-of-way. In addition, these guidance documents for intersection and roundabout design will help our teams on the front end during project development.

Background

In early 2020, DPW procured a professional consultant, Stantec Consulting Services, to develop the Intersection Design Vehicles Guidance document.

In the early stages of guidance development, Stantec collaborated and collected preliminary information such as:

- Past and existing issues around the City
- Existing City planning documents and objectives (i.e. Burlington Walk Bike Masterplan)
- Feedback from Burlington Fire Department
- Existing national design guidelines (i.e. AASHTO, NACTO, VTrans)
- Similar guidance documents from other states and municipalities

The consultant used preliminary information to expand on existing design concepts and establish specific guidance on its application in the City of Burlington. The end result of this effort is a standard, three-step process, as summarized below, for designing intersections with widths and turning radii that will meet vehicular mobility needs while creating safer streets for bicyclists and pedestrians.

Step 1: Design Traffic Volumes

This step outlines the process for which volume and turning data is collected for each intersection of interest. It also establishes a classification system for different types of Design Vehicles (i.e. Passenger Cars, Semi-Trailers, Busses, Fire Trucks).

Step 2: Design Vehicle Selection

This step outlines the process for which the information collected in Step 1 is applied and how a Design Vehicle is selected. It also establishes a classification system for intersection types and

roadway types, which are used in consideration of Design Vehicle Selection. A Design Vehicle, in this application, is defined as a control vehicle for which its physical characteristics and turning path must be accommodated through an intersection.

Step 3: Intersection Layout

This step provides guidance for applying indicated design criteria to develop a geometric layout compact enough to maximize pedestrian and bicycle safety while accommodating the Design Vehicles selected in Step 2. The design criteria include minimum turning paths, encroachment standards (how far a design vehicle is allowed to approach or depart into the opposing lane), and consideration for intersection types based on route types (i.e. truck or bus routes), traffic and turning volumes, susceptibility to congestion and intersection controls. For example, a low-volume, stop-controlled intersection may be designed to allow encroachment of the selected design vehicle, while encroachment on a high-volume, signalized intersection would be highly disruptive to the flow of traffic and therefore unacceptable. This step also includes considerations for special elements such as low or mountable curbs, truck aprons, or clear zones that would allow a design vehicle to operate outside of the normal boundary of the curb radii while still effectively calming traffic. These circumstances will be evaluated on a case-by-case bases.

Conclusion

Intersection design will be completed using processes outlined in this guidance document. DPW staff and consultants typically use a CAD program called AutoTurn to aid in the intersection design process, which enables designers to verify that a design vehicle's physical characteristics and turning path will be accommodated in accordance with the appropriate standards. This Intersection Design Vehicles Guidance document will standardize the intersection design process in the City of Burlington amongst City staff and consultants, and aim to eliminate oversight in the process that can lead to significant disruptions to the travelling public and expensive repairs. As users gain experience with this document, it may be modified or amended to address gaps or shortfalls in this guidance.

Attachments:

1. Revised Intersection Design Vehicles Guidance Document



MEMORANDUM

May 12th, 2021

TO: Public Works Commission

FROM: Sophie Sauvé, Parks Comprehensive Planner
Jon Adams-Kollitz, Parks Project Coordinator

CC: Cindi Wight, Parks Director
Chapin Spencer, Director of Public Works
Phillip Peterson, E.I., Associate Public Works Engineer

RE: Burlington Greenway Temporary Detour

Staff recommend the DPW Commission approve:

7 No-parking area.

No person shall park any vehicle at any time in the following locations:

- On the west side of Battery Street beginning at Maple Street and extending north to Main Street.

7A Accessible spaces designated.

No person shall park any vehicle at any time in the following locations, except automobiles displaying special handicapped license plates issued pursuant to 18 V.S.A. § 1325, or any amendment or renumbering thereof:

- On the east side of King Street in the first parking space east of Battery Street.
- On the east side of King Street in the second parking space east of Battery Street.

This proposal will temporarily remove fourteen (14) parking spaces between Main Street and King Street; and ten (10) parking spaces between King Street and Maple Street. This proposal includes the relocation of two (2) Accessible (ADA) parking spaces on King Street, just east of Battery Street. Additionally, once the Greenway project is complete DPW Staff seek approval from the Commission to remove the temporary No Parking restrictions and temporary relocation of the two (2) ADA spaces; this will revert the traffic regulations on the west side of Battery Street to the existing conditions.

Purpose & Need:

The purpose of the temporary “No Parking” zone is to provide all road users space to travel; which includes motor vehicles, bicyclists, and pedestrians. The need is to create a safer street for all road users, while bicycle and pedestrian traffic is temporarily detoured. The purpose of the ADA parking relocation is to provide accessible parking on street as recommended by the Public Rights-of-Way

Accessibility Guidelines (PROWAG). The need for accessible parking in this location will be close to several businesses which would benefit the disabled community in this area.

Background:

Burlington Parks, Recreation & Waterfront (BPRW) and the Department of Public Works (DPW) have completed the design of the realignment of the Burlington Greenway to be entirely west of the railroad tracks between Perkins Pier and Waterfront Park. This realignment, strongly supported by Burlington voters in a 2016 referendum, was precipitated by the need to accommodate Amtrak passenger rail service scheduled to start in 2022. Together these projects represent a multi-million-dollar transformative investment in sustainable transportation on the waterfront.

Due to the displacement of the Greenway in this section during construction, the detour is necessary to safely accommodate thousands of Greenway users during what is expected to be a significant rebound year for the 2021 tourist/outdoor recreation season in Burlington. Data gathered in 2017 by the Chittenden County Regional Planning Commission saw an average of over 75,000 Greenway users in this area of the Waterfront. The highest numbers were recorded in August. BPRW and DPW are aware of the potential impact of parking removal to Battery Street businesses and the surrounding area and have worked with CEDO to develop a parking compensation plan to help ease the burden for businesses adjacent to the temporarily removed street parking. Details of how the compensation plan will roll out will be developed by BPRW in the coming week with CEDO feedback.

While daytime observations of the parallel, metered street parking on the west side of Battery St. between Main and Maple indicate a 30-50% occupancy rate, BPRW recognizes the availability of the curbside parking currently available are very important to adjacent businesses and that the observed uses are irregular most likely due to the lingering impacts of COVID-19.

The current detour, which is on-street and assumes cyclists will ride with vehicular traffic, is not accessible for many cyclists. Battery Street is very wide, is subject to high volumes of traffic and with vehicles often traveling at higher than the maximum speed. This has led to the observation of many cyclists on sidewalks intermingling with pedestrians on Battery Street, and many others avoiding the formal detour by cutting through the large surface parking lot at Main and College owned by the Lake & College Corporation. This leads to an unpredictable traffic environment for all modes of transportation and liability concerns by private entities.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		PROWAG
Aligns with City plans?		X		planBTV Walk Bike, Climate Action Plan
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusions:

Burlington Parks, Recreation and Waterfront (BPRW) in collaboration with the Department of Public Works (DPW) has developed this temporary parking removal and temporary detour for the safety of all modes of transportation in this corridor, see Attachment-1. BPRW and DPW will monitor the temporary detour and make changes as needed to maintain the safety of all users. In order to ensure a safe and efficient transportation system, BPRW and DPW recommend this

temporary detour; the temporary removal of parking will allow for pedestrian and bicyclist safety during the Greenway Realignment's construction. The immediate change in parking, of the spaces described above, will be implemented by DPW in two phases as needed by the construction impacts. Phase 1 will see the removal of parking on the west side of Battery Street between Main and King Streets. Phase 2 will consist of the removal of parking on the west side of Battery Street between King and Maple Streets when construction of passenger rail and the Greenway between those blocks is about to begin- estimated to be in late June 2021.

We will continue to monitor the situation once the temporary Greenway detour is implemented. BPRW and DPW staff will make observations and collect data on-site during weekdays and during peak weekends.

Public Engagement:

In preparation for the 05/19/2021 DPW Commission Meeting, Staff mailed fliers to the businesses and homes adjacent to Battery Street between Main Street and Maple Street. Staff also attended the Burlington Business Association's Waterfront Action Group meeting on May 13 to get feedback. Staff will post any additional feedback received to the Public Works Commission website prior to the meeting.

Attachments:

1. Feedback from Waterfront Action Group Meeting, 5/13/2021
2. Public Notice: Temporary Greenway Detour
3. Detour Plan

Feedback from Waterfront Action Group Meeting (5/13/2021)

1. Has there been outreach to private parking lot owners about parking compensation on other lots?
2. Will there be space for parking at Perkins Pier? How many seasonal pass holders are at Perkins and will the spaces be full and not accessible to the Battery Street businesses?
3. Who will help with signage along the corridor?
4. Is there any data regarding parking capacity at Perkins Pier?
5. What will enforcement look like at Perkins Pier?
6. Will there be any limitations on contractors parking at the Pease lot?
7. Local Motion has offered to help with signage.



Dear Battery Street Residents and Businesses,

Burlington Parks, Recreation and Waterfront (BPRW) in collaboration with the Department of Public Works (DPW), are developing a plan to provide a temporary alternate detour to the Greenway during this summer's construction of passenger rail and Greenway realignment between College and Maple Streets. BPRW has received several requests to improve the safety of the detour which is currently an on-road detour from Waterfront Park, up College Street, onto Lake Street and Main Street before ending on Battery Street before returning to the Greenway at Perkins Pier. To address these safety concerns, DPW and BPRW are proposing the following temporary parking changes:

The following temporary changes are proposed:

1. On the west side of Battery Street – between Main Street and King Street – removal of 14 parking spaces.
2. On the west side of Battery Street – between King Street and Maple Street – removal of 10 parking spaces.
3. Designation of one (1) parking space on Main Street as temporary Accessible (ADA) parking.
4. Designation of one (1) parking space on King Street as temporary Accessible (ADA) parking.

For further clarification, please see the attached image. BPRW and DPW would like to ask for your feedback regarding the possibility of this change. Please respond via email or phone so your feedback may be considered during our evaluation.

Thank you!

Sophie Sauvé, PLA, Parks Comprehensive Planner
802.865-7248
ssauve@burlingtonvt.gov

LEGEND



EXISTING GREENWAY DETOUR



PROPOSED 2-WAY BUFFERED BIKE LANE



INTERSECTION TREATMENTS: SIGNAGE, PAINT, SIGNAL CHANGES



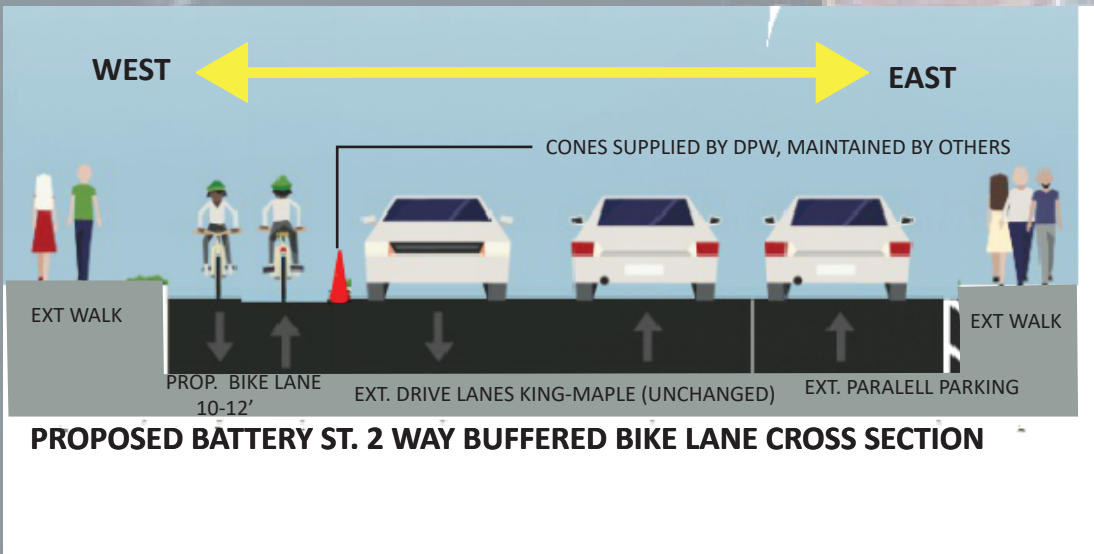
= RELOCATED ACCESSIBLE PARKING SPACE

KING - MAIN: Temporary Parking Impacts

14 On-Street parking spaces (Incl. 1 ADA)

MAPLE - KING: Temporary Parking Impacts

10 On-Street parking spaces (Incl. 1 ADA)



Proposed Revised Greenway Detour along Battery Street
May 11, 2021



NOTE:

1. ALL PARKING METERS ALONG THE WEST SIDE OF BATTERY STREET SHALL BE BAGGED AND REMOVED BY BURLINGTON DPW.

MAPLE TO COLLEGE DETOUR PLAN: PHASE I

SCALE 1" = 20'-0"
20 0 20

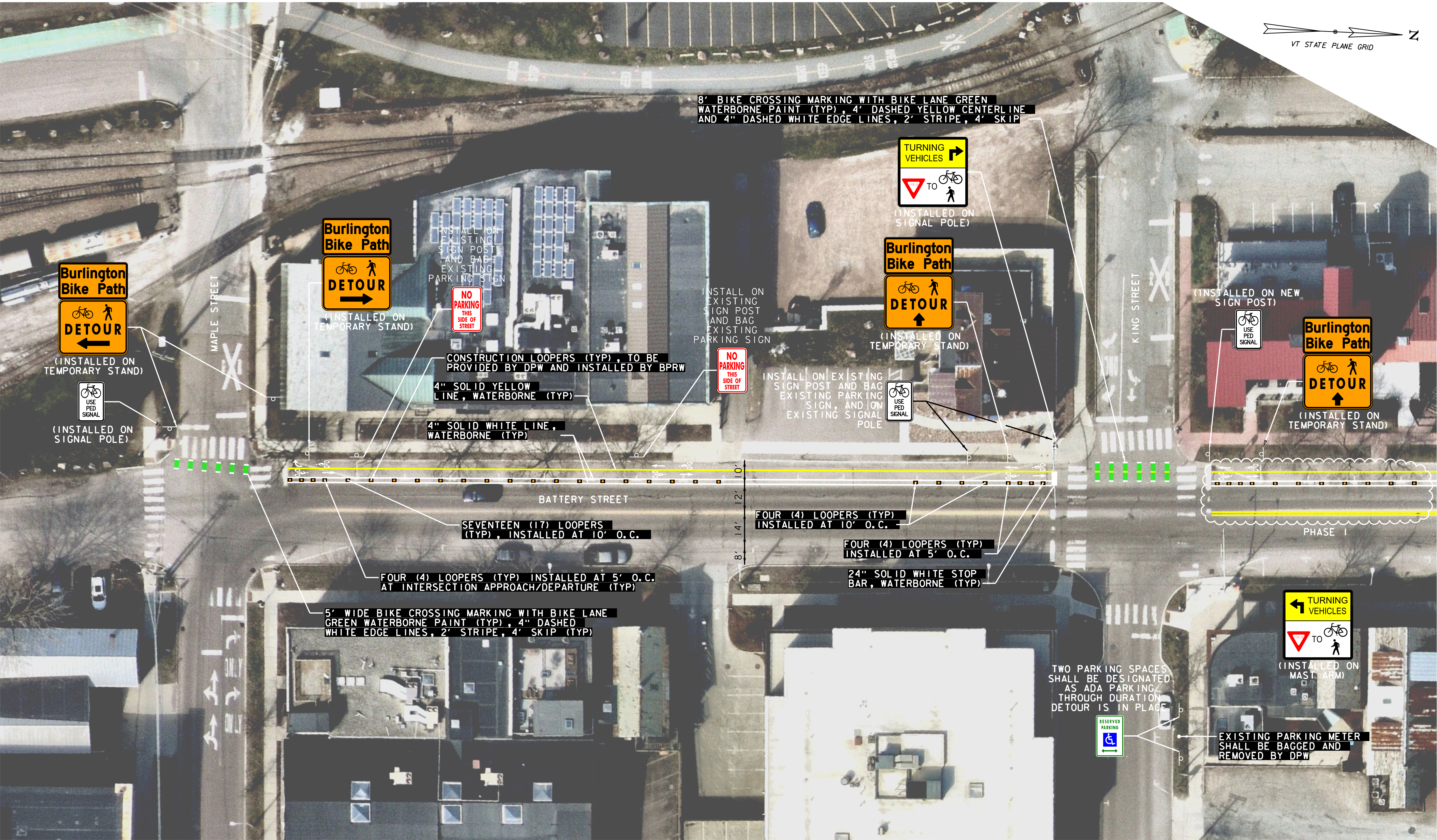


PROJECT NAME: BURLINGTON BIKE PATH

PROJECT NUMBER: 2035(28) (SJ 303)

FILE NAME: 58282+cp.dgn
PROJECT LEADER: E.P. DETRICK
DESIGNED BY: D.A. GINGRAS
MAPLE TO MAIN DETOUR PHASE I

PLOT DATE: 05/13/21
DRAWN BY: D.A. GINGRAS
CHECKED BY: E.P. DETRICK
SHEET 1 OF 2



NOTE:

1. ALL PARKING METERS ALONG THE WEST SIDE OF BATTERY STREET SHALL BE BAGGED AND REMOVED BY BURLINGTON DPW.
2. IMPLEMENTATION OF PHASE 2 OF THE BIKE PATH DETOUR WILL REQUIRE COORDINATION WITH TRAFFIC SIGNALS ENGINEER AND POTENTIAL RE-PHASING OF SIGNALIZED INTERSECTIONS.

MAPLE TO COLLEGE DETOUR PLAN: PHASE 2

SCALE 1" = 20'-0"
20 0 20



PROJECT NAME: BURLINGTON BIKE PATH

PROJECT NUMBER: 2035(28) (SJ 303)

FILE NAME: 58282+cp.dgn

PROJECT LEADER: E.P. DETRICK

DESIGNED BY: D.A. GINGRAS

MAPLE TO MAIN DETOUR PHASE 2

PLOT DATE: 05/13/21

DRAWN BY: D.A. GINGRAS

CHECKED BY: E.P. DETRICK

SHEET 2 OF 2

**DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
BURLINGTON, VERMONT 05401
COMMISSION MEETING APRIL 21, 2021**

Commissioners Present: Commissioner Archambeau, Commissioner Barr, Commissioner Hogan (Chair), Commissioner O'Neill-Vivanco (Vice-Chair), Commissioner Overby.

Commissioners Absent: Commissioner Bose and Commissioner Gilman

ITEM 1 – CALL TO ORDER

Commissioner Hogan called meeting to order at 6:32 p.m.

ITEM 2 – AGENDA

Commissioner Overby asked to pull Item C off the agenda for more discussion as she had an email exchange about this item off-line.

Commissioner Barr made a motion to accept the agenda with pulling Item C off and making it Item 4.1

Commissioner O'Neill-Vivanco seconded

Unanimous approval

ITEM 3 – PUBLIC FORUM –

Jason Van Dreische spoke at Public Forum in reference to upcoming Commission review of City Engineer Baldwin. Van Dreische said that while CE Baldwin loves Burlington, he is too cautious on safety improvements; project implementation has been substandard and there have been delays in implementing safety improvements. He does not believe CE Baldwin should be re-appointed and wanted the Commission to factor this in to their recommendation to the Mayor for re-appointment.

ITEM 4 – CONSENT AGENDA

A – Update to Free Employee Parking Policy

B – Parking Request for Lakewood Parkway GSII Project

Commissioner Barr made a motion to accept consent agenda for Items A and B

Commissioner O'Neill-Vivanco seconded

Unanimous approval

ITEM 4.1 – DESIGN VEHICLE GUIDELINES

DPW Engineer Olivia Darisse stated that with the growing need for intersection design standards that meet the needs and objectives specific to the City of Burlington, an Intersection Design Vehicles Guidance document has been developed as a resource for engineers and designers. Existing design resources provide general guidance that lacks consideration for unique downtown settings and pedestrian safety. This document standardizes the intersection design process for the City of Burlington and will be used as a design resource for city staff and consultants to balance the needs of various road users and modes of travel. This is not to change any existing and functioning intersections but rather provide guidance when intersections are undergoing a capital project redesign or reconstruction.

Commissioner Overby's concern is that this document does not mention the use of roundabouts and is only focused on traditional intersection treatments.

DPW Engineer clarified that this resource really only addresses existing intersections.

Discussion ensued about incorporating language offered by Commissioner Overby.

Chair Hogan clarified that no action was required for this item.

City Engineer Baldwin stated that the need for this resource grew out of the St. Paul Street implementation where an intersection was designed to be narrower and more pedestrian friendly. However, the public felt like we went too far in that direction. This resource is meant to address and clarify existing intersections.

DPW Engineer Darisse stated that in the future there will be supplemental guidance for roundabouts as there are no resources to cater to the city.

Commissioner Overby stated that intersections are an issue in Burlington and roundabouts need to be considered as an option.

DPW staff pulled this item and will bring it back after further internal deliberation.

ITEM 5 – WATER RESOURCES RATE RECOMMENDATIONS

Division Director Megan Moir shared a power point presentation. She stated that her team has done extensive outreach, including going to multiple NPA meetings and mailing post cards to all residents with the new rate structure. Updates include irrigation rates, fire service fees, a fixed fee and flexible payment plans. Division Director Moir also addressed next steps for implementation.

Commissioner Archambeau offered compliments for the hard work of Water Resources.

Commissioner Barr echoed these sentiments and underscore how important help will be for those who need financial assistance.

Commissioner O'Neill-Vivanco shared that she sat in on the citywide meeting and requested an impact summary which she received. Asked about whether those with automatic sprinklers may complain and wondering what strategies DPW will use to deal with pushback. Division Director Moir stated that letters are being sent to people who have irrigation and fire service accounts so they are prepared for the changes.

Commissioner Overby offered compliments for the amount of work that went into the outreach and work. Underscored how important it is letting people know about the true cost of water. Offered support for the changes.

Chair Hogan asked clarifying questions about the presentation, such as what "meter removal" might indicate, given the importance of having a meter.

Commissioner Barr made a motion to approve with the language in the packet.
Commissioner O'Neill Vivanco seconded.
Unanimous approval

ITEM 6 – CONSOLIDATED COLLECTION STUDY UPDATE

Division Director Lee Perry provided a power point presentation on the steps the City has taken to study Consolidated Collection. This includes the results of the franchise study AND the municipal model that DPW has evaluated.

Vice-Chair O'Neill-Vivanco suggested if the city takes on this increased capacity then perhaps priorities shift if trash and compost are added to responsibilities. Concerned the City may not have the capacity to take this on and if this is where priorities should be focused. Also asked about enforcement options if we do undertake the municipal model.

Division Director Perry stated that performance indicators would be language written into a RFP to ensure proactive standards are met. DD Perry said that we would play the role one way or another.

Commissioner Overby said that the control over cost and quality is an important consideration and that we lose an advantage here if things are privatized. Asked clarifying questions about number of households who "opt-out." Director Spencer said that, according to the survey from consultant, approximately up to 25% in Burlington opt out. Commissioner Overby also wants the focus to be on how to reduce waste generated by residents.

Commissioner Archambeau stated that he is a big fan of consolidation. Suggests that equity is an important consideration in how we move forward. For instance, safety considerations can be factored in more stringently with city control. Recommends that if we do go private, that we work with haulers who have a good working history with the City; don't accommodate violators. He is a fan of the municipal option – it's about equity, including retirement, livable wages, etc.

Commissioner Barr agreed with most of the comments and is a fan of consolidated pick up. However, with rising municipal costs in a variety of areas, too high of a cost can push people out of the City. Is probably leaning toward the franchise model. Put in RFP to set specific guidelines like minimum wages, etc.

Chair Hogan wanted to clarify if a single cart would be used for all 3 services and if all services would be handled on the same day. Director Perry stated there would be a split body truck for trash and compost, recycling would still be done in a similar manner. Also underscored the need to write performance standards into the contract.

Gene Bergman spoke during public comment and supports a change to a consolidated system, specifically a public system. It is the most in the public interest. Democratic, public control can take other priorities into account beside cost, which includes ratepayer interests, the environment and workers. Privatization is not in the public interest.

from the public stated solid waste collection is essential to fight climate system. Public consolidation system is most in public interest. Need to give the public greater control over the rates, be more flexible.

ITEM 7 – BSD SCHOOL TRAVEL PLAN KICKOFF

Associate Engineer Philip Peterson shared a power point presentation on an ongoing project to conduct a holistic survey of Burlington School District travel conditions.

Commissioner Overby asked for more clarity on the end result of this project, what is driving the project.

Associate Engineer Peterson stated that it is a comprehensive evaluation of the transit and transportation network around the schools – including how do kids get to school, how can safety be improved, etc.

Director Spencer stated we have heard of the need to make improvements at certain schools, curb pick up, sidewalk and bike routes. DPW will work with the school district and there will be independent plans for each school. We want total involvement from schools, parents and students.

Commissioner Barr asked about the Safe Routes to School position with BSD and whether it's filled?

City Engineer Baldwin stated that Nicole Losch is working with the School Department for safer route to schools and evaluating conditions where parents see problems.

Vice Chair O'Neill-Vivanco stated that the crosswalk at Union and Main Street has not been fixed yet. Make sure to prioritize the most vulnerable users. Make plans to fit into the walk/bike plan. Keep in mind the high school will be in the downtown for next 3 years.

Chair Hogan requested a check-in on the project in summer or fall and to have some material ahead of time to evaluate.

ITEM 8 – ANNUAL DOWNTOWN PARKING REPORT

Division Director Padgett provided material ahead of time and offered to answer questions on the parking report.

Commissioner Archambeau thanked DD Padgett for the effort.

Commissioner Barr appreciated the data.

Vice Chair O'Neill-Vivanco asked about the auditing of the businesses through the free employee parking program. DD Padgett described how the monthly process works to validate employee parking.

Commissioner Overby stated that the wayfinding sign was not working at Marketplace.

ITEM 9 - APPROVAL OF DRAFT MINUTES

Commissioner Overby had changes to March's minutes. The Commission decided to defer this item until the next month when staff can present changes to minutes in a way more conducive to Zoom.

ITEM 10 – DIRECTOR'S REPORT

Director Spencer referred the Commission to his submitted report.

ITEM 11 – COMMISSIONER COMMUNICATIONS

Commissioner O'Neill-Vivanco read a letter from a concerned citizen about recycling and how it has been blowing all over the place making the Henry Street and Loomis Street neighborhood full of trash on windy days. People who do not have bins have

been using boxes to put recycling in and this makes the stuff blow around even more. He understands that toters are being recommended for apartment buildings but would like to see them for the city as this would cut down on trash blowing around. This was on See Click Fix.

Commissioner Overby had some questions about the goals and objectives but stated she would contact Director Spencer later this week and discuss this with him.

Commissioner Archambeau offered support to the City Engineer. The City struggles with a lot of voices from within city and he is not convinced the problem is with the City Engineer but with trying to balance multiple, competing voices.

Commissioner Hogan asked about where things will land with how some streets during Covid 19 last year were dedicated to local traffic only. He would like to see this a permanent fixture in some neighborhoods in the city.

ITEM 12 – ADJOURNMENT AND NEXT MEETING DATE – MAY 19, 2021

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

Meeting adjourned at 9:32 p.m.

**DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
BURLINGTON, VERMONT 05401
COMMISSION MEETING MARCH 17, 2021**

Commissioners Present: Commissioner Archambeau, Commissioner Barr, Commissioner Bose (late), Commissioner Gillman, Commissioner Hogan (Chair), Commissioner O'Neill-Vivanco (Vice-Chair), Commissioner Overby.

ITEM 1 – CALL TO ORDER

Commissioner Hogan called meeting to order at 6:34 p.m.

