



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
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www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

To: Tenzin Chokden, Clerks Office
From: Chapin Spencer, Director
Date: March 11, 2021
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **March 17, 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 Making Spaces – Grab and Go Spaces
 - B ADA Space Removal – 124 North Union Street
- 5 15 Min Parking Program For Restaurant and Retail Workers
 - A Communication, J. Padgett
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested –Vote
- 6 15 Min Slope Stability Site Adjustments
 - A Communication, P. Peterson
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested –None
- 7 20 Min Passenger Rail Project & Lavalley Lane
 - A Presentation, N. Baldwin
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested –None
- 8 10 Min Railyard Enterprise Project
 - A Communication, C. Spencer
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested –None
- 9 5 Min Approval of Draft Minutes of 2-17 -2021
- 10 10 Min Director's Report
- 11 10 Min Commissioner Communications
- 12 **Adjournment & Next Meeting Date – April 21, 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: March 11, 2021

To: Public Works Commission

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

CC: Susan Molzon P.E., Senior Public Works Engineer
Nicole Losch, PTP, Senior Planner

Subject: Local Restaurant and Retail Recovery Initiative:
Temporary Parking Pick-Up Zones: Extended Timeline

Recommendations:

Staff recommend the DPW Commission approve:

1. To extend the "Temporary Parking Pick-up Zones" temporary regulation through July 31, 2021; and
2. That Appendix C "Rules and Regulations of the Traffic Commission" of the Code of Ordinances of the City of Burlington be and hereby is amended as follows:

"Section 31. Temporary Regulations.

(a) As written.

(b) Sunset Provision. The provisions set forth in Section 31 shall terminate on ~~May 1, 2021~~ July 31, 2021. The text of Section 31 shall be replaced at such time with: "[Reserved.]".
(See Attachment-1)

Background

In May 2020, based on requests the City had received, collaborating City departments advanced three temporary initiatives for local restaurant and retail recovery:

1. Expanded Sidewalk / Street Seats
2. Temporary Street Closures
3. Temporary Parking Pick-up Zones

Staff is now recommending that the Temporary Parking Pick-Up Zones effective date be extended to run through July 31, 2021. This initiative provides short-term parking spaces by request for 'grab and go' parking adjacent to restaurant and retail businesses for customers to quickly pick-

up previously-ordered meals or products. Loading zones and taxicab spaces offer opportunities to accommodate various parking needs, and fifteen-minute spaces are already targeted for quick stops. There are currently 14 businesses utilizing the temporary parking pick up spaces.

Summary and Conclusion:

Downtown restaurants and retailers have requested to keep these parking spaces beyond the current expiration date of May 1, 2021 and City staff are supportive of this request. Burlington's small businesses have been and will continue to be impacted by the COVID-19 pandemic. Continuing to allow these short-term parking spaces to be in place through July 2021 provides a benefit to businesses. If the need exists to extend this program beyond July 31, 2021, DPW Staff will bring forward another recommendation to the Commission to extend this program at a later date.

Downtown restaurants and retailers have also requested that the City continue either the current COVID-19 Expanded Sidewalk initiative or the preceding Parklet and Street Seat program throughout the warm season in 2021. Based on the Commission's support of formalizing the Parklet and Street Seat program last year, staff are prepared to advance the initiative to allow businesses to utilize the public right-of-way. The specific program and its features (cost, permitting requirements, and approval process) have been finalized and will continue for the foreseeable future.

Public Outreach

In preparation for the 03/17/21 DPW Commission Meeting, Staff reached out to the businesses affected by this proposal. Additionally, Staff communicated with the Church Street Marketplace and the Burlington Business Association. Staff received several phone calls and two emails in regards to this matter. All of these communications support Staffs recommendation.

Attachments:

1. Section 31 Temporary Regulations
-

CITY OF BURLINGTON

In the Year Two Thousand Twenty

A Regulation in Relation to

Rules and Regulations of the Traffic
Commission—
Section 31. Temporary Regulations.

Sponsor(s): Department of Public Works

Action: Approved

Date: 03/17/2021

Attestation of Adoption:

Phillip Peterson EI
Associate Engineer, Technical Services

Published: _____

Effective: _____

It is hereby Ordained by the Public Works Commission of the City of
Burlington as follows:

- 1 That Appendix C, Rule and Regulations of the Traffic Commission, Section 31 Temporary
2 Regulations, of the Code of Ordinances of the City of Burlington is hereby amended as follows:

3 **Section 31 Temporary Regulations.**

4 (a) As written.

5

6 (b) Sunset Provision. The provisions set forth in Section 31 shall terminate ~~May 1, 2021~~ July 31,
7 2021. The text of Section 31 shall be replaced at such time with: “[Reserved]”.

8 ** Material stricken out deleted.

9 *** Material underlined added.

10

11 TD: BCO Appx.C, Section 31

12 3/17/21



Memo

Date: March 17, 2021
To: Public Works Commission
From: Madeline Suender, Associate Engineer
CC: Susan Molzon P.E., Senior Public Works Engineer
Subject: 123 North Union Street Accessibility (ADA) Parking Change

Staff recommends the DPW Commission remove:**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:

- ~~In the space in front of 123 North Union Street.~~

Purpose & Need:

The purpose of this request is to allow public parking at a no longer needed accessible space. This change will meet the needs of local North Union Street residents who no longer use this ADA space.

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		This Traffic Regulation change is defined as an INVOLVE project in the Public Engagement Plan (PEP).