ITEM 2 – AGENDA

Commissioner Overby wanted to pull Item A off the consent agenda for discussion.
Commissioner Barr makes a motion to accept agenda with A removed and added at Item 4.1
Commissioner Archambeau seconds
Unanimous approval

ITEM 3 – PUBLIC FORUM –

ITEM 4 – CONSENT AGENDA

B – ADA Space Removal – 124 North Union Street

Commissioner Barr made a motion to accept consent agenda
Commissioner Overby asked for an amendment to remove the Making Spaces Agenda Item
Commissioner Barr accepted this amendment
Commissioner Archambeau seconded
Unanimous approval

Item 4.1 – MAKING SPACES – GRAB AND GO SPACES

Commissioner Overby asked for clarity on this item as the memo refers to the Streets Seats program.

DPW Engineer Phillip Peterson confirmed that the memo asked for action on the Grab & Go pickup spaces and that no action was requested on the other “Making Spaces” programs. Director Spencer confirmed this and said that staff will come back for further authorization, when necessary.

Commissioner Barr made a motion to accept Item 4.1
Commissioner O'Neill-Vivanco seconded
Unanimous approval

ITEM 5 – PARKING PROGRAM FOR RESTAURANT AND RETAIL WORKERS

Assistant Director Jeff Padgett made a motion to adopt, publish and notice the updates related to parking rates as described in Appendix C, Chapter 19 (b)(8) to include free parking for downtown restaurant/retail/service workers at the Lakeview/College street parking facility. AD Padgett stated that a goal of this policy change is to aid downtown businesses and workers, especially during this period of uncertainty.

Commissioner Overby expressed concerns that this free parking will encourage people to drive and that it is a subsidy for downtown businesses.

Commissioner O'Neill-Vivanco stated we do need a change in transportation mindset and we should encourage businesses to promote transportation options. This would include more car share pods & more bike parking in the garages.

Assistant Director Padgett stated that 2 to 3 more EV charging stations are going into the Lakeview Garage. We have additional money from DID for bike racks but it is hard to find a place to install bike racks. There are several initiatives going on to enhance transportation options.

Commissioner Barr stated there are many different opportunities and CATMA has a host of programs that they run. Bike share improvements are coming to Burlington and thinks this is one way to further enhance transportation choice.

AD Padgett stated that we have money for subsidizing bus passes but buses are free right now for everyone. We need to support downtown merchants as this change for free employee parking is a critical part of the removal of the free 2-hour parking in the Marketplace Garage.

Commissioner Archambeau asked how passes will be issued and for how long and when will they be valid.

AD Jeff Padgett stated there is no sense of percentages but 65 businesses in the downtown area value this and are looking for steady growth.

Commissioner Hogan asked if the permits were tied to individuals and license plate numbers and was informed that yes the permit is assigned to a person. There is a good idea of how many will have to park. It is a month-to-month pass that is issued. There are changes coming as well as some challenges in the future.

AD Padgett confirmed that his approach was necessary to support businesses, workers and the economic recovery.

Director Spencer clarified that this is not about subsidizing businesses. We want to direct people to not park on the street and instead use the underutilized garage in the evening. This frees up parking for residents, shoppers and visitors on street. We are proposing to take a small slice of a very underutilized garage for parking for downtown workers.

Commissioner Barr made a motion to accept as presented.

Commissioner Archambeau seconded

Commissioner Overby stated she is not in support of this amendment for change.^[RG1]

Commissioner Archambeau "Aye", Commissioner Barr "Aye", Commissioner Bose "Aye", Commissioner Gillman "Aye", Commissioner O'Neill-Vivanco "Aye", Commissioner Overby "No", Commissioner Hogan "Aye".

Aye's win 6 to1.

ITEM 6 – SLOPE STABILITY SITE ADJUSTMENTS

Associate Engineer Philip Peterson shared a Power point presentation. He advised that there are four slope inspections that occurred in 2019 and 2020. One was the Northshore Natural Area, which will need an inspection in five year, but we will monitor it. Manhattan Drive and Route 127 on the west side is stable but will be inspected every 3 years but will be monitored. Manhattan Drive at North Champlain Street urgent repair need but inspection good, will keep with other side of Route 127. Riverside Avenue has three segments and for some of them we need homeowner's permission to go onto the land so we are more limited on what we can do on the private property.

Commissioner Archambeau asked if there was imminent danger for people's safety and City Engineer Baldwin stated with the unknown conditions sandy soil easily erodes. If people stop putting material on the banks, it will be okay. River system at the bottom depends on how close the river gets. Commissioner Archambeau asked if there were contingencies in place if there was another super soaker rain and was advised that, we could not prepare for loss of land.

Commissioner Bose asked about historical floods and loss of landscape considered safe for slope, stabilization. Is there more willingness by business owners to talk? City Engineer Baldwin stated we don't have authority to walk onto property and look without homeowner consent.

Associate Engineer Philip Peterson stated that Public Works or consultants are measuring data we can collect to get more buy in for inspections. Information is shared with other city departments. Stormwater has consultants vetting this for future projects. DPW Engineer Baldwin stated there is a development review process for a scale of what is going on. We need to invest in outfalls. DPW Engineer stated that homeowners have done some work and some are working with consultants to stabilize banks.

Sharon Bushor, 862-3604, called in during public comment and stated that Riverside Avenue stability of slope banks the side not abutting the river that is an old landfill and the stability of the area is in question. The whole area needs to be looked at, as it is a safety and liability issue. She expressed appreciation for staff's work on this.

ITEM 7 – PASSENGER RAIL PROJECT AND LAVALLEY LANE

Director Spencer and City Engineer Baldwin offered an introduction and also shared that Senior Engineer Susan Molzon will be working on this project. There are many partners in this. We are moving the bike path from the east side of the railroad tracks to the west side from College Street to King Street; Lavalley Lane is going to be relocated. A transformer has been installed for shore power to trains. Additional work still needs to go out to bid. Contract 4 includes the relocation of Lavalley Lane.

Commissioner Barr stated great presentation and it is high time we have rail in Burlington.

Commissioner O'Neill Vivanco agreed that it is an aggressive time line, lots of obstacles to make the time line and do we have support through the city? CE Baldwin stated there was tremendous support in the city. Lavalley Lane needs to be moved first. Asked when we could expect at the Commission and Mr. Baldwin stated next month. Commissioner Overby asked about the water treatment plant and the large vehicle challenge of getting in and out and was informed that the consultant was asked to evaluate this.

Commissioner Hogan asked about the rail being in close proximity to the critical wastewater infrastructure. City Engineer Martin Lee stated it is not water treatment so from that perspective it's less challenging and that the existing footprint should be able to accommodate these changes.

ITEM 8 – RAILYARD ENTERPROSE PROJECT

Senior Engineer Susan Molzon offered an intro and said that we are in the preliminary engineering stage after years of scoping studies. The Cooperative agreement financing details include 80% federal, 10% state and 10% local. We will hire a consultant this summer and move forward with the three alternatives. This is a federal process with Federal Highway.

Commissioner Gilman asked if there was a better way of connecting Battery Street and Pine Street.

Commissioner Overby stated she had contacted City Engineer Molzon earlier to see if we could go back and look at other options.^[RG2]

Johnathan Eddy from the Waterfront Diving Center telephoned in and stated he was concerned about losing parking and warehouse space stating this would be detrimental to his business. He stated the King Street revitalization program should come off King Street.

Jacob Albee is looking forward to seeing how it goes. The sidewalk on the east side of the street is more functional as the west side pedestrians are more often on this side of the street and walking between cars, which is dangerous.

Director Spencer stated that we are engaging the property owners in the process, but that there is no public right of way between Pine Street and Battery Street.

ITEM 9 - APPROVAL OF DRAFT MINUTES

Commissioner Barr made a motion to approve the minutes.

Commissioner Archambeau seconded.

Commissioner Overby stated that there were two sentences she wanted removed one on page 2 and the other on the last page.

Commissioner Barr accepted the friendly amendment

Commissioner Archambeau seconded

Unanimous approval

ITEM 10 – DIRECTOR’S REPORT

See Director’s Report.

ITEM 11 – COMMISSIONER COMMUNICATIONS

Commissioner O’Neill-Vivanco wanted to thank the Public Works staff for staying healthy all winter long.

Commissioner Overby heard that there was no longer an appeals process for permitting and inspections and asked for clarity^[RG3]. Assistant Director Baldwin stated that nothing has likely changed and appeals should still be coming before this commission.

Commissioner Archambeau is on the permit reform committee and had not seen or heard of any changes.

Commissioner Hogan referenced emails that may have appeared to come from him and offered a general warning about suspicious emails.

ITEM 12 – ADJOURNMENT & NEXT MEETING APRIL 21, 2021

Commissioner Archambeau made a motion to adjourn

Commissioner Barr seconded

Unanimous approval

Meeting adjourned at 9:15 p.m.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **DPW Director's Report**
Date: May 13, 2021

The May 2021 Public Works Commission meeting will be held online via Zoom.

FY'21 Goals and Objectives – Mid Year Review: Again for this month, please find a mid-year review of our progress towards our department's FY'21 goals and objectives. The Commission reviewed our proposed departmental goals and objectives last fall. We are pleased to report that despite the pandemic, our staff has successfully advanced most of the objectives laid out in the document. Our progress is detailed in the last column. Thank you to Team DPW for all of their efforts especially during these challenging times. I am happy to answer any questions or clarifications prior to the meeting or during my Director's Report at the meeting. This document should be helpful to the Commission's annual review of the Director and City Engineer.

Public Forum Comment on Locust Street: I am drafting a written memo for the Commission following up on the public comment made last month regarding the Champlain Elementary Pedestrian Improvement Project. It is my plan to have that in advance of this coming Commission meeting.

Upcoming Transportation, Energy & Utilities Committee (TEUC) Meeting: The next TEUC meeting is scheduled for May 25 and its usual start time is 5:00pm. Last month they reviewed the Water Resources Rate Restructuring recommendation. This month they will be focusing on Consolidated Collection. Commissioners and members of the public are welcome to participate at this Council committee meeting as well to provide additional input on this important topic. We will be coming to the DPW Commission in June with the Consolidated Collection item. We are still working on a few key issues and we want to bring a complete packet to the Commission – which we will do in June.

Water Resources Rate Restructuring and Affordability Program Analysis: Thank you for the Commission's comments and support of the recommendations at the April meeting. We will be bringing the full suite of recommended changes to the Board of Finance and the City Council on May 24. There will be a public forum at both meetings for any Water Resources customers who would like to comment before the Council acts.

Clean Sweep & Painting: Thank you to all the divisions that helped make the 2021 Clean Sweep a success. It took staff from Customer Service, Street Maintenance, and Traffic & Parking. Now that the streets are well swept we expect our painting contractor to start next week with their night work. Our crews are now out painting as well.

Please reach out with any questions prior to Wednesday's Commission meeting.

Public Works FY'21 Goals and Objectives - April 2021 Mid Year Review

Our Mission: To steward Burlington's infrastructure and environment by providing efficient, effective and equitable public services

		DPW GOALS			METRICS	DIVISION	COMMISSION ROLE	FY'21 STATUS
OBJECTIVE		Operational Excellence	Exemplary Cust. Serv.	Culture of Innovation				
DPW-wide Objectives								
1	Respond to COVID-19 pandemic with internal protocols and external initiatives that protect our staff and meet the needs of our community	✓	✓	✓	Written policies developed and pandemic-tailored services delivered.	DPW-wide	Approve changes that require Commission adoption	Implemented policies and protocols. Maintained critical water, wastewater and plowing services throughout. Initiated wastewater testing for COVID-19 prevalence which provided early notice to public health leaders and congregate care facilities.
2	Stand up asset management program to advance City's capabilities and procure CMMS (computerized maintenance management system)	✓	✓	✓	Complete Phase II Asset Management work for GF and procure CMMS tool in FY'21.	DPW-wide	Provide feedback on draft plan	Staff launched multi-departmental initiative. Conducted successful procurement with 19 proposals. Council approved contract with VUEWorks in February. Contract executed and multi-departmental kick-off meeting held in March 2021.
3	Continue to close capital funding gaps across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by developing and implementing funding strategies with stakeholders	✓			Budgeted Funding vs. Actual investments vs. funding targets for each asset class. Service reliability (number of main breaks / year).	DPW-wide	Evaluate and recommend funding strategies	COVID-19 delayed some W/WW/SW capital work. Continued elevated sidewalk and paving work into FY'21 - last year of FY'17-21 Sustainable Infrastructure Plan. CY'2021 workplan may shrink due to pandemic budget constraints, but we are actively evaluating whether American Rescue Plan funds and/or General Fund unassigned fund balance can supplement. Working now on next 5 year capital plan and will seek Commission guidance in coming months. We hope to bring it to voters at a special election in November 2021.
4	Enhance growth opportunities within department through professional development, job shadowing, succession planning, etc.	✓	✓	✓	% of staff participating in a professional development opportunity each year. % of mid and upper level positions that are filled internally.	DPW-wide		Internally promoted staff into 3 out of 4 open manager positions (Fleet Manager, Garage Operations Manager, Public Information & Customer Service Manager). Used City's online training platform for continuing compliance training and we achieved 92% compliance rate. External training opportunities have been more limited during COVID-19.
5	Increase engagement of under-represented constituencies through enhanced outreach efforts while also ensuring capital project and maintenance prioritization does not inadvertently underinvest in these areas of the community	✓	✓	✓	DPW staff and engaged community members reflect the diversity of our city. Enhanced outreach engages more unrepresented residents. Capital project and maintenance prioritization evaluated for equity.	DPW-wide		Multiple staff members are participating in Racial Equity, Inclusion & Belonging Committee. Winter parking ban information translated into 5 languages. Resolved 44 year old street acceptance issue with BHA Franklin Square. Public Information Manager continuing to strengthen outreach. Preparing to implement Racial Equity Toolkit.
6	Reduce injuries through strengthened safety program that includes active safety committee and online Learning Management System	✓	✓		DPW Safety Team meets at least quarterly. Reduction in recordable incidents and lost time injuries.	DPW-wide		Reduction in recordable injuries (11 in 2020, 21 in 2019), a reduction in lost time injuries (1 in 2020, 3 in 2019) and a reduction in lost time days (9 in 2020, 88 in 2019).
7	Improve capital project accounting with enhanced systems, provide leadership in the development of formalized policies and procedures, and transition to multi-year capital budget accounting	✓		✓	Written policies and multi-year capital budgeting in place.	Tech Services, Water Res.		DPW staff fully engaged in strengthening capital project accounting. New chart of accounts and procedures implemented. A minor re-organization was completed.

Burlington Public Works FY'21 Goals and Objectives

8	Provide effective coordination with private projects through project review and coordinated investments	✓	✓		Deptment turns material review in agreed upon timelines. Assists applicants with helpful guidance. Cambrian Rise, Cambria Hotel, Bove's, CityPlace progress according to timelines.	DPW-wide		Staff have assisted Cambrian Rise, CityPlace Burlington, Downtown BHS, 77 Pine St, Passenger Rail. Some private projects have been delayed due to the pandemic.
	Cross-Division Objectives							
9	Expand preventative maintenance program of pavement, pavement markings, sidewalk, guardrails, railings, fences, valves, fleet and other infrastructure that has historically not been adequately maintained -- and better prepare the department to maintain new assets	✓			Number of potholes, sewer plugs, main breaks decrease. Percent of fleet PMs to repairs increases. Maintenance crews trained and provided maintenance schedule for new assets.	DPW-wide		Implementation of Asset Management is major step in improving DPW's maintenance of assets. Final year of elevated investment through 5-year Sustainable Infrastructure Plan (FY'17-FY'21) continued into FY'21. Now staff and Commission need to develop next 5-year plan. Annual metrics will be easier to compile with Asset Management program.
10	Develop engineering standards that will efficiently direct future investments.	✓		✓	First phase of engineering standards compiled in FY'21.	Tech Services, Water Resources	Recommend adoption of standards to Council	This project is progressing but has been slowed due to other priorities.
11	Advance high priority capital projects (Champlain Parkway, Amtrak, PlanBTW Walk/Bike, Downtown Great Streets) in accordance with project schedules	✓			Projects advance according to project schedules. Annually budgeted capital projects completed.	Tech Services, Water Resources	Review and approve ordinance changes related to projects.	Resolved multiple Passenger Rail challenges and project is going to construction this year. St Paul St was completed and Great Streets planning effort for Main St will begin soon. Successfully advocated to State and FHWA to expedite Railyard Enterprise Project. Winooski Ave 4-to-3 installed.
12	Improve cost allocations between DPW and other departments (ie. have Water credited for fire protection service, contain growth of PILOT payments, end payment for parking enforcement, transfer crossing guard program to schools)	✓			More appropriate cost allocations between departments / funds. Would enable Traffic and Water divisions to better reinvest in their aging systems.	Traffic, Water Resources, CT office, Schools		Water rate restructuring starts to address cost allocations between different customer classes. Minimal additional work in this area has occurred. Pandemic has refocused efforts on to more immediate challenges.
	Division Objectives							
13	Integrate BPD & DPW Parking Services through an plan that integrates Parking Enforcement budget, personnel and facilities into DPW	✓	✓	✓	Articulated plan, community engagement and administrative integration completed. Identification of efficiency opportunities for the creation of a "Parking Services" group.	Parking & Traffic	Provide feedback and input on integration plan.	BPD Parking Enforcement team now DPW Parking Services employees. Preparing for minor reorganization in April/May 2021 with larger reorganization in FY'23.
14	Leverage parking technology within Parking & Traffic Division	✓	✓	✓	Integrate parking revenue and enforcement systems / technology across all parking services	Parking & Traffic	Provide feedback and input on customer service and customer experience.	Beginning the process of integrating Parking Services operations and Parking Garage operations to inform the larger reorganization in FY'23. Executing a pilot program to convert offstreet parking to the same payment and technology systems as on-street.
15	Unify parking resources within DPW, branded as ParkBurlington, providing a singular parking resource		✓		Integrate DPW-managed, Parks-managed and third party parking assets unthe the management of Park Burlington	Parking & Traffic	Review and approve parking operations agreements and policy changes	Integrated Park Mobile services in both DPW and Parks facilities. Parks and DPW are now on the same ParkMobile Platform and DPW is working for Parks to help maintain the functionality of their paystations. Still managing public parking at private 194 St Paul facility.

Burlington Public Works FY'21 Goals and Objectives

16	Improve parking experience through new services and technology	✓	✓		Provide improved signage, communication tools and service (online and in person)	Parking & Traffic	Review and provide input	Commission approved Downtown employee parking program and visitor validation program launched in Spring 2021 launch. The monument signs are illuminated. An interior wayfinding signage design will be complete by July 1.
17	Expand use of transportation options while increasing safety of system and reducing overall environment impact consistent with City plans			✓	Implement first phase of Winooski Corridor Study in FY'21. Launch e-bike share in FY'21. Consider launching Vision Zero in FY'21. Non-SOV mode share increases. Annual # of crashes decreases.	Technical Services	Review and approve ordinance changes related to projects.	Implemented first phase of Winooski Corridor Study in fall 2020. Commission approved bicycle-friendly ordinance changes in February 2021. E-bike share launching May 2021. Coordinated with GMT with their ongoing fare free service during the pandemic.
18	Transition solid waste collection system for garbage, recycling and organics to a more integrated system		✓	✓	Complete consolidated collection study (including evaluation of a municipally operated model) and get City Council direction in FY'21.	Maintenance	Review study and recommend approval to City Council.	Completed Consolidated Collection review with consultant GBB. Recently completed analysis of a municipally operated system. Now we will be seeking Commission and Council recommendation for path forward.
19	Implement Phase I of Clean Water Resiliency Plan capital upgrades in FY'21	✓			Complete upgraded programmable logic control (PLC) system and disinfection system at WWTPs. Initiate construction of Green Stormwater Infrastructure and pump station upgrades in FY'21.	Water Resources	Recommend approval of CWRP borrowing to City Council.	Commission recommended approval of CWRP borrowing. PLC and disinfection system upgrades complete at WWTPs. South End GSI and two pump station upgrades will be constructed CY'21.
20	Restart and complete rate study and get Council approval for updated rate structure for Water, Wastewater and Stormwater utilities	✓	✓		Develop options for rates / incentives / programs for public review. Council decides on new rate structure by April 2021 for FY'22 budgeting. Postponed due to COVID. Considering how to advance in FY21 given COVID financial impact to customers who may be impacted by rate structural changes	Water Resources	Review proposed rate structure, recommend to Council	Commission provided initial input at January 2021 meeting. Staff seeking Commission recommendation for Council approval at April 2021 meeting.
21	Advance second phase of Water Resources staffing plan for increased operational sustainability	✓	✓		Advance second phase of WR Re-org with proposed hiring of Customer Care II, Water Resources Technician, and WW Operator in Training.	Water Resources		In process. Hired Customer Care II. Hired Water Resources Technician as limited service position. Developing plan for remaining positions.
22	Complete Integrated Water Quality Management Plan for how City will meet its Clean Water Act regulatory obligations and its local water quality priorities & begin implementation	✓		✓	Completion of interim project milestones such as: Wet weather/stormwater master plan, selection of high priority projects, completion of financial capability analysis.	Water Resources	Review and provide feedback on final draft of Integrated Plan	Commission provided input at July 2020 meeting. Staff finalizing plan with VT Dept of Environmental Conservation.
23	Improve process for customer requests related to transportation, traffic calming, and parking regulations	✓	✓	✓	Reduce outstanding traffic calming requests and reduce time to resolution and closing customer requests in SeeClickFix.	Technical Services, Administration	Consider potential process changes for evaluating requests.	Commission provided input on draft Traffic Calming program at September 2020 meeting. Staff has taken input and updated Traffic Calming program and procedures.



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

To: Tenzin Chokden, Clerks Office
From: Chapin Spencer, Director
Date: May 17, 2021
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **May 19, 2021**
Time: 6:30 – 9:00 p.m.

Due to current social distancing measures, this meeting will be held entirely virtually.

To view the meeting:

1. CCTV YouTube Channel (*streamed live*) or on Burlington Telecom Channel 317 (aired on a later date, *not live*). Comments on YouTube are not monitored by DPW staff.
<https://www.youtube.com/channel/UCJkWMLSqRNKLoyUZQiNoAcQ>
2. Join via Zoom: <https://us02web.zoom.us/j/83495330508>
3. Call in for audio only: Phone number: 301-715-8592 Webinar ID: 834 9533 0508

To participate in public comment:

1. You must either join the meeting via the Zoom link above or by calling via the call-in information above.
2. If signed in via Zoom, please use the “Raise Your Hand” feature. This will alert DPW staff that you wish to speak and will automatically add you to the queue. When it’s your turn to speak, your name will be called and you will be unmuted.
3. If you are calling in, please press *9 which will alert DPW staff that you wish to speak. When it’s your turn to speak, your phone # will be called out and you will be unmuted.
4. If you encounter any difficulties when attempting to speak during public forum, please email DPWCommunications@burlingtonvt.gov.
5. In the event of challenges with Zoom video, please use the call-in option.

AGENDA

ITEM

- 1 Call to Order – Welcome – Chair Comments

- 2 5 Min Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
- 4 5 Min Consent Agenda
 - A Reallocation of Adams Ct 2-hr Parking Zone
 - B North Avenue & Berry Street “No Parking Zone”
 - C Design Vehicle Manual Update
- 5 15 Min Bike Path Detour
 - A Communication, N. Baldwin & P. Peterson
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested –Vote
- 6 45 Min Trades Appeal – 441 Shelburne St.
 - A Communication, W. Ward & B. Biggie
 - B Communication, Appellant
 - C Commissioner Discussion
 - D Public Comment
 - E Action Requested –Vote
- 7 5 Min Approval of Draft Minutes of 3-17-21 & 4-21-2021
- 8 10 Min Director’s Report
- 9 10 Min Commissioner Communications
- 10 Executive Session – Director & City Engineer Annual Reviews
- 11 **Adjournment & Next Meeting Date – June 16, 2021**

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.



STOP AND SIGNALIZED INTERSECTION DESIGN VEHICLE GUIDANCE

BURLINGTON, VERMONT
May 2021



ACKNOWLEDGMENTS

Thanks to the following for their involvement in developing this guidance document:

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INTRODUCTION

The City of Burlington is committed to the creation of a multi-modal transportation network with streets designed for slow traffic to protect pedestrians and bicyclists while still meeting the vehicular mobility needs of a vibrant downtown. Achieving this balance is an objective stated in the Safe Streets Design Principles of the Plan *BTV Walk Bike Master Plan*.

“Streets should allow people to travel in a safe, dignified, and efficient manner no matter their age, gender or level of ability. Though the focus of this plan is on improving conditions for walking and biking, recommendations must also consider the needs of people driving. Streets must allow for harmony between multiple modes - allowing for safe and efficient movement of trucks, public transit, and emergency response vehicles.”

The City of Burlington *Great Streets* and *Traffic Calming Guidance* documents design considerations for pedestrians and bicyclists. Potential treatments improving conditions for walking and biking may mean making traditional signal or stop controlled intersections as compact as possible or replacing them with modern roundabouts. For traditional intersections, compact configurations with narrow lanes, curb extensions, and tight curb radii, minimize pedestrian crossing distances and help slow vehicular traffic. Improving the efficient movement of vehicles, however, often means building larger intersections with wide lanes and large curb radii. This guidance document is intended to help designers achieve the balance between accommodating vehicular traffic and non-vehicular traffic desired by the City of Burlington at traditional intersections.

APPLICATION

This guidance should be followed by engineers when redesigning traditional signal or stop controlled intersections or designing new traditional intersections in downtown Burlington and adjacent neighborhoods. The guidance should also be applied by designers to temporary conditions such as detours associated with roadway construction or Burlington Quick-Build projects. The guidance is generally intended to ensure that intersection improvements made to better accommodate pedestrians and bicyclists do not result in designs that are too restrictive for vehicular movements. The guidance is not intended to prescribe the enlargement of intersections to better accommodate existing vehicular traffic. The scope of the guidance is limited to traditional intersection layout and is intended to be used after that alternative has been selected through the scoping process. Other City guidelines and policies apply to design elements such as the number of lanes proposed, traffic controls, and materials. The limitations of this guidance are not intended to encourage the selection of traditional intersections over alternative treatments, such as roundabouts. Such alternatives will be considered during the project scoping process. For modern roundabouts, designers shall consult with the Department of Public Works to identify the preferred design guidance.

DESIGN VEHICLE CONCEPT

This design vehicle concept is described in A Policy on Geometric Design of Highways and Streets published by the American Association of State Highway and Transportation Officials (AASHTO)¹ and other documents reviewed in developing this guidance². A Policy on Geometric Design of Highways and Streets, also known as the AASHTO Green Book states:

“Key controls in geometric highway design are the physical characteristics and the proportions of vehicles of various sizes using the highway. Therefore, it is appropriate to examine all vehicle types, establish general class groupings, and select vehicles of representative size within each class for design use. These selected vehicles...are known as design vehicles.”

The Green Book goes on to say:

“In the design of any highway facility, the designer should consider the largest design vehicle likely to use that facility with considerable frequency or a design vehicle with special characteristics appropriate to a particular intersection in determining the design of such critical features as radii at intersections...”

The Green Book also provides detailed information regarding the dimensional and operating characteristics of various vehicle types, such as turning paths. However, it points out that the type of vehicles that will be accommodated and the manner in which they are accommodated may be determined based on the vehicular and pedestrian traffic demands at an intersection. For example, where significant pedestrian demands should be accommodated, a more compact design may be realized by assuming that the occasional large truck using the intersection may swing wide, “encroaching on other traffic lanes without disrupting traffic significantly”.

This guidance document adheres to the design vehicle concept and includes specific guidance on its application in the City of Burlington. It provides guidance for:

- The selection of the design vehicle or vehicles depending on the vehicle mix at the subject intersection;
- The appropriate accommodation of each design vehicle; and,
- The accommodation of emergency vehicles.

In doing so, it helps define imprecise terms from the AASHTO Green Book design vehicle policy. Specifically, it indicates volume thresholds that should be applied when determining if a particular class of vehicle uses an intersection with “considerable frequency”. The volume thresholds in combination with operational criteria indicate when lane encroachment constitutes “disrupting traffic significantly”.

¹ A policy on Geometric Design of Highways and Streets, American Association of State Highway and Transportation Officials, Washington, DC, 2004.

² See "Additional References" section for other sources consulted.