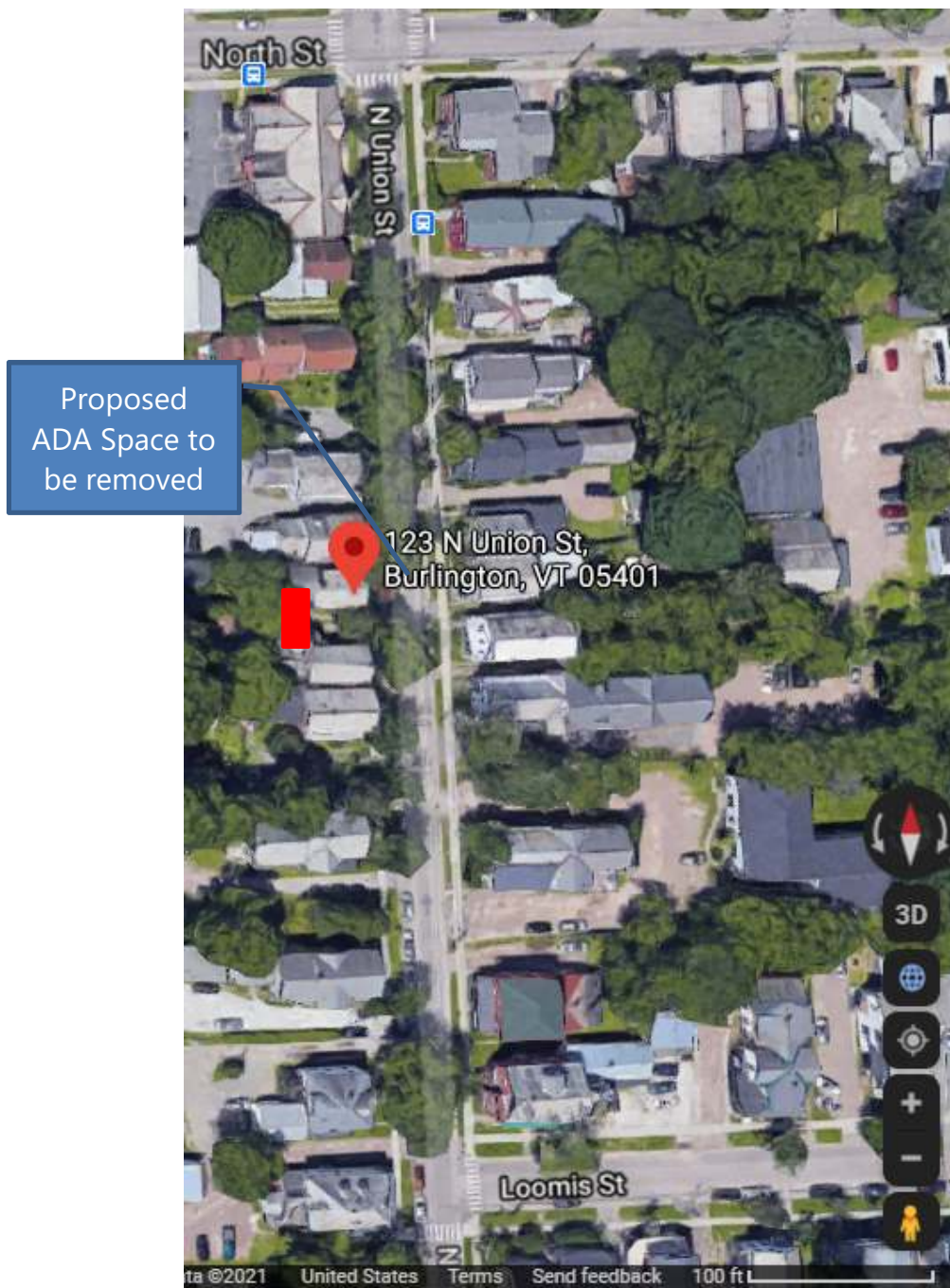
Summary and Conclusion:

This ADA space was requested to allow better access to 123 North Union Street. This space is said to no longer be in use. Residents of this area now request the space be unrestricted parking.

Public Engagement:

In preparation for the 3/17/21 DPW Commission Meeting, Staff distributed flyers to residents in the vicinity of 123 North Union Street on 2/25/21. Staff received one email in support of this matter.

Site Map:



Public Comment:

Email Received 3/1/2021

Hi Madeline,

I want to offer my support to removing the sign. It was put up for Fred Stetson at 123 N Union street. He has since moved away. It takes up a space and a half. I have noticed that people who live at 118 N Union (I believe) have been sometimes using it lately. They do have parking on their premises and seems to use it when they need more space as they are doing yard work. If they do need a space, they 100 should have one, but I think it should be closer to their property. No one in the surrounding homes in both sides of the streets have a need for the space at 123. Thank you!



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

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

Date: March 17, 2021

To: Public Works Commission

From: Jeffrey A. Padgett, MBA
Assistant Director for Parking and Traffic

C.C. Chapin Spencer, Director of Public Works

Subject: Garage Rate Structure Adjustment Request
Creation of Employee Free Parking rate for Downtown Restaurant/Retail/Service Workers

Motion

"To adopt, publish and notice the updates related to parking rates as described in Appendix C, Chapter 19(b)(8) to include a free parking rate for downtown restaurant/retail/service workers and adopt the attached 'Policy: Free Parking for Downtown Restaurant/Retail/Service Workers at the Lakeview/College Street Garage' that defines the goals and eligibility for the rate."

Background

In July 2020 the Public Works Commission delayed adoption of a suite of changes to the rate structures in the parking garages. One of these changes was the removal of 2 Hours Free at the Marketplace Garage. The implementation of this rate was delayed from July 1, 2020 to January 1, 2021 and then April 1, 2021 due to the COVID-19 pandemic. The implementation of this new rate was also contingent on the creation of two programs:

1. A Merchant Validation Program
2. An Employee Free Parking Program for Downtown Restaurant/Retail/Service Workers

Condition #1 provides a program by which Merchants, or any downtown stakeholder, pays for customer or visitor parking at full retail and thus does not require action by the commission. Staff is working to implement this program by April 1, 2021.

However, Condition #2 requires a rate change to be adopted in Appendix C of City Ordinance to allow for free parking at the Lakeview/College Street Garage. The attached proposed Appendix C language articulates this rate change and ties it

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to a policy: “Free Parking for Downtown Restaurant/Retail/Service Workers at the Lakeview/College Street Garage to be adopted by the Public Works Commission. This policy articulates and details the Goals, Eligibility, Funding, Audit and Execution expectations related to this rate change.

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

Attachments:

- A. Policy: Free Parking for Downtown Restaurant/Retail/Service Workers at the Lakeview/College Street Garage
- B. Updated Appendix C Language incorporating rate for Employee Free Parking rate. (*Chapter 19(b)(8)(c)*)

CITY OF BURLINGTON

In the Year Two Thousand Twenty

A Regulation in Relation to

Rules and Regulations of the Traffic Commission—
Excavation and Obstruction Permits—
Public Health Emergencies; accommodating business

Regulation _____
Sponsor: Department of Public
Works, Ordinance Committee
Action: _____
Date: _____
Published: _____
Effective: _____

It is hereby Ordained by
the Public Works
Commission of the City of
Burlington as follows:

That Appendix C, Rule and Regulations of the Traffic Commission, Chapter 19, Parking Rates, of the Code of Ordinances of the City of Burlington is hereby amended by amending Section (b), as follows:

Chapter 19. Parking Rates.

(a) As written.

(b)

(1)-(7) As written.

~~(8) College Street Parking Garage: First two (2) hours free; one dollar (\$1.00) per one-half (1/2) hour after two (2) hours for next two (2) hours; one dollar (\$1.00) per hour after four (4) hours; maximum daily rate of eight dollars (\$8.00). Eighty dollars (\$80.00) for a five (5) day per week monthly lease and ninety-six dollars (\$96.00) for a six (6) day per week monthly lease.~~

College Street / Lakeview / Westlake Parking Garage Facility.

a. Hourly, Maximum Daily Rates. One dollar (\$1.00) per hour; first two (2) hours free; maximum daily rate of eight dollars (\$8.00).

b. Parking is free on Sundays.

c. Monthly Permit Rates. Eighty dollars (\$80.00) for a five (5) day per week monthly permit; the five days per week shall be Monday through Friday. Ninety-six dollars (\$96.00) for a seven (7) day per week monthly permit. Twenty dollars (\$20) for a 5 day per week monthly permit for City Employees when paid for by a City of Burlington department. Zero dollars (\$0) for a restaurant/retail/service worker seven (7) day per week monthly permit with eligibility determined by the Department of Public within policy approved by the Public

Works Commission. The Director of Department of Public Works or his or her designee may pro-rate monthly parking permit fees at times of sale and termination.

(9) ~~Lakeview Parking Garage: First two (2) hours free; one dollar (\$1.00) per one half (1/2) hour after two (2) hours for next two (2) hours; one dollar (\$1.00) per hour after four (4) hours; maximum daily rate of eight dollars (\$8.00). Eighty dollars (\$80.00) for a five (5) day per week monthly lease and ninety six dollars (\$96.00) for a six (6) day per week monthly lease.~~

Marketplace Parking Garage:

a. Hourly, Maximum Daily Rates. One dollar (\$1.00) up to one (1) hour, two dollars (\$2.00) up to two (2) hours; three dollars (\$3.00) up to two and one-half (2 1/2) hours; four dollars (\$4.00) up to three (3) hours; five dollars (\$5.00) up to three and one half hours (3 1/2) hours; six dollars (\$6.00) up to four (4) hours; seven dollars (\$7.00) up to five (5) hours; eight dollars (\$8.00) up to six (6) hours; nine dollars (\$9.00) up to seven (7) hours; maximum day rate of 10 dollars (\$10.00) after seven (7) hours.

b. Parking is free on Sundays.

c. Monthly Permit Rates: Ninety-six dollars (\$96.00) for a seven (7) day per week monthly permit in the Marketplace Lower garage. No monthly permits available in the Marketplace Upper garage, except maintenance of those in existence at the time of adoption of this language. The Director of Department of Public Works or his or her designee may pro-rate monthly parking permit fees at times of sale and termination.

(10) ~~Marketplace Parking Garage: First two (2) hours free; three dollars (\$3.00) per next one half (1/2) hour after two (2) hours; one dollar (\$1.00) per one half (1/2) hour for next one and one half (1 1/2) hours; one dollar (\$1.00) per hour after four (4) hours; maximum daily rate of ten dollars (\$10.00). Eighty dollars (\$80.00) for a five (5) day per week monthly lease and ninety six dollars (\$96.00) for a six (6) day per week monthly lease.~~

Reserved.

(11)-(16) As written.

(c) As written.

(d) As written.

(e) As written.

(f) As written.

52

53

54 ** Material stricken out deleted.

55 *** Material underlined added.

56

57 TD: BCO Appx.C, Ch 19, Sec. (b)

58 7/15/20



Policy: Free Parking for Downtown Restaurant/Retail/Service Workers at the Lakeview/College Street Garage

March 17, 2021

Table of Contents

- 1 - Overview
- 2 - City Goals
- 3 - Business Eligibility
- 4 - Employee Eligibility
- 5 - Funding
- 6 - Funding Audit
- 7 - Program Execution

1 - Overview

A free parking program for retail/restaurant/retail employees has been an express goal under the Downtown Parking and Transportation Management Plan since 2015. It is recognized by downtown merchants as a valuable tool to attract and retain the front line employees while simultaneously making prime parking spaces available for visitors in order to keep Downtown Burlington vibrant, dynamic and welcoming.

During the holiday seasons of 2018, 2019 free-parking for restaurant and retail employees was funded by grants from Brookfield, a former developer of City Place Burlington. Coupons were created by DPW and personally distributed by the Burlington Business Association for parking at Lakeview/College Street Garage. The goal of this program was to reduce parking pressure from employees and increase capacity for customers at the Marketplace Garage, as well as increase utility of the Lakeview/College Street Garage.

After the 2019 holiday season, there were remaining funds available to continue the promotion. Therefore, in 2020 an updated program was launched that allowed merchants to produce their own validations for employee free parking. Before COVID-19 hit and garage operations were suspended in March of 2020, there were over 40 merchants using the program.

When garage operations resumed in June, the free parking program was re-implemented as a COVID-19 relief effort, still funded by remaining Brookfield funds. These funds sustained the program through February 2021, supporting the employees of 64 downtown merchants. After the Brookfield funds were fully utilized, program funding during March 2021 has been provided by Downtown Improvement District assessment funds earmarked for validation programs.

Beginning on April 1, 2021, The City of Burlington will begin to fund this program with a portion of the increased revenues resulting from the removal of “2 Hours Free” at the Marketplace Garage. This provides a sustainable and ongoing parking solution for the Restaurant/Retail/Service workers that are critical contributors to the vitality of Downtown Burlington. This program is known as the “Employee Free Parking” program.

2 - City Goals

1. Support the retail, restaurant, and service businesses of Downtown Burlington which are key to the City’s economy at large.
2. Increase appeal and retention of retail, restaurant, and service jobs in Downtown Burlington by reducing the cost of parking for these workers.
3. Increase parking availability for customers and visitors to Downtown Burlington in the Marketplace Garage and on-street parking by encouraging the use of the nearby Lakeview/College Street Garage for commuters employed by the retail, restaurant, and personal service industries.
4. Increase the utility of the Lakeview/College Street Garage.
5. Maintain a sustainable financial model to support this program.

3 - Business Eligibility

Eligible businesses/merchants must be:

1. Physically located within the boundaries of the Downtown Improvement District
2. Conduct primary business transactions within the boundaries of the Downtown Improvement District

The boundary of the Downtown Improvement District can be found here: [Link to DID Map](#)

The following types of businesses located in the Downtown Improvement District are eligible (examples are not exhaustive):

- **Retailers:**
 - Hard Goods – equipment, tools, furniture, décor, etc
 - Soft Goods – clothing, footwear, etc.
- **Restaurants:**
 - Sit down dining
 - Take out
- **Personal Services:**
 - Salons and Spas
 - Massage Therapists
 - Nail Care
 - Fitness
 - Hotel Hospitality

The following are NOT eligible:

- **Ineligible Businesses:**
 - Professional Services
 - Consulting Services
 - Technical Services

Eligibility criteria is subject to change as necessary to achieve the stated goals of the program.

4 - Employee Eligibility

For eligible businesses, the following defines the eligibility of their employees:

- **Restaurant, Retail, Service Workers, examples:**
 - Service Staff
 - Reception
 - Sales Associates
 - Customer-Facing Managers
 - Janitorial

The Following are NOT eligible:

- **Ineligible for this program**
 - Business Owners
 - Non-Customer Facing Management
 - Independent Contractors

Eligibility criteria is subject to change as necessary to achieve the stated goals of the program.

5 - Funding

This program was created in coordination with the removal of the “2 Hours Free” program at the Marketplace Garage and the opportunity cost for this program is expected to be covered by the increased revenue generated by transient parking for 2 hours or less. The following summarizes this expectation:

Historical Value of “2 Hours Free”	
At the Marketplace Garage (Conservative)	= \$400,000

Program Budget, Conservative Estimate:	
Revenue: Increase Due to Removal of “2 Hours Free”	= \$300,000
Expense: Employee Free Parking value: \$15,000/Month*	= <u>\$180,000</u>
Balance of Revenue Increase	= \$120,000

*Estimated based on program adoption in 2020 and 2021.

6 - Funding Audit

This program will be audited annually and presented to the Public Works Commission as part of the annual Parking Garage Reporting requirement. This report will show:

- 1) Total revenue at the Marketplace Garage from parking for less than 2 hours
- 2) Total cost of monthly permits issued under this program
- 3) Total number of ALL permits issued at the Lakeview/College Street Garage
- 4) Occupancy assessment at the Lakeview/College Street Garage to ensure it is not exceeding capacity
- 5) Assessment of the impact of Free Employee Permits on the ability to sell regular permits

7 - Program Execution

1. Parking Services will advertise the program via ParkBurlington.com and other avenues.
2. Requests for Employee Free Parking will be made via ParkBurlington.com.
3. Upon request for Employee Free Parking, eligibility will be determined by Parking Services staff.
4. If eligible:
 - a. A parking account will be established for the employee, collecting:
 - i. Name
 - ii. Email
 - iii. Employer
 - iv. Position
 - v. License plate number
 - b. Employer will be notified and must approve employee
 - c. A "Free Employee Permit" for the Lakeview/College street garage will be assigned. Valid 7 Days per week, issued monthly.
5. Permits issued will be audited by Parking Services monthly for ongoing eligibility.