DESIGN PROCESS OVERVIEW

The design guidance should be implemented in a three-step process. First, design traffic volumes for the subject intersection should be determined. The volume data will indicate the least maneuverable class of vehicles that uses or is expected to use the intersection routinely or with “considerable frequency.” Next, a design vehicle is selected to represent this vehicle class, typically the largest or least maneuverable vehicle in that class. In the final step, the turning path of the design vehicle is applied to determine the intersection configuration, typically corner radii, lane widths, stop bar locations, and on-street parking restrictions proximate to the intersection. These steps are described in greater detail below along with some of the terms used in this guidance document.

STEP 1: DESIGN TRAFFIC VOLUMES

Step 1 is to determine design volumes for the subject intersection. Ideally, turning movement diagrams for the intersection will be developed showing vehicle turning movements by vehicle class for a peak hour and for a twelve-hour period. Examples of such diagrams, based on data collected in Burlington by the Vermont Agency of Transportation (VTrans), are shown in Appendix A. The vehicle classes are groupings of similar vehicle types. The vehicular volumes by group should be determined through a traffic count program.

Vehicle Types

The many types of vehicles operating on our roadways range in size and maneuverability. Vehicle types or vehicle classifications are listed in the AASHTO Green Book. Listed vehicle types range in size from passenger cars (P) to semitrailers with a 62-foot wheelbase (WB-62). The National Association of City Transportation Officials (NACTO) lists two additional vehicle types, delivery vehicles and recycle trucks in its Urban Street Design Guide.¹ The Burlington Fire Department also provides dimensional and performance data for its representative emergency vehicles, the Tower Truck and Tanker/Pumper Truck. These vehicle types are organized into groups in this guidance document.

Vehicle Groups

Vehicle types of comparable size and maneuverability are combined into four vehicle groups: Small Vehicles; Intermediate Vehicles; Large Vehicles; and Very Large Vehicles. A fifth group applies to emergency vehicles, or more specifically, fire apparatus. These groupings, shown in Table 1, help limit the number of vehicle types to consider when selecting a design vehicle and simplify the data collection process when traffic counts are conducted

¹ <https://nacto.org/publication/urban-street-design-guide/design-controls/design-vehicle/>

TABLE 1. VEHICLE TYPES AND GROUPINGS

GROUP 1: SMALL VEHICLES PASSENGER CAR - P	GROUP 2: INTERMEDIATE VEHICLES DELIVERY VEHICLE - DL23 CAR AND BOAT TRAILER - P/B
GROUP 3: LARGE VEHICLES SINGLE UNIT TRUCK - SU30 INTERCITY/COACH BUS SCHOOL BUS CITY TRANSIT BUS SEMITRAILER - WB-40 MOTOR HOME - MH CAR AND CAMPER TRAILER - P/T RECYCLE TRUCK	
GROUP 4: VERY LARGE VEHICLES SEMITRAILER - WB - 50 SEMITRAILER - WB - 62 MOTOR HOME AND BOAT TRAILER - MH/B	GROUP 5: FIRE APPARATUS TANKER/PUMPER TRUCK TOWER TRUCK

Note: Letter/Number combinations following the vehicle names relate to design vehicle codes used by the American Association of State Highway and Transportation Officials (AASHTO) and/or the National Association of City Transportation Officials (NACTO). The numbers typically refer to the vehicle's wheelbase length.

Traffic Count Data

This guidance promotes a data-driven approach, whereby vehicle turning movement counts should first be done to establish existing peak hour and 12-hour travel demands at the subject intersection. Existing traffic count data can be used to determine traffic conditions provided that the data is no more than five-years-old upon commencement of the design process. The use of older data may be allowed by the City on a case-by-case basis. If a new count is conducted, the procedures described in Appendix B should be followed. New counts should record vehicles by the groupings cited above.

Traffic Volume Estimates

The requirement to conduct new counts may be waived when the City determines that there is sufficient data available to estimate traffic demands with reasonable accuracy. For example, consideration of older data may be allowed if the City determines that traffic conditions at the intersection have not changed significantly since the older count was completed. Likewise, volumes for a nearby intersection may be substituted if the City deems that the nearby intersection exhibits similar traffic conditions as the subject intersection. Roadway functional classifications may aid in identifying comparable intersections as the classifications are typically indicative of the mix of traffic using the roadway. A discussion of roadway classifications and classifications applied to Burlington Streets is included in Appendix C.

Design Volumes

It may be necessary to adjust the existing condition volumes to reflect design conditions. Design conditions may be representative of a future year reflecting anticipated future traffic growth, new land development proposals, and/or planned roadway system changes. Unless waived by the City, current policies, master plans, and future development proposals should be considered when developing design volumes, as major land-use changes can influence traffic patterns. Likewise, transportation system improvement projects, including maintenance projects that may temporarily change traffic patterns, should be considered. Appendix D provides a checklist of documents for review considered in identifying projects or policies that could impact future traffic patterns. The designer should consult with the Department of Public Works to determine appropriate adjustments to the existing traffic conditions.

STEP 2: DESIGN VEHICLE SELECTION

In Step 2, the design vehicle (or vehicles) for the intersection is selected. The choice of design vehicle(s) depends on the design volume data and the need to accommodate fire apparatus at all intersections. The selected design vehicle will typically be the design vehicle for the least maneuverable group of vehicles that uses or is expected to use, the intersection *with considerable frequency*, or the design vehicle for Group 5, Fire Apparatus. Group 5 vehicles are not expected to use any intersections with considerable frequency, however, per the direction of Burlington DPW, they must be accommodated at all locations for public safety reasons.

Design Vehicles

One vehicle type from each of the five groups listed in Table 1 represents the group as a potential design vehicle. The potential design vehicle is the least maneuverable vehicle type in each group. These design vehicles are listed below.

- Group 1/Small Vehicles: Passenger Cars (P);
- Group 2/Intermediate Vehicles: Delivery Vehicle (DL);
- Group 3/Large Vehicles: Single Unit Truck (SU30);
- Group 4/Very Large Vehicles: Semi-Trailer (WB-50); and,
- Group 5/Fire Apparatus: Tower Truck

Travel paths or turning templates for design vehicles are used to lay out the intersection, described in Step 3 of this guidance.

Intersection Types

The above criteria lead to the definition of four intersection types listed in Table 2. As shown, two design vehicles should be considered for three of the four types of intersections. The two design vehicles include the fire apparatus design vehicle and the design vehicle for the least maneuverable group of vehicles at the intersection. Since the design vehicle for the Very Large Vehicles group is less maneuverable than the fire apparatus design vehicle only the design vehicle for the Very Large Vehicles group needs to be considered for this intersection type.

TABLE 2. INTERSECTION TYPES

LEAST MANEUVERABLE VEHICLE GROUP OCCURRING WITH CONSIDERABLE FREQUENCY	INTERSECTION TYPE	DESIGN VEHICLE(S)
Group 1: Small Vehicles	A	Passenger Car Tower Truck
Group 2: Intermediate Vehicles	B	Delivery Vehicle Tower Truck
Group 3: Large Vehicles	C	Single Unit Truck Tower Truck
Group 4: Very Large Vehicles	D	Semi-Trailer (WB-50)

Note: The design vehicle listed in bold text represents the least maneuverable vehicle group occurring with considerable frequency at the intersection.

Considerable Frequency

The term “considerable frequency” is used in the Green Book to define routine use of an intersection by a particular vehicle type or group. Frequency of use is considered to avoid constructing unnecessarily large intersections. It recognizes that large vehicles may be challenged when negotiating a compact intersection and then disrupt traffic operations while maneuvering through the intersection and/or waiting for other vehicles to clear a path. Such disruption may be tolerated on an infrequent basis and that a high level of tolerance can lead to a more compact design. The Green Book does not quantify the term “considerable frequency.” Roadway and highway jurisdictions can choose their own volume thresholds based on their tolerance for disrupted traffic operations relative to their desire to build compact, pedestrian-friendly intersections.

In developing this design guidance, the Burlington DPW has adopted the following traffic volume thresholds to define “considerable frequency.”

- Four or more vehicles per peak hour for a group; or
- 12 or more vehicles per 12 hours for a group

These thresholds should be compared to the Design Volumes defined above to determine the intersection type.

When evaluating the design volumes, left and right turning movements should be counted separate from through movements. Typically, even Very Large Vehicles can pass straight through an intersection without significantly disrupting traffic operations. Conflicts only occur when turning movements are attempted and the turning vehicle encroaches into opposing travel lanes. Consequently, through-vehicles can generally be ignored when determining if the above volume thresholds have been met.

However, the designer should confer with DPW before making this assumption. Any planned construction projects and associated detours could result in through movements becoming turning movements.

STEP 3: INTERSECTION LAYOUT

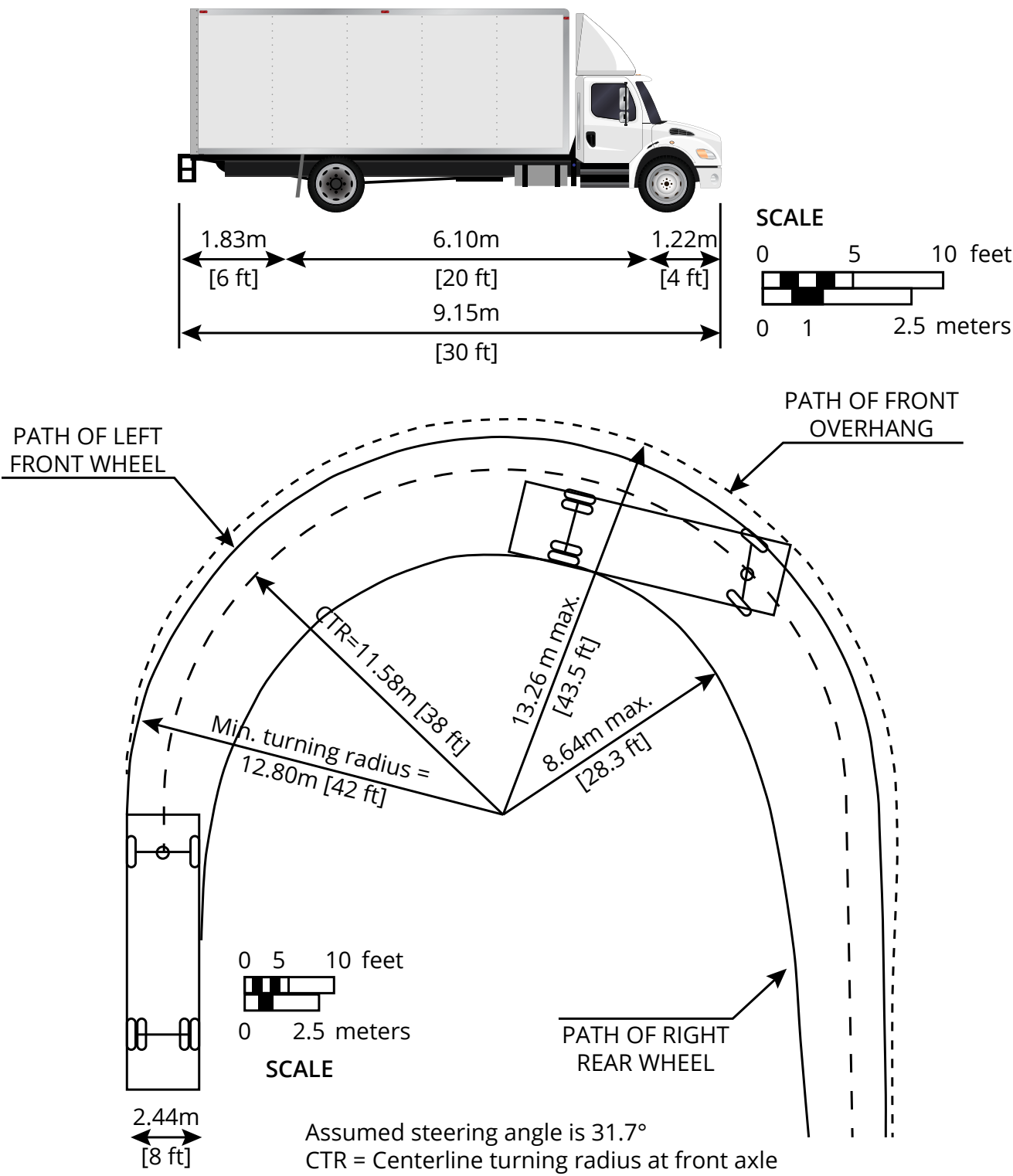
In Step 3, the intersection layout should be developed to represent the most compact configuration that accommodates the applicable design vehicle(s) for the intersection type. The manner in which the design vehicle is accommodated depends on several factors described below, including: the type of design vehicle; the level of congestion at the intersection; and the type of traffic control. Under certain conditions it should be assumed that the design vehicle will operate “between the lines,” that is, the layout should not require the design vehicle to encroach into opposing travel lanes. In other cases, the design should assume that the design vehicle is permitted to encroach into opposing travel lanes but not encroach on curb lines or parking lanes. In rare cases, the Burlington DPW may also permit consideration of a design vehicle operating beyond the curb lines. In these cases, areas free of vertical obstructions would be designated behind the curb lines assuming that the design vehicle may mount the curb to complete a turning maneuver. In addition to keeping areas free of vertical obstructions, the design could include mountable elements such as slope curbing and truck aprons. The design vehicle considered in this case is referred to as a “control vehicle.”

Minimum Vehicle Turning Paths

Minimum vehicle turning paths or turning templates are used to layout the intersection. They are a function of the vehicle’s length, width, axle configuration, and turning radius. These dimensional data are provided in the AASHTO Green Book and reprinted in Appendix E. The Green Book also depicts the turning paths for each vehicle type. A representative turning template for a single unit truck (SU 30) is shown in Figure 1. These turning paths assume a travel speed of less than ten miles per hour. Vehicle turning paths have been translated into computer-aided design software such as AutoTurn. When applying the software, crawl speed (typically two miles per hour) turns should be assumed. Turning path templates for Burlington’s fire apparatus are available from the Burlington DPW however, templates for the WB-40 design vehicle are comparable to the templates for the Fire Department’s least maneuverable vehicle, the Tower Truck, and can be applied instead.