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Memo

Date: March 11, 2021

To: Public Works Commission

From: Phillip Peterson EI, Associate Public Works Engineer *PCP*
Susan Molzon PE, Senior Public Works Engineer

CC: Chapin Spencer, DPW Director
Norm Baldwin PE, City Engineer

Subject: Slope Stability Inspection Reports

Recommendations to the DPW Commission:

No action is required by the Commission.

Purpose & Need:

Throughout the City of Burlington, there exists several steep slopes which are of concern due to their location within the City's right-of-way, on a City-owned parcel, or adjacent to City property or City-owned infrastructure. Due to the consequence of failure of these slopes, and potential disruption to City property or infrastructure, DPW Technical Services began a process in 2019 to inspect, monitor and identify prioritized projects as a pro-active maintenance plan to address slope stability issues within the City.

Background

DPW Technical Services contracted with Hoyle, Tanner & Associates, and their subcontractor Terracon, to perform inspections of four slope locations in 2019. The purpose of this scope of work was to perform visual inspections of the slopes, document existing conditions, and make recommendations for future inspections and future repairs. This analysis did not include soil borings, soil testing, or design for any necessary repairs. This effort included inspections of the following slopes during Fall 2019 and Summer 2020: Northshore Natural Area, Manhattan Drive at Route 127 Beltline, Manhattan Drive at North Champlain Street, and Riverside Avenue.

Reports and Recommendations

The results of the slope inspections, including an Executive Summary, are attached for your reference. Each inspection was documented with:

1. Inspection Summary including Condition, Future Inspection Frequency, and Recommendations.
2. Terracon Site Assessment Report with photos.
3. Hoyle, Tanner Inspection Forms – Drainage, Guardrail/Fence, and Roadway features.
4. Photolog with site photos and feature GPS coordinates of key features.

The following table, excerpted from the Executive Summary, highlights the key results:

Slope	Condition	Next Inspection	Notes
Northshore Natural Area	Stable	2024	Monitor Slope and Retaining Wall. Miscellaneous SW Department Coordination/Maintenance.
Manhattan Drive at Route 127 Beltline	Stable	2023	Inspect adjacent slope to West. Miscellaneous SW Department Coordination/Maintenance
Manhattan Drive at North Champlain Street	Urgent Repair Needed (Reduced to “Stable” See Notes)	2024	City SW department took video of questionable pipe and found in-tact in 2020. Verify erosion issue has been corrected/infilled with stone fill.
Riverside Ave (a)	Urgent Repair Needed Needs Further Assessment	2021	Evidence of active slope movement. See attached Summary/Recommendations.
Riverside Ave (b)	Urgent Repair Needed Needs Further Assessment	2021	Evidence of active slope movement. See attached Summary/Recommendations.
Riverside Ave (c)	Needs Further Assessment	2021	Evidence of active slope movement. See attached Summary/Recommendations.

DPW Water Resources division is currently pursuing a Request for Qualifications for condition assessment and engineering tasks associated with the City of Burlington Outfall Improvement Projects. This scope of work includes assessment and design for the outfalls and slopes on Riverside Ave (a) identified in the Slope Stability reports as in need of urgent repair. This work also includes assessment and repairs at the location identified in the Slope Stability Report as Riverside Ave (c). This work is anticipated to be constructed in Summer/Fall 2022. As part of this effort by DPW Water Resources, the selected consultant will also conduct assessments of all 260+ stormwater outfalls within the City.

Future inspections, further assessments and repairs for slope stability will be undertaken based on availability of resources and funding.

Public Outreach

DPW Staff obtained permission from property owners to inspect slopes on private land which may affect public land and/or infrastructure. DPW Staff will be sharing the final reports with these property owners, the City’s Conservation Board, City departments, and other interested parties.

Attachments:

FY20 Slope Stability Inspections – Executive Summary

Full Report Available for download at: <https://burlingtonvt.gov/DPW/slopestability>



FY20 Slope Inspections – Executive Summary

Slope inspections were conducted for the City of Burlington as the first of an inspection program being established to inspect, monitor, and identify prioritized projects as a pro-active maintenance plan to address slope stability issues within the City.

Hoyle, Tanner & Associates teamed up with Terracon to perform inspections of four City-identified slope locations including: Northshore Natural Area, Manhattan Drive at Route 127 Beltline, Manhattan Drive at North Champlain Street, and Riverside Avenue. Visual inspections were completed in the Fall of 2019 and Summer of 2020.

Each inspection was documented in the following format:

- Inspection Summary including Condition, Future Inspection Frequency, and Recommendations.
- Terracon Site Assessment Report with photos.
- Hoyle, Tanner Inspection Forms - Drainage, Guardrail/Fence, and Roadway features.
- Photolog with site photos and feature GPS coordinates of key features (hyperlinked to photos in a separate folder).

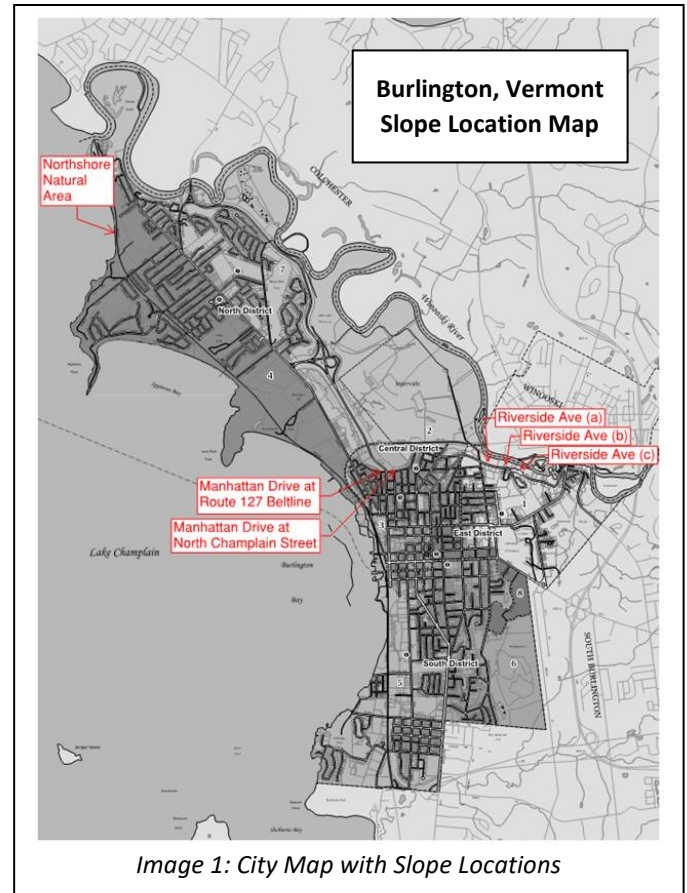


Image 1: City Map with Slope Locations

This FY20 Executive Summary includes the attached individual Inspection Summaries from each location. Full reports and photos can be accessed through the *hyperlinks* in the table below.