FIGURE 1. TYPICAL VEHICLE TURNING TEMPLATE

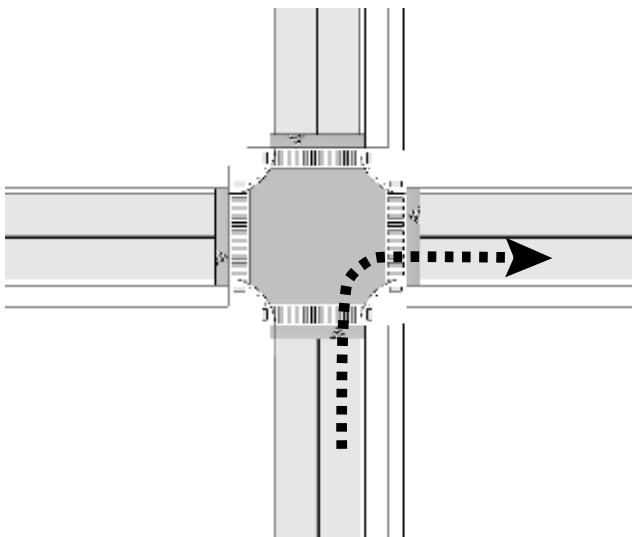


Adapted from: A Policy for the Geometric Design of Highways and Streets, American Association of State Highway Officials, 2008.

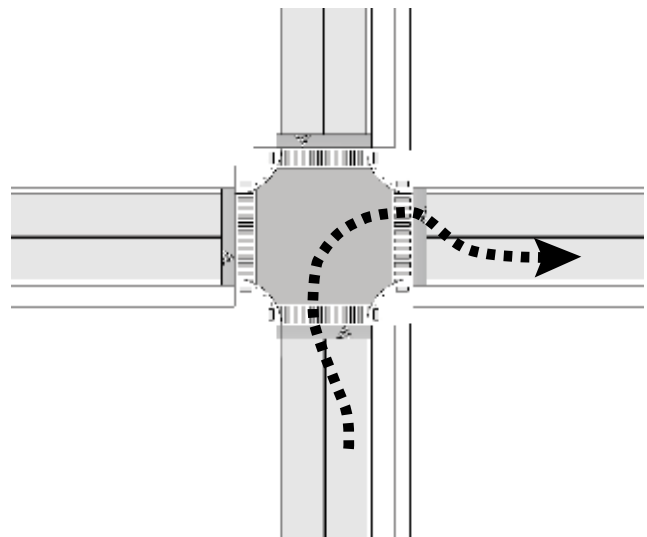
Encroachment

Encroachment relates to vehicles using adjacent, same direction travel lanes, or crossing into opposing direction travel lanes to execute a turn. Figure 2 illustrates examples of these types of encroachment. Encroachment is permissible in the design process when the design vehicle under consideration is the Group 5 - Fire Apparatus design vehicle. Traffic laws require motorists to yield to emergency vehicles so it can be assumed that other vehicles will clear a path allowing emergency vehicles to encroach upon other lanes. For other design vehicles, encroachment is not permissible unless the intersection is considered “uncongested.” Consequently, intersection geometries will typically be defined using two types of design vehicles: “Design Vehicle A” which must operate “between the lines” or in its own lane, and “Design Vehicle B” which must operate “between the curbs” or with lane encroachments permitted. Table 3 distinguishes Design Vehicles A and B for the intersection types defined in Table 4 that are under signal control or congested as defined below.

FIGURE 2. TYPICAL ENCROACHMENT BY A DESIGN VEHICLE



No Encroachment
Approach in right hand lane.
Depart in full right hand lane.



Lane Encroachment
Approach into opposing flow,
depart into opposing flow.

TABLE 3. DESIGN VEHICLE BY INTERSECTION TYPE - CONGESTED OR SIGNAL CONTROLLED INTERSECTIONS

INTERSECTION TYPE	LEAST MANEUVERABLE VEHICLE GROUP OCCURRING WITH CONSIDERABLE FREQUENCY	DESIGN VEHICLE A (NO LANE ENCROACHMENT PERMITTED)	DESIGN VEHICLE B (NO LANE ENCROACHMENT PERMITTED)
A	Group 1: Small Vehicles	Passenger Car	Tower Truck
B	Group 2: Intermediate Vehicles	Delivery Vehicle	Tower Truck
C	Group 3: Large Vehicles	Single Unit Truck	Tower Truck
D	Group 4: Very Large Vehicles	Semi-Trailer (WB-50)	Not Applicable

"Congested" Intersections

Lane encroachment by a design vehicle may not disrupt traffic significantly if the intersection is uncongested. It is assumed that any intersection under traffic signal control is a congested intersection. Presumably, the signal was installed because the intersection would operate with excessive delays without a signal. Also, with signal control, vehicles stopped at a red light on a cross street would not be able to lawfully enter the intersection (except possibly on a right-on-red condition) to clear a path for a design vehicle turning from the intersecting street. Consequently, signalized intersections are considered “congested” intersections. A Stop sign controlled intersection may be considered congested if significant vehicle queuing on the street into which the design vehicle would be turning would prohibit lane encroachment. Significant vehicle queuing is defined by Burlington DPW as an average peak hour queue of three vehicles. Peak hour vehicle queues can be measured in the field or calculated through an intersection operations analysis. If calculated, procedures described in the latest edition of the *Highway Capacity Manual* or other method approved by the Burlington DPW should be followed.

If an intersection is deemed uncongested, then lane encroachment by the design vehicle for the least maneuverable vehicle group occurring with considerable frequency can be assumed when laying out the intersection. In these situations, another Design Vehicle A must be selected to help define the intersection geometry and, in particular, the location of lane lines and Stop bars. The next more maneuverable design vehicle should be selected. For example, if under “congested” conditions the Delivery Vehicle would be chosen as Design Vehicle A then the passenger car design vehicle should be used for a comparable “uncongested” intersection. Accordingly, an alternative design vehicle matrix would apply for uncongested intersections as shown in Table 5.

TABLE 4. DESIGN VEHICLE BY INTERSECTION TYPE - UNCONGESTED INTERSECTIONS

INTERSECTION TYPE	LEAST MANEUVERABLE VEHICLE GROUP OCCURRING WITH CONSIDERABLE FREQUENCY	DESIGN VEHICLE A (NO LANE ENCROACHMENT PERMITTED)	DESIGN VEHICLE B (NO LANE ENCROACHMENT PERMITTED)
A	Group 1: Small Vehicles	Passenger Car	Tower Truck
B	Group 2: Intermediate Vehicles	Passenger Car	Tower Truck
C	Group 3: Large Vehicles	Delivery Vehicle	Tower Truck
D	Group 4: Very Large Vehicles	Single Unit Truck	WB 50

Context-Sensitive Design - Control Vehicle

On a case-by-case basis, the Burlington DPW may choose to have a control vehicle considered in the design process to further promote compact intersection design where pedestrian activity is significant. This would apply to Type D intersections where the WB 50 design vehicle would instead be treated as a control vehicle. As noted above, when designing for a control vehicle, the intersection may include elements such as low or mountable curbs, truck aprons, and clear zones outside the roadway edges. These elements would allow the control vehicle to operate outside normal boundaries for vehicular movement. Similarly, for locations that on occasion accommodate the very largest vehicle types, the WB 62 vehicle type could be used as a control vehicle.

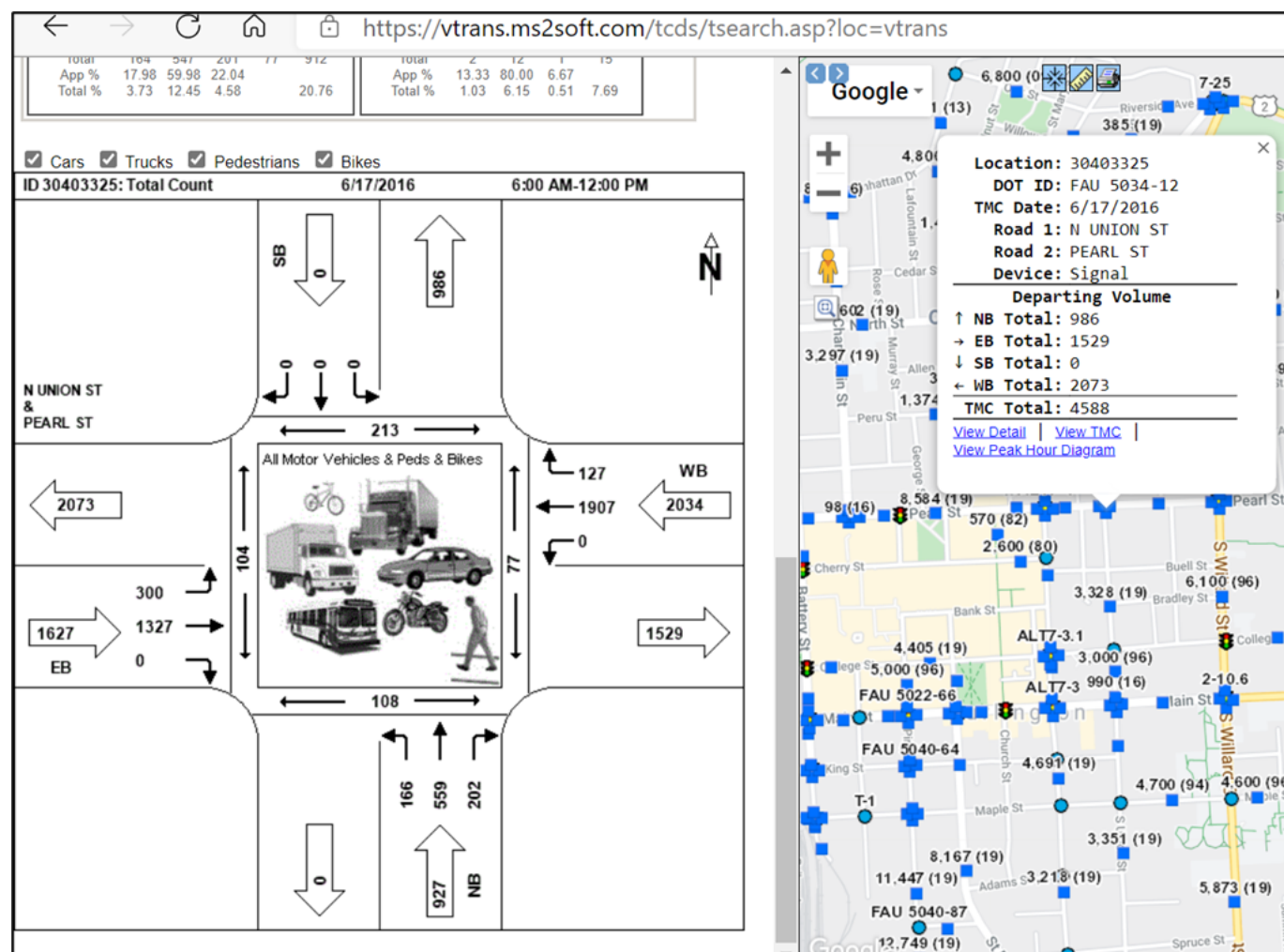
Final Design

The intersection layout can be completed using the turning paths for the selected design vehicles, and control vehicle if applicable. Again, software such as AutoTurn can be used in this process. The layout should indicate proposed curb radii, lane widths, stop bar locations, and on-street parking, as appropriate. When evaluating vehicle encroachments, parking lanes should be treated the same as curb lines and bike lanes the same as vehicular travel lanes. The needs of each intersection approach should be evaluated separately. However, in the final design, uniformity, for example, a consistent curb radius on all four corners, may be desirable for multiple reasons. Uniformity could reduce construction costs, better meet pedestrian and driver expectations, and provide aesthetic benefits.

APPENDIX A

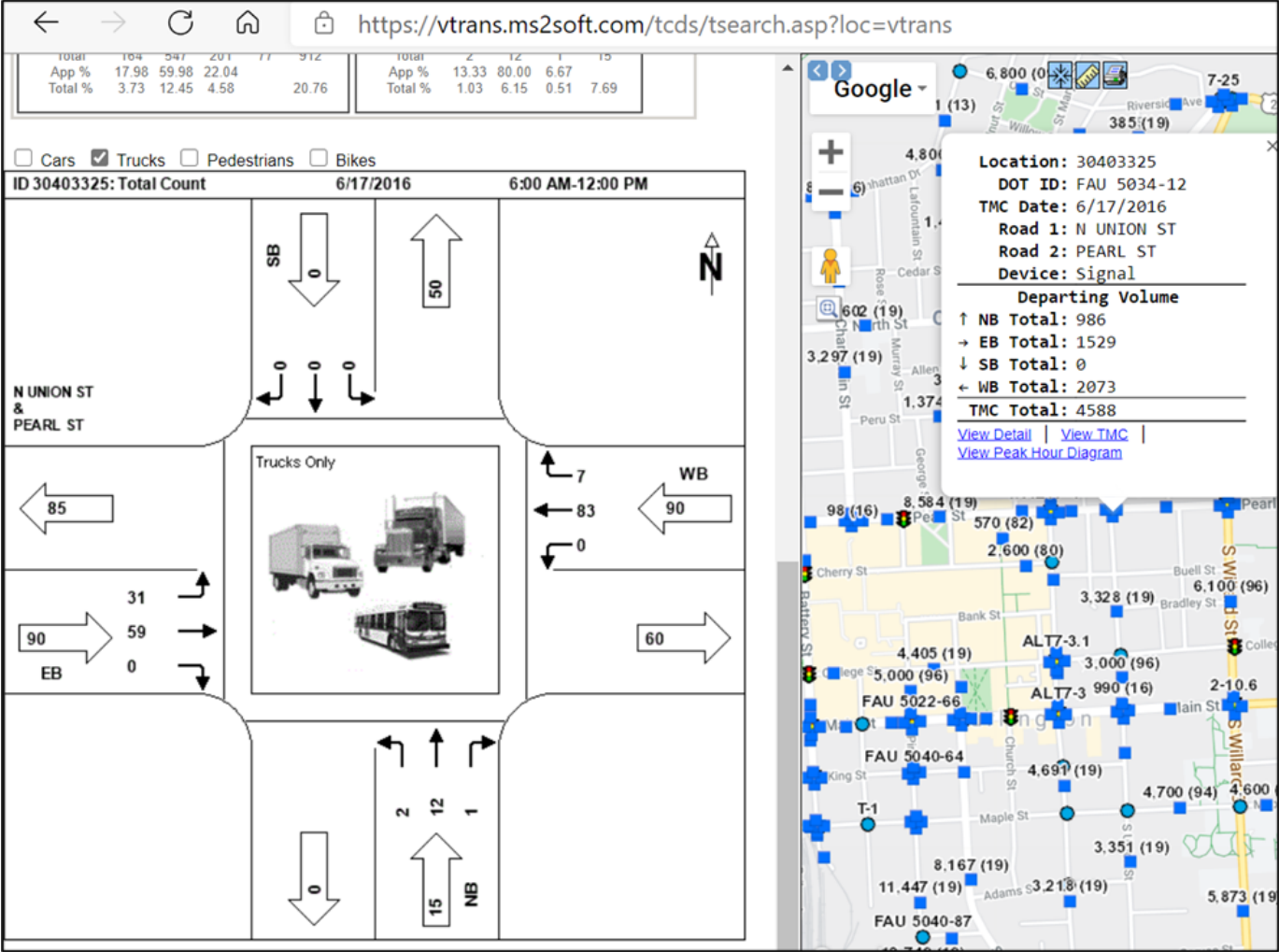
SAMPLE TRAFFIC COUNT DATA

Turning movement count displaying volumes for all vehicle types.



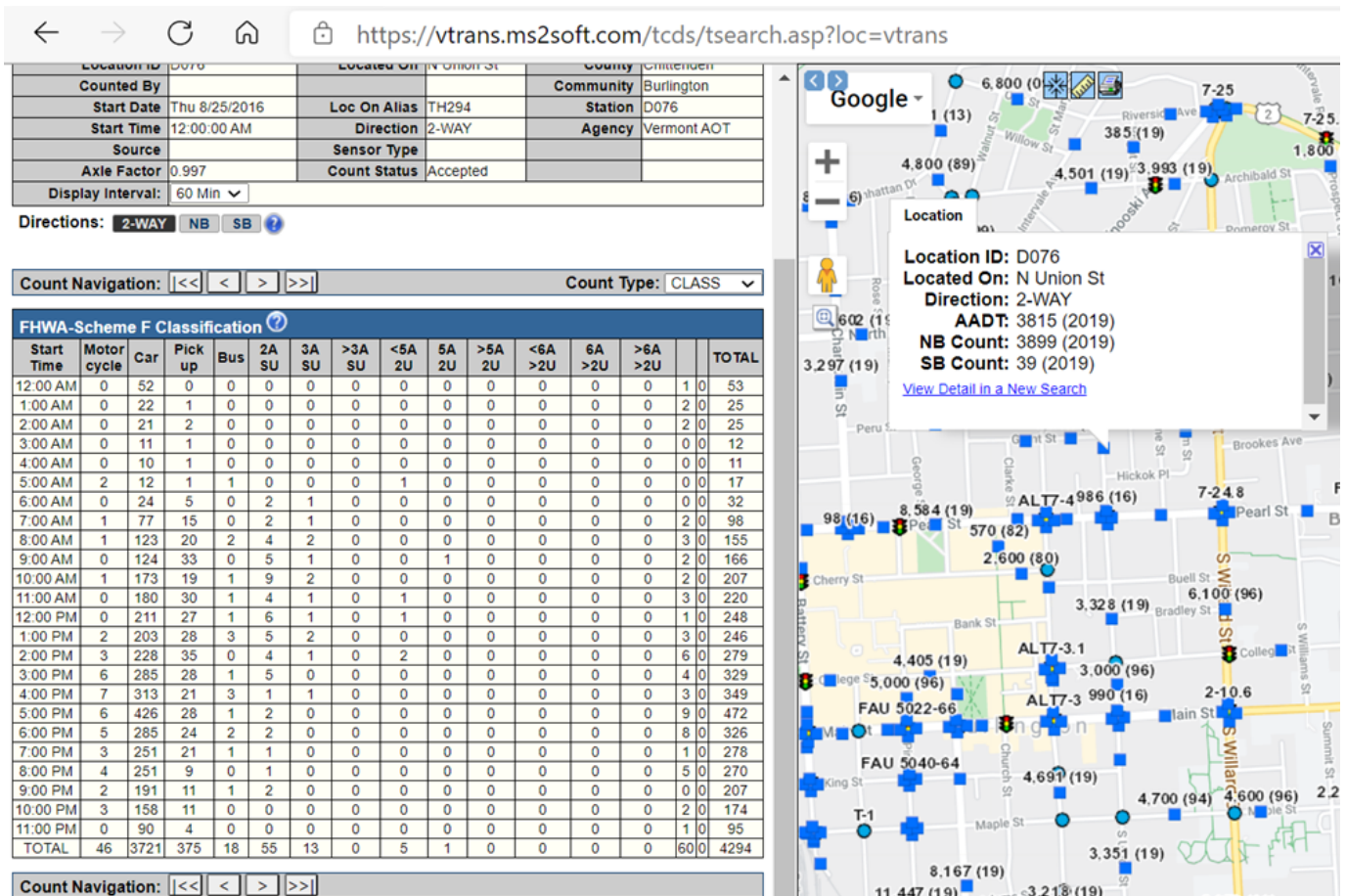
Appendix A - Sample Traffic Count Data

Turning movement count displaying volumes for trucks and buses



Appendix A - Sample Traffic Count Data

Automatic Traffic Recorder count displaying volumes by federal vehicle classes for a roadway segment.



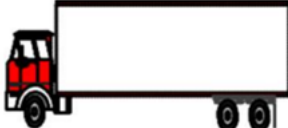
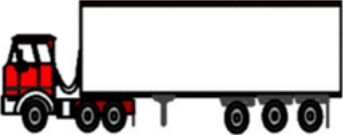
APPENDIX B

TRAFFIC COUNTING

The selection of design vehicles depends on the volume and mix of vehicles using the intersection. When traffic counts are conducted to support design decisions, a 12-hour vehicle classification/turning movement count conducted by 15-minute intervals on a typical weekday is recommended. The data should be summarized to identify morning and evening commuter peak hour volumes. Roadways providing direct connections to Burlington waterfront attractions shall also be examined for a typical Saturday during the summer season, if possible, to capture recreational vehicle traffic and vehicles towing trailers.

The volume counts should classify vehicles by the five groups listed in Table 1. This is best accomplished through a manual count. Field staff conducting the counts should be trained in advance to identify and group the vehicle types. The illustration provided in Figure A-1 identifies federal vehicle classifications and can be used as a training guide. However, this illustration does not include drawings for delivery vehicles, recycle trucks, recreational vehicles, and cars pulling trailers.

Figure A-1 FHWA Vehicle Classifications

1 Motorcycles 	2 Passenger Cars 	3 Two Axle, 4 Tire Single Units 	4 Buses 
5 Two Axle, 6 Tire Single Units 	6 Three Axle Single Units 	7 Four or More Axle Single Units 	8 Four or Less Axle Single Trailers 
9 Five Axle Single Trailers 	10 Six or More Axle Single Trailers 	11 Five or Less Axle Multi-Trailers 	
12 Six Axle Multi-Trailers 	13 Seven or More Axle Multi-Trailers 		

Appendix B - Traffic Counting

Source: 2019 Automatic Vehicle Classification Report, Vermont Agency of Transportation, Highway Division, Traffic Research Unit, July 2020.

Automated traffic counts are an alternative and less desirable source of data. Automatic Traffic Recorder (ATR) or tube counts can generally identify the vehicle types shown in Figure A-1 however, the counts can only measure volumes by direction on a roadway segment. They cannot collect turning movement data at an intersection. Video Camera Unit (VCU) counts collect video of vehicle turning movements, however, the software that “counts” the vehicles classifies them into only three groups: Cars (Motorcycles, Cars, Light Good Vehicles or Vans); Single Unit Heavy (Buses, Single-Unit Trucks); and, Multi-Unit Heavy (Articulated Trucks). If the VCU data is used directly, then Groups 2 and 3 should be combined and treated as Group 3 under this guidance document. Alternatively, the VCU videos can be reviewed manually to count Group 2 vehicles separately. The approach to collecting, combining, or estimating traffic volumes should be reviewed with the Burlington DPW at the beginning of each design project.

APPENDIX C

ROADWAY FUNCTIONAL CLASSIFICATIONS

Municipalities and states assign functional classifications to roadways defining the roadway system hierarchy. All roadways serve access and mobility needs on a continuum. At one end of the spectrum, local roads provide a high level of land access with many curb cuts, low volumes, short trips, and slow travel speeds. Freeways are at the other end of the spectrum providing a high level of mobility, moving large volumes of traffic long distances at high speeds with limited side friction. The functional classifications VTrans has applied to Burlington streets include:

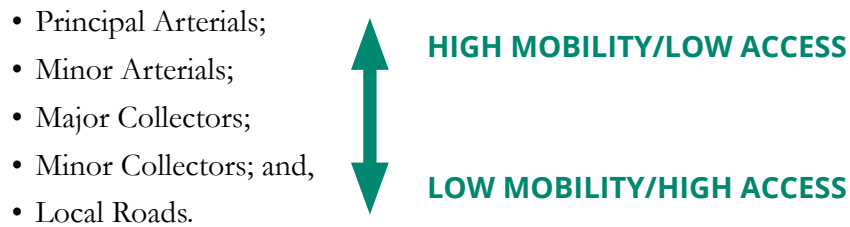


Figure A-2 shows the mapping of Federal-Aid roadways in downtown Burlington by functional classification (as of April 2020). Table A-1 provides a listing of arterial and collector streets and street segments identified by the map. The current VTrans classifications shall apply in this guidance document unless directed otherwise by the City.

Appendix C - Roadway Functional Classifications

Figure A-2 VTrans Roadway Classification Map for Burlington



Appendix C - Roadway Functional Classifications

Table A-1 Functional Classifications of Burlington Streets

Functional Classification	Street or Street Segment	
Principal Arterial	Battery Street	Park Street
	Hyde Street (North of Willard)	Pearl Street (Battery to N. Champlain)
	Main Street	Riverside Avenue
	Manhattan Drive (Park to N. Champlain)	Shelburne Street
	N. Champlain Street	Willard Street
Minor Arterial	Colchester Avenue	Pine Street (Main to Flynn)
	East Avenue	Spear Street
	Flynn Avenue	St. Paul Street (South of Main)
	North Avenue	Union Street
	Pearl Street (East of N. Champlain)	Winooski Avenue
Major Collector	Barrett Street	Oak Street
	Grove Street	Prospect Street (North of Main)
	Manhattan Drive (East of N. Champlain)	Riverside Avenue (West of N. Winooski)
	North Street (West of Willard)	
Minor Collector	Birchcliff Parkway	Locust Street
	College Street	Maple Street
	Howard Street	North Street (East of Willard)
	Ledge Road	Prospect Street (South of Main, North of Ledge)
	Locust Street	

APPENDIX D

PLANNING DOCUMENTS

The plans and studies listed below should be considered in anticipating changes in future traffic patterns at the subject intersection. This list is updated periodically. The design engineer should consult with Burlington DPW during the design process to confirm that this list is current.

Studies and Plans
PlanBTV Downtown & Waterfront
PlanBTV Walk/Bike
Plan BTV South End
Burlington Transportation Plan
Colchester Avenue Corridor Plan
North Avenue Corridor Study
Winooski Avenue Transportation Study
Champlain Parkway
Development Review Board Agendas
Capital Improvement Plan
Construction/Repaving Plan

List last updated January 28, 2020.



Burlington Public Works Department

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DEPARTMENT OF PUBLIC WORKS**

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

To: DPW Commission

From: Chapin Spencer, Director

Date: May 19, 2021

Re: Review of City Engineer Performance

As the Commission prepares to conduct the annual evaluation of the Director and City Engineer, I would like to offer my perspective on the City Engineer's performance. The position is one of the most demanding in the City with broad responsibilities to protect the health and safety of the public. Norm Baldwin, the City Engineer, is a dedicated and skilled staffer who successfully manages a high performing team and resolves multiple challenging issues every week.

Project Management and Project Support: The City Engineer and his team often get tapped to manage Burlington's most complex projects. Sometimes his team leads projects for other departments such as was done with the \$5M renovation of City Hall Park that was completed on budget. Sometimes his team supports other departments with negotiations, property rights and engineering as is currently happening with the passenger rail and bike path relocation project on the waterfront. Every day there are seemingly small but real issues that must be resolved quickly to keep projects moving and the City Engineer engages the right people and makes solid decisions over and over again that protect the public interest.

Navigating Public / Private Projects: As stewards of the public rights of way, adjacent public and private development projects almost always require extensive coordination with DPW. Time and time again I have seen the City Engineer conduct the necessary detailed review of projects, identify key issues that had not been caught by others, and work tirelessly with the developer or partner to get a resolution on the project. The City Engineer's review of these projects, and willingness to have hard conversations to get to a fair resolution, has benefited the public interest again and again. Most recently he and the Senior Engineer worked late hours on evenings and weekends with CityPlace Burlington design team to arrive at mutually acceptable designs for the new blocks of Pine Street and St Paul Street adjacent to the project.

System Development: During my tenure with this Administration's focus on addressing aging infrastructure, the City has increased the General Fund capital budgets from approximately \$12M annually to over \$30M a year. Coordinating this work is a complex and challenging undertaking. To this end, the City Engineer has demonstrated a sophisticated understanding and effectiveness in

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protecting the public interest. Specifically, the City Engineer has set up administrative and financial systems to ensure budgets are well tracked, procurement follows policy and audit documentation is properly kept. Despite the large growth in work, the systems have kept projects well administered.

Personnel Development: When the City Engineer started, the engineers in Technical Services were at the same level which did not provide for career growth for the employees or differentiation in work for the City. The City Engineer restructured the team to develop a three-tiered structure that allows for better mobility and advancement in the workgroup. With this structure, he has supported the growth of his team and they are high performers.