Slope	Condition	Next Inspection	Notes
Northshore Natural Area	Stable	2024	Monitor Slope and Retaining Wall. Miscellaneous SW Department Coordination/Maintenance.
Manhattan Drive at Route 127 Beltline	Stable	2023	Inspect adjacent slope to West. Miscellaneous SW Department Coordination/Maintenance
Manhattan Drive at North Champlain Street	Urgent Repair Needed (Reduced to "Stable" See Notes)	2024	City SW department took video of questionable pipe and found in-tact in 2020. Verify erosion issue has been corrected/infilled with stone fill.
Riverside Ave (a)	Urgent Repair Needed Needs Further Assessment	2021	Evidence of active slope movement. See attached Summary/Recommendations.
Riverside Ave (b)	Urgent Repair Needed Needs Further Assessment	2021	Evidence of active slope movement. See attached Summary/Recommendations.
Riverside Ave (c)	Needs Further Assessment	2021	Evidence of active slope movement. See attached Summary/Recommendations.

FY20 Burlington Slope Inspections

Location: Northshore Natural Area Slope 2
(Burlington Bike Path at Starr Farm)

Inspector	Date of Inspection
Terracon	11/11/2019
Hoyle, Tanner	11/26/2019

INSPECTION SUMMARY

Condition: *(Stable, Needs Further Assessment, or Urgent Repair Needed)*

- Stable

Future Inspection Frequency:

- 5 years
- Next Inspection Fall 2024

Recommendations:

- Future Inspections - Monitor armored slope stability and ongoing creep of flank slopes. The retaining wall shall also be monitored, measuring the identified crack over time (reference historical photos and photo log for crack measurements).
- Coordinate with the City stormwater department for camera inspection of the stormwater pipe and structures along bikepath. Provide results for future inspection review.
- General maintenance need for stormwater structures (clean of leaves from inlet) - identified at time of November site visit.
- Consider installing stone armoring at drainage channel on slope – Reference D4 on photo log
- City staff should take annual measurements of top of sheet-pile wall points – Reference Hoyle, Tanner Photographs and Photo Log with 2019 measured distances.



2019 Burlington Slope Inspections

Location: Manhattan Drive @ Route 127 Beltline

Inspector	Date of Inspection
Terracon	October 2020
Hoyle, Tanner	11/27/2019

INSPECTION SUMMARY

Condition: *(Stable, Needs Further Assessment, or Urgent Repair Needed)*

- Stable

Future Inspection Frequency:

- 3 years
- Next Inspection Fall 2023

Recommendations:

- Future Inspections – Monitor vegetated slope stability and erosion around drainage pipes and swale. It is recommended that a future inspection be completed where project limits are extended further west to capture more slope features.
- Coordinate with the City stormwater department for inspections of drainage structures.
- General maintenance need for stormwater structures (clean of leaves from inlet) – identified at time of November 2019 site visit.



FY20 Burlington Slope Inspections

Location: Manhattan Drive at North
Champlain Street

Inspector	Date of Inspection
Terracon	11/11/2019
Hoyle, Tanner	11/26/2019

INSPECTION SUMMARY

Condition: *(Stable, Needs Further Assessment, or Urgent Repair Needed)*

- **URGENT REPAIR NEEDED** – Stormwater Pipe (see below)

Future Inspection Frequency:

- 1 years (Stormwater Sinkhole)
- Next Inspection Fall 2020
- Frequency to be reassessed after Urgent Repair (Reference Terracon Report)

Recommendations:

- Future Inspections - Monitor armored slope stability and flank slopes.
- **URGENT REPAIR** - Immediate action is recommended to coordinate with the City Stormwater Department to perform a camera inspection of the pipe and catch basin tied to the identified sinkhole. (Reference Photo P4). Guardrail post issue associated. Fix Pipe and Slope Impacts/Sinkhole.
- General maintenance need for stormwater structures (clean of leaves from inlets) was identified at time of November site visit.
- Fence being pulled down by overgrown vegetation. Not of concern for slope stability, but maintenance recommended to salvage fence (Reference Photo P7).



FY20 Burlington Slope Inspections

Location: Riverside Ave – Slope 4a
505 & 471 Riverside Avenue

Inspector	Date of Inspection
Terracon	August 2020
Hoyle, Tanner	December 3, 2019

INSPECTION SUMMARY

Condition: *(Stable, Needs Further Assessment, or Urgent Repair Needed)*

- **URGENT REPAIR NEEDED** – 505 Riverside Avenue
- **Needs Further Assessment** – (471 Riverside Avenue and Michael's Auto Sales Property) See Recommendations below
- Evidence of active slope movement

Future Inspection Frequency:

- Immediate attention (505 Riverside Ave) – See Recommendations below
- 1 year for 471 Riverside Avenue and Michael's Auto Sales (Visual Monitoring – top of slope)
- Next Inspection August/September 2021
- Frequency of future inspection to be reassessed after recommended field investigation and establishment of instrumentation monitoring program, and Storm Pipe Outlet Repair

Recommendations:

- **URGENT REPAIR** (505 Riverside Avenue): Active slope movement and surface erosion issues in close proximity to the building structure. Recommend implementing a field investigation program, including review of existing information (historic boring logs and aerial photography), and advancement of test borings, to evaluate subsurface conditions and provide data for global stability analyses to assess suitable repair options; install geotechnical instrumentation (inclinometers, strain gauges, and/or survey benchmarks) to monitor slope movement/behavior (see Exhibit 2 for recommended boring/instrumentation locations); evaluate remedial options for slope stability; Direct roof drainage further down slope away from building foundation at 505 Riverside Avenue; armor the exposed soil surfaces behind building with crushed stone and geotextile fabric to limit ongoing surface erosion of soil;
- Future Inspections (471 Riverside Avenue and Michael's Auto Sales) - Monitor surface erosion, pipe outlets, scarp development and top of bank proximity to buildings and lots;
- **Needs Further Assessment** – (471 Riverside Avenue and Michael's Auto Sales): drill test borings at locations shown on Exhibit 2 to identify thickness of fill, in-situ soil densities and soil types, and groundwater levels; complete borings with casings for installation of inclinometers;
- **Needs Further Assessment** – Significant erosion at pipe outlet (reference Drainage Issue D2). Recommend City address by stabilizing apron and channel with rock slope armoring. Verify with Stormwater Department pipe flows and size armoring accordingly.