Public Safety: The City Engineer is responsive to issues at all hours. One recent example was two weeks ago when a truck crashed into a residential home in Burlington. The Fire Department responded and needed a structural review of the home's integrity. When the building inspector could not be reached, the City Engineer was called and promptly showed up at the site that night after a long day to ensure the safety of the public.

Designing for the Future: We understand members of our community are asking us to go further with design in better accommodating pedestrians and cyclists. The City Engineer and I, at times, have differing opinions on how far we are comfortable with taking street design, but the City Engineer is appropriately focused on standards, data, and level of risk. We continue to stretch with numerous projects from the tight curb radii on St Paul Street in 2020 to the proposed two-way protected bike lane we are proposing to install in 2021 on North Champlain Street.

The Public Works Challenge: This City is struggling with aging infrastructure and the current Administration and City Council are focused on not only renewing the City's old assets but transforming them to meet modern needs. I am very appreciative of the funds and support City leadership and the public have provided our department. That said, one of our major challenges is that the desired production is not always matched with the resources provided and we are constantly forced to triage. This is especially true when we have a major event or asset failure that must be responded to in the moment and some existing projects must slow down. Additionally, many projects in our vibrant mixed-use community have divided constituencies and we need to spend the time to work through those conflicts – even within our own City staff. Whether it is balancing the needs of bike/pedestrian safety with access for emergency services, or mediating the interests of developers with adjacent neighbors over new uses of the right-of-way, the City Engineer takes the time to find the workable path forward and it inevitably takes more time.

Continual Improvement: None of us are perfect and this of course is true of City Engineer as well. He takes feedback well and strives to learn from each project so that we as a department get better with future opportunities.

Any concern about the direction of the department or perceived lack of performance of the department should land at large part at my feet as I am the Director of the Department. The City Engineer confers with me regularly on difficult issues and together we work to make the best decisions we can for the City. The City Engineer's performance over this past year has been excellent and I urge the Commission to recommend his reappointment.

Thank you for the opportunity to comment.

May 18, 2021

To the members of the Burlington Public Works Commission:

I am writing to you regarding your impending annual review of City Engineer Norm Baldwin. As I stated at the April 2021 Commission meeting, I do not believe Norm is the right choice for this critically important position. I ask that you recommend to the Mayor and City Council that he not be reappointed.

Norm Baldwin has held the position of City Engineer for nearly eight years, and has led the Public Works Department's Streets Division for significantly longer than that. While Norm works hard for Burlington and is dedicated to his profession, his decisions have consistently reflected an outdated approach to street design that favors speed and throughput of vehicles over safety, accessibility, inclusiveness, and other critically important goals for our streets.

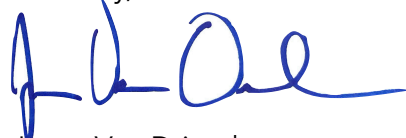
In addition, the fact that Norm experiences Burlington's streets as a commuter from Franklin County, not as a resident of our city, is a significant and growing liability for Burlington. To the best of my knowledge, Norm does not ride a bike, and I have never known him to prioritize walking or taking the bus. Norm's auto-centric perspective clearly informs his priorities, and is a significant factor in DPW's ongoing failure to prioritize making Burlington's streets safe and welcoming for everyone.

Twenty-one years into the 21st century, it is time for Burlington to appoint a City Engineer who understands, embraces, and actively advocates for modern urban street design principles. We need a City Engineer who is actively and enthusiastically committed to redesigning streets as public spaces where people want to be; prioritizing walking, biking, and transit; and decreasing (not just managing) vehicle traffic. These goals are all enshrined in of Burlington's recent transportation-related plans, and they have all languished under Norm's watch.

Just as important, we need a City Engineer who is willing to move fast and try new things, implementing proven solutions without studying them to death. Many, many DPW projects are multiple years behind schedule, and the situation appears to be getting worse rather than better. For example, of the priorities laid out in the 2017 Walk-Bike Master Plan, a substantial number of the 12-month action items remain undone. Similarly, among the 2 to 5 year priorities, the majority have seen little or no progress. Under Norm's leadership, the Streets Division has planned and re-planned many projects, but has completed far too few.

Whatever you decide regarding reappointment, I respectfully request that you include in your assessment a reference to the fact that you received feedback from a Burlington resident opposing Norm Baldwin's reappointment. Thank you.

Sincerely,



Jason Van Driesche

**DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
BURLINGTON, VERMONT 05401
COMMISSION MEETING May 19, 2021
FINAL MINUTES**

Commissioners Present: Commissioner Archambeau, Commissioner Barr, Commissioner Bose, Commissioner Hogan (Chair), Commissioner O'Neill-Vivanco (Vice-Chair), Commissioner Overby.

ITEM 1 – CALL TO ORDER

Commissioner Hogan called meeting to order at 6:34 p.m.

ITEM 2 – AGENDA

Chair Hogan stated that the Trades Appeal would no longer be on the agenda.

Commissioner Barr accepted

Vice Chair O'Neill Vivanco seconded

Unanimous approval

ITEM 3 – PUBLIC FORUM –

Jason Van Driesche stated during public comment that he wanted to follow up on the letter he sent out to the Commission. He is asking to not recommend reappointing City Engineer Norm Baldwin to his current position. He understands that last year was difficult for all City Department but the city needs to reprioritize what we set as ambitious goals but we want to because the best small city to walk and bike in. We need a modern approach to street design, we need to shift gears and think about streets in different ways. He asked the Commission include in their assessment that they received this feedback from a Burlington resident.

Kelly Devine of the Burlington Business Association spoke about the Commission's upcoming decision on the removal of 24 parking spaces on Battery Street for the bike path detour. She stated that the BBA did not hear any significant concerns from taking away the parking except for retail owners in that two block area. We were enthused by the reception that we got from Assistant Director Jeff Padgett and Director Spencer to provide private parking at the Pease Lot as an alternative during the construction period. Kelly asked for clarity from DPW and Parks/Rec on how supplemental parking would work to accommodate local, downtown businesses.

Jason Stifle spoke in support of the the waterfront detour but asked why it was an afterthought to the whole construction process.

ITEM 4 – CONSENT AGENDA

- A – Reallocation of Adams Ct 2-hr Parking Zone
- B – North Avenue & Berry Street “No Parking Zone”
- C – Design Vehicle Manual Update

Commissioner Barr made a motion to accept the Consent Agenda

Commissioner O’Neill-Vivanco seconded

Commissioner Overby stated the design vehicle manual update was the same as we got in the last meeting. She did contact DPW Engineer Darisse who added language to make clear that this was dealing specifically for intersections with stop signs or stop lights and was informed that other design guidance would be forthcoming, including on roundabouts.

Unanimous approval

ITEM 5 – BIKE PATH DETOUR

City Engineer Baldwin gave an overview on Waterfront construction, its impact on the bike path and the proposal to provide a more comprehensive bike path detour. He then introduced Planner Sophie Sauvé from the Parks Department and Director Cindi Wight to further explain the sign package for the detour.

Planner Sauvé described the proposal, which included:

DPW Staff is recommending the DPW Commission to approve 7 no parking spaces on the west side of Battery Street beginning at Maple Street and extending north to Main Street.

Accessible spaces designated on the north side of King Street in the first parking space east of Battery Street. On the north side of King Street in the second parking space east of Battery Street.

The proposal will temporarily remove 14 parking spaces between Main Street and King Street; ten parking spaces between King Street and Maple Street. This includes the relocation of two accessible parking spaces on King Street just east of Battery Street. When the greenway project is complete, DPW staff will seek approval from the Commission to remove the temporary no parking restrictions and temporary relocation of the two ADA spaces; this will revert the traffic regulations on the west side of Battery Street to existing conditions.

The purpose of the temporary no parking zone is to provide all road users space to travel, which includes motor vehicles, bicyclists and pedestrians. The need is to create a

safer street for all road users, while bicycle and pedestrian traffic is temporarily detoured. The purpose of the ADA parking relocation is to provide accessible parking on street as recommended by the Public rights of way Accessibility Guidelines.

Due to the displacement of the greenway in this section during construction is to safely accommodate thousands of greenway users during what is expected to be a significant rebound year for 2021 tourist/outdoor recreation season in Burlington.

Commissioner Bose asked how many businesses would be affected on Battery and if there is an estimate of number of customers impacted by parking.

Parks Planner Sauvé answered that CEDO has done direct outreach with the businesses and the City has worked to determine how best to accommodate businesses, including hours needed.

Commissioner Bose is happy that this is moving forward.

Commissioner Overby stated this was the best plan to get people biking safely through this area.

Commissioner O'Neill-Vivanco stated this is great and needed. She points out that if there are 75,000 greenway users, they are also potential patrons of those businesses. Suggests to point this out to the businesses. This is a big area and parking is generally underutilized. Asks for clarity on what kind of negotiations the City can have with private lots?

Parks' Planner Sauvé stated that through the BBA we are working to reach out to options. Parks also runs Pease Lot and Perkins Pier which may be able to provide 10 spaces for accommodations.

Commissioner Archambeau is glad to see this plan come forward. Notes it feels reactive and thanks staff for the work.

Commissioner Barr stated that this is great for pedestrians, great improvement for access. Does hope we can follow through on parking access and provide wayfinding.

Commissioner Hogan is excited to see this moving forward, notes it is later than idea and asks what the expected duration of detour.

Sophie Sauvé stated that Phase I is starting ASAP – within the next two weeks; Phase 2 working toward the end of June/beginning of July, lasting to December.

During public comment, Jonathan Weber from Local Motion spoke and is glad to see things moving forward to make it safe. Need to address construction impacts during the

planning phase. Brought forward concerns months ago, but no progress until recently as far as we can tell. We will be glad to assist in maintaining the path, but City should not need to rely on advocates to speak up and then to also maintain a detour. Works against City's stated visions and goals for walkability/bikability. The loopier will work because of volunteers who go out and fix the cones daily but a permanent barrier would be better.

Jason Stuffle said that he echoes all of Jonathan's comments. Provide biking infrastructures people will use, connectivity is the key. If there are breaks in connectivity, people won't use it.

Director Wight thanked DPW staff for their support of the project.

Commissioner Barr made a motion to accept staff's recommendation.
Commissioner Archambeau seconded.
Unanimous approval.

ITEM 6 – TRADE'S APPEAL 441 SHELBURNE STREET

Removed from agenda, resolved prior to meeting.

ITEM 7 – APPROVAL OF DRAFT MINUTES OF 4/21/21 & MARCH 2021

March 17, 2021 Minutes

Commissioner Barr made the motion to accept the March minutes with the edits as stated.

Commissioner Archambeau seconded.

Unanimous approval

April 21, 2021 Minutes

Commissioner Archambeau made a motion to approve
Commissioner Barr seconded

Commissioner Bose had abstained from vote due to being absent at meeting.
Unanimous approval

ITEM 8 – DIRECTOR'S REPORT

Director Spencer commented on the City Engineer's performance. He has provided a memo to all commissioners highlighting what an excellent staff member the City

Engineer is, he goes beyond for the projects going on throughout the city. He urges the Commission to reappoint the City Engineer.

At the June Commission meeting, Director Spencer notes that DPW will have a report on the Colchester Avenue scoping project as well as the consolidated collection information.

He notes that Water Resources is going to the City Council and Finance Board on May 24th for their rate increase.

He mentions that he has attached a report for review of Departmental goals and objectives.

ITEM 9 - COMMISSIONER COMMUNICATIONS

Commissioner Barr stated he is happy with the city's work in street sweeping which makes his ride even better. Appreciates everyone's efforts.

Commissioner Bose stated he brought to DPW leadership and staff some concerns about crosswalks and crossings at Champlain Elementary. In speaking to constituents, they have appreciated the attention that was brought to the issue.

Commissioner Overby stated the short run sidewalk repair is making a big difference and is a welcome change from just doing long run repairs.

Commissioner Overby asked some questions about the mid-year review. On #7 Improving Capital Project Accounting, is DPW now able to provide life to date balance?

City Engineer Baldwin stated that we have a new system will be more timely and fulfill a higher degree of accounting. He is confident his team is improving and we can have great confidence in the financials that we have. Have always been able to provide real time information to auditors, but there have been challenges for projects not directly managed by Tech Services. The goal is to have more real time information in New World. Confident that systems are improving.

Commissioner Overby had a question about #8 provide effective coordination with private projects and was wondering if there were project managers that contractors reported to.

City Engineer Baldwin stated that while it depends on the project, a senior manager on his team is ultimately responsible.

Commissioner Overby had a question about #9 expanding preventive maintenance program. Is there something that we can look at to see where the work was done?

Director Spencer spoke about the future ability of asset management to store and display this data. Asset management is being launched later this year.

Commissioner Overby had a question about #15 – Integrating Parkmobile. Is the 194 St. Paul Street parking garage at Champlain College using the same payment kiosk system as Main Street surface lot?

Director Spencer stated yes they are 'Cale' pay stations, which are part of the City's payment infrastructure.

Vice Chair O'Neill-Vivanco referred to the letter about bike lanes to downtown and wants to know where Downtown BHS fits into the plans. When will we have information on connecting Pine Street and what will that look like? We need to look at the infrastructure to match users needs. How do we follow what is coming up through PlanBTV? Prefers CCRPC and the City not collect data on how students are getting to Institute Road – the facility will be offline for years.

Hopes for a clear process moving forward on the minutes. And expressed gratitude for what DPW has done through a challenging year.

Director Spencer stated that last year we did South Winooski Avenue bike lanes, Pearl Street before that. There are upcoming projects this year: 2 way protected bike lane coming to North Champlain Street and a shared use path on Mansfield Avenue. There are other improvements that we can explore.

Chair Hogan expressed gratitude for everything DPW is doing.

Commissioner Barr exited the meeting at 7:35 p.m.

Commissioner Bose exited the meeting at 9:10 p.m.

ITEM 10 – EXECUTIVE SESSION – DIRECTOR & CITY ENGINEER ANNUAL REVIEWS

Vice Chair O'Neill-Vivanco made a motion to exit Executive Session

Commissioner Archambeau seconded

Unanimous approval

ITEM 11 – ADJOURNMENT 7 NEXT MEETING JUNE 16, 2021

Commissioner Archambeau made a motion to adjourn

Vice Chair O'Neill-Vivanco seconded

Meeting adjourned at 9:21 p.m.