General Site Location
Lat: 44.488880 Long: -73.200524
Google Maps Image source

FY20 Burlington Slope Inspections

Location: Riverside Ave – Slope 4b
411, 389, and 356 Riverside Avenue

Inspector	Date of Inspection
Terracon	August 2020
Hoyle, Tanner	December 3, 2019

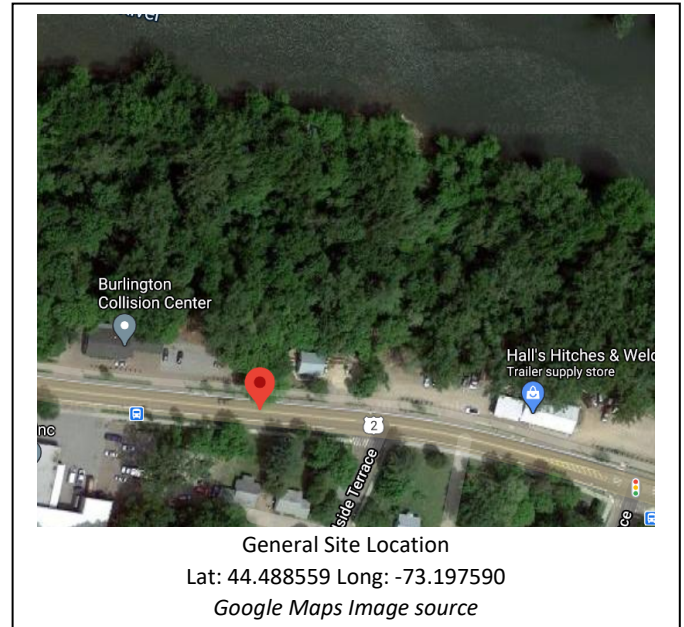
INSPECTION SUMMARY

Condition: *(Stable, Needs Further Assessment, or Urgent Repair Needed)*

- **URGENT REPAIR NEEDED** (389 Riverside Avenue) – See Recommendations below
- **Needs Further Assessment (411 and 356 Riverside Avenue)** – See Recommendations below
- Evidence of active slope movement

Future Inspection Frequency:

- Immediate attention (389 Riverside Ave)
- 1 year for 411 and 365 Riverside Avenue (Annual Visual Monitoring)
- Next Inspection August/September 2021
- Inspection frequencies to be reassessed after recommended field investigation and establishment of instrumentation monitoring program.



Recommendations:

- **URGENT REPAIR** – 389 Riverside Avenue: Active slope movement and surface erosion issues in close proximity to the building structure. Recommend implementing a field investigation program, including review of existing information (historic borings logs and aerial photography), and advancement of test borings, to evaluate subsurface conditions and provide data for global stability analyses to assess suitable repair options; install geotechnical instrumentation (inclinometers, strain gauges, and/or survey benchmarks) to monitor slope behavior; evaluate remedial options for slope stability;
- **Needs Further Assessment** – 411 and 365 Riverside Avenues: drill geotechnical borings at the top of the slope at these locations to evaluate thickness of fill materials, in-situ soil densities and soil types and groundwater level; complete borings with casings for installation of inclinometers (see Exhibit 2 for recommended locations); the inclinometers will provide a means for the City and land owners to monitor slope movement and behavior over time.
- Restrict dumping of bark mulch, soil and vegetative debris along slope at eastern portion of 411 Riverside Avenue;
- Future Inspections – Monitor surface erosion, expansion of crown cracking at 411 Riverside Avenue, scarp development between 389 and 356 Riverside Avenue, pipe outlets, and top of bank proximity to buildings and lots; drill test boring and install inclinometer for long term monitoring of exposed scarp between 389 and 365 Riverside Avenue (see Exhibit 2).

FY20 Burlington Slope Inspections

Location: Riverside Ave – Slope 4c
317 Riverside Avenue

Inspector	Date of Inspection
Terracon	August 2020
Hoyle, Tanner	December 3, 2019

INSPECTION SUMMARY

Condition: *(Stable, Needs Further Assessment, or Urgent Repair Needed)*

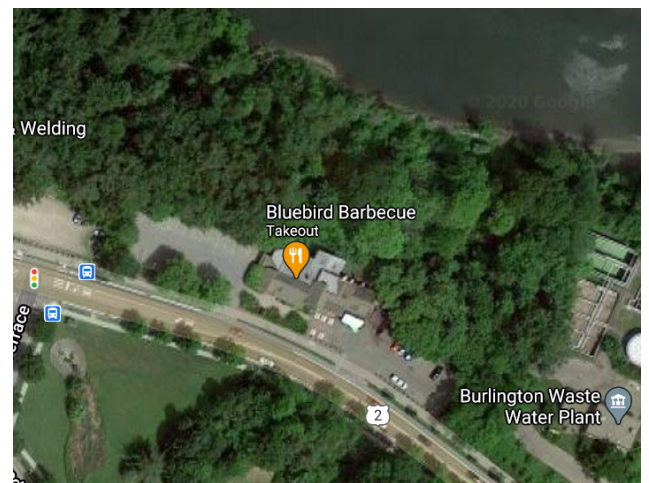
- **Needs Further Assessment** – See Recommendations below
- Evidence of active slope movement

Future Inspection Frequency:

- 1 year (Visual Monitoring)
- Next Inspection August/September 2021
- Frequency of inspection to be reassessed after establishment of instrumentation monitoring program (see Recommendations below).

Recommendations:

- **Needs Further Assessment** – It is recommended that further geotechnical evaluation be conducted to identify subsurface conditions that may be affecting the stability of the slope. This assessment includes review of existing data (boring logs and aerial photography), advancement of test borings and installation of inclinometers in casings set in the borings; the borings will provide data on thickness and density of fill material, in-situ soil density and soil type, and groundwater levels. The geotechnical data can be used to perform global slope stability analyses to assess suitable repair options. The inclinometers will provide the City and private property owners an ongoing means to evaluate slope movements and stability. Recommended test boring/inclinometer locations are shown on Exhibit 2.
- Future Inspections – Monitor surface erosion, pipe outlets, top of bank proximity to buildings and lots, and instrumentation monitoring (reference bullet above)



General Site Location
Lat: 44.488154 Long: -73.195364
Google Maps Image source



City of Burlington
Department of Public Works

Technical Services Engineering Division
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Memo

Date: March 17, 2021

To: Public Works Commission

From: Chapin Spencer, Director
Norman Baldwin, P.E., Assistant Director/City Engineer
Susan Molzon, P.E., Senior Public Works Engineer

Subject: Railyard Enterprise Project – Project Update

BACKGROUND

The Railyard Enterprise Project (REP) is a proposed multi-modal transportation link connecting Pine Street to Battery Street. The purpose of the Railyard Enterprise Project is to support economic development in the area; improve livability of the surrounding neighborhoods; enhance multimodal travel connectivity between the Pine Street corridor and Battery Street in the Burlington Waterfront South area; and improve intermodal connections to the Burlington Railyard.

In partnership with the City, VTrans, the Federal Highway Administration (FHWA) and the Chittenden County Regional Planning Commission (CCRPC), an enhanced scoping process under the Every Day Counts/Planning and Environmental Linkages (EDC/PEL) FHWA initiative was completed in 2016. A Steering Committee, comprised of members of City, State and local organizations, recommended that the City Council support the advancement of three Phase 2 Alternatives into the National Environmental Policy Act (NEPA). Public input during the process raised topics including concerns about impacts to existing buildings in the project area, a desire to have more local control, and interest in developing the project in a timely manner to reduce traffic impacts in the King St and Maple St neighborhoods as soon as possible.

Between 2016 and 2020, the City, VTrans and CCRPC conducted a supplemental scoping of REP Phase 2 Alternative 1B to evaluate whether a local/state approach that does not use federal funds is feasible. The supplemental scoping was very beneficial in conducting more detailed review of the historic and environmental considerations as well as railyard and private property impacts in the project area. The findings from the supplemental scoping will help inform upcoming project development work including the Federal National Environmental Policy Act (NEPA) process. Based on the supplemental scoping and the overall projected cost, in June 2020, the City Council passed motions to accept the supplemental scoping report, to seek federal and state funds to advance the project, and to request the State of Vermont expedite the availability of 90% grant funding for this project to advance into the preliminary engineering phase.

Mayor Weinberger and Director Spencer met multiple times with VTrans and FHWA leadership to inform them of the City Council's and Administration's strong support to promptly advance this project

with 90% Federal and State funding. The meetings were productive and helped improve VTrans' and Federal Highway Administration's understanding of the project's local support, beneficial economic development opportunities, and improved multimodal traffic management. Based on these conversations, VTrans provided a letter to Director Spencer on November 10, 2020 that supported advancing the project to preliminary engineering in FY'22 with 90% Federal and State funding. On December 21, 2020, the City Council passed a motion to support the Administration's decision to move forward with a partnership with the State of Vermont Agency of Transportation and Federal Highway Administration to advance the Railyard Enterprise Project to a preliminary engineering phase.

The Phase 1 and Phase 2 Scoping Reports can be found on the CCRPC's website here:

<https://www.ccrpcvt.org/our-work/transportation/current-projects/scoping/railyard-enterprise-project/>

PROJECT FUNDING

The design and construction of this project is anticipated to be funded primarily through a grant, up to \$20M, with 80% Federal share, 10% State share and 10% Local share. Governor Scott has released a draft FY2022 State budget that includes funding for the preliminary engineering for this project. DPW Staff also continues discussions with the VT Department of Conservation regarding the potential use of Brownfields Economic Revitalization Alliance (BERA) funds to provide financial support for environmental remediation of this corridor. Despite the relatively small project area, there are significant complexities that will increase project costs. As such, it is important that we work to secure a broad array of funding. The City Administration very much appreciates VTrans' and FHWA's commitment to funding 90% of the project up to \$20M and their willingness to initiate preliminary engineering in the coming months.

NEXT STEPS

Both DPW and the Vermont Agency of Transportation have identified project managers to advance this project to the preliminary engineering phase. As a result of strong local support for this project, the City is working quickly with VTrans and FHWA to evaluate every opportunity for expediting this project. DPW staff will return to the Board of Finance and City Council to seek authorization to enter into a cooperative agreement with VTrans which will outline the financial obligations and responsibilities of each party. We anticipate this will occur in late spring or summer 2021. After execution of a cooperative agreement, the City will publicly advertise a Request for Proposals to procure preliminary engineering design services. DPW will again return to the Board of Finance and City Council for the necessary authorization to enter into a contract with the selected consultant, likely in late summer or fall 2021.

One key component of the preliminary engineering phase is completing the federal environmental permitting process in compliance with the National Environmental Policy Act (NEPA). This process will reconsider all proposed Alternatives and select a preferred Alternative based on the evaluation of environmental and related social and economic effects.

After a preferred Alternative is selected and further design work is completed, Commission action will be needed to adjust traffic and parking regulations in the project area so that the project can be constructed. Specific changes may include traffic control at the Pine St/Railyard Enterprise Project and South Champlain/Railyard Enterprise Project intersections and parking adjustments along Pine, South Champlain and/or Battery streets.

Feel free to contact us at [cspencer@burlingtonvt.gov](mailto:spencer@burlingtonvt.gov), nbaldwin@burlingtonvt.gov or smolzon@burlingtonvt.gov to discuss any of this in further detail.

**DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
BURLINGTON, VERMONT 05401
DRAFT MINUTES
COMMISSION MEETING FEBRUARY 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 6:33 p.m.

ITEM 2 – AGENDA

Commissioner Archambeau made a motion to accept the agenda with pulling Item D off.
Commissioner Barr seconded
Commissioner Overby asked to pull Item 4C off for discussion
Commissioner Archambeau was acceptable of removing 4C and 4D
Commissioner Barr was also acceptable
Approval was by Archambeau, Barr, Gillman, Hogan, O'Neill-Vivanco, and Overby.
Commissioner Bose abstained as he was late arriving to the meeting.

ITEM 3 – PUBLIC FORUM –

Yiota Ladas called in to express her concerns about the Burton Hub and the safety of the people in the neighborhoods, pedestrians, drivers and bicyclist. She cited lack of sidewalks and bike lanes.

ITEM 4 – CONSENT AGENDA

A – Proposed stop sign at Westernmost Hillside Terrace – Riverside Ave intersection
B – 192 Park Street accessibility parking change

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

ITEM 4.1 COVID Vaccine Parking Plan

Philip Peterson stated that this is proposed for Wednesdays only at the IAA on Archibald Street for COVID 19 vaccinations distributed to the senior population. We are utilizing the loading zones, bus stops and 15-minute parking space adjacent to Dot's Market.

The Market's one concern was the parking in the private lot on Wednesday for the vaccine clinic only. These concerns were not originally expressed during outreach.

Commissioner Overby stated she went in and talked with the owner of the store who expressed concern about taking away the 15 minutes parking spot as their customers use this space to run in and pick up needed items or lunch. The delivery truck drivers also use this spot. The parking in the private lot on Wednesdays was not a concern as long as it was for clinic parking only.

DPW Engineer Philip Peterson stated that if they had known the business was averse to using these spots we would have taken off the request for space.

Commissioner Barr stated we should remove allowing people to park there and continue to assess this situation.

City Engineer Norm Baldwin stated we are accommodating the vaccination process.

Philip stated we are working with the Health Department and they may move to another school but for the near future, this is it. Norm stated we would monitor this situation.

Commissioner Overby stated that if there is a person present at the site directing the traffic and feels it would not be a problem for that one 15 minute parking spot to be coned off for the patrons of the store to use.

Philip stated that Vermont Department of Health stated that it is a 30-minute vaccine. You go in, register, get the shot, go out, and sit in your car for 15 minutes and if there are no reactions you go on your way.

Commissioner Barr made a motion to approve staff's recommendation minus the 15-minute spot.

Unanimous approval

Item 4.2 AMENDMENTS TO BURL. CITY ORDINANCES – CHAPTER 20, 6 AND APPENDEIX C

DPW Senior Planner Nicole Losch stated that she is recommending some changes to Chapter 20-1 definitions; Article 4 Section 20-121 traffic control signal legend; Article 4 Section 20-125 bicycle specific traffic control signals; Article 4 Section 20-126 Bicycle use of pedestrian control signals. Chapter 6 Section 6-1 Definitions and 6-3 riding on sidewalks, bicycle pedestrian pathway and in parks. Appendix C Section 2 traffic Control light locations. The purpose of this is to ensure traffic regulations relate to the current state of transportation system. This is to address a lack of clarity in the traffic regulations as modes of transportation continue to evolve.

Commissioner Bose asked about the process for communicating changes and was informed that it is published for a reviewing period, taken to the Walk/Bike Council and updates are shared at meetings. Commissioner Bose recommended some education on personal responsibility.

Commissioner O'Neill-Vivanco asked questions about motor assisted micro ability. Nicole stated this is a new term and represents the devices we are talking about.

Commissioner Hogan questions about signage, blanket regulation across the city, anything for motorists outreach in the key locations of people coming into the city..

Commissioner Barr made a motion to accept Item 4.2 as present by staff. Commissioner Archambeau seconded.

Unanimous approval

ITEM 5 – DOWNTOWN BURLINGTON HIGH SCHOOL PARKING PLAN

City Engineer Norm Baldwin stated that Marty Spaulding from the school department is here to help with this presentation. BHS is moving to the Macy's building on Cherry Street.

DPW Associate Engineer Philip Peterson stated this was a very quick process given the unfolding situation, that there will be on street parking restrictions, establishing school zone. The purpose is to provide safe and efficient transportation and bus drop off. The school travel plan will include changes to the parking along Cherry Street, Bank Street and Pine Street. There are about 420 students to be in attendance at BHS on a daily basis. To ensure a safe and efficient transportation system DPW staff recommend on street operational changes; these changes will allow for pedestrian and bicyclist safety, vehicle drop off and pick up and bus drop off and pick up. The Burlington Police Department will enact the changes in the parking as described. DPW staff will monitor the situation once Downtown BHS begins operation. We will make observations and collect data on site during morning and afternoon commute.

Senior Engineer Laura Wheelock stated there would be short-term bike parking not inside the parking garage or the right of way.

Marty Spaulding from BSD stated that the primary entrance to BHS would be off Cherry Street. Doors to the school will be locked during the day and visitors will have to go to Cherry Street.

Commissioner O'Neill asked about the bike parking. Senior Engineer Laura Wheelock stated that the bike parking will be in the path that goes from Bank Street to Pine Street

coming out by the People's United Bank. Commissioner O'Neill Vivanco expressed concerns about if there will be appropriate lighting. Senior Engineer Laura Wheelock stated that there is light from the College Street garage and there has been some lighting added there.

Commissioner Hogan inquired if anything looked different if 900 students came back to the school system. Laura Wheelock stated that an impact study was done, anticipating a.m. drop off to be quick Spaces are provided and close to what they have. Marty Spaulding stated that the bus terminal is there and we are not making changes on the buses. He also stated that after school activities would happen at Institute Road.

Patrick Mulligan from the public called in and stated that the plan as a whole was a good one. He appreciates the bike parking spaces security and safety of area, camera. He stated Cherry Street north side drop off zone are still parking spaces and concerned about choke points there bag meters. Philip stated that there will be traffic calming and temporary curb extension. We will adjust things as we go forward.

Commissioner Barr made a motion to accept staff's recommendation as presented
Commissioner Bose seconded.
Unanimous approval.

ITEM 6 – BSD RATES – SPECIAL TEMPRARY RATE FOR BHS STAFF & STUDENTS AT LAKEVIEW GARAGE AND COLLEGE STREET GARAGE

Assistant Director Jeff Padgett stated this is to approve a special contract with the Burlington School District for parking in the Lakeview and College Street parking garages. This agreement goes through FY23, which will allow staff and student to park Monday through Friday at the garages. The rate proposed is \$10.00 a month from March 1, 2021 through June 30, 2022 and then \$40 a month from July 1, 2022 through June 30, 2023 and will stipulate that if the City expect to incur additional costs to provide safe parking environment the School District will be notified and the parties will negotiate an amendment to this agreement if necessary.

Jeff also stated that there will be two ambassadors on duty the first week and extra outside. They will not be giving tickets. Cameras in the garage go to the police department and are recording. There will be no bike parking in the garages and it is not a drop off and pick up site for students. No smoking signs are also being put up in the garages.

We are looking for approval to enter into this contract with the school district and for the special rate. Marty Spaulding stated that they are being charged as the District, the teachers are not going to be charged to park in the garage but he students will be paying for their parking.

Commissioner O'Neill-Vivanco expressed concerns about the single occupancy vehicles, and asked if there was consideration for public transit. She asked about a streaming monitor that goes to BPD. She also asked about communication to parents, training ambassadors to de-escalate events that should come up and what the role of the school district can have.

Marty Spaulding stated that there is a limited number of passes given to the kids, which in the last three years has been 100, and this is what the limit will be for the three years. Commissioner O'Neill-Vivanco asked if the taxpayers will be subsidizing for the teachers not paying and Mr. Spaulding stated that that by making change in the district did not want to ask the teachers to have to pay for parking. Commissioner O'Neill-Vivanco stated there should be some negotiations with teachers for parking. Jeff Padgett stated that the School Resource Officer would be out walking in the garage as well as school staff-patrolling garage. The increased cost in safety the costs will be passed onto the school district per the contract.

Commissioner Barr, Bose and Hogan expressed concerns about the free parking for teachers and do not want to pass the charges onto taxpayers but overall they are in favor of the plan.

Commissioner Archambeau made a motion to pass.
Commissioner Bose seconded
Unanimous approval

ITEM 7 – APPROVAL OF DRAFT MINUTES OF 1-20-21

Commissioner Barr made a motion to accept the minutes
Commissioner Archambeau seconded
Unanimous approval

ITEM 8 – DIRECTOR'S REPORT

City engineer Baldwin stated offered to provide any updates based on Director Spencer's submission

ITEM 9 - COMMISSIONER COMMUNICATIONS

Commissioner Overby stated that an Elmwood Avenue resident had questions about the two-hour parking section just before North Street. The resident wondered how parking enforcement knows if somebody has been there for 2 hours. There was also a concern about the price of the ticket, concern for discrimination. Commissioner Overby stated she contacted John King and he stated they could tell by the location of the valve stem.

She has more information if somebody wants to reach out for this. She stated that lower income should not have to pay so much for the ticket. An appeal process has to be gone through if a ticket is received through the City Attorney's Office.

Commissioner Barr stated once again about what a great job the crews were doing on snow removal. He also stated that the school is where students come to learn and they should be learning the different alternative forms of transportation.

Commissioner Bose stated there were several people expressing their concerns for the intersection of Pine Street and Flynn Avenue. He stated that several people have wrote in or spoke at a meeting but nothing has been done. They stated that it was a dangerous intersection for pedestrians when trying to cross. A letter was written which Commissioner Bose read at the meeting.

City Engineer Norm Baldwin stated that there have been meeting with the Signal Technician and he stated to make the changes that is a significant capital investment. We have two signal project in the que and we can fit this project into them. So we are working on a solution for this issue.

Commissioner O'Neill-Vivanco stated that we have to revisit parking at BHS, agreed that the need is to get the high school open. Though, we should not have to subsidize teacher parking. Also a question about Overlake 4 hour parking. Contractor there from 8:00 to 4:00, contractor left, came back. How does parking qualify if they have been there four hours. Need a better system to track time, we need an explanation to tell people.

ITEM 10 – ADJOURNMENT AND NEXT MEETING DATE – MARCH 17, 2021

Commissioner Archambeau made a motion to adjourn.
Commissioner Barr seconded
Unanimous approval

Meeting adjourned at 9:40 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: March 10, 2021

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

Shelburne Street Roundabout Milestone: After 19 years of preparatory work, the Shelburne Street Roundabout is now out to bid. We will be at a few of the Neighborhood Planning Assembly meetings in April to discuss the project with the community. This pivotal State-managed project will lead to a safer city. It will include a new single-lane roundabout at the intersection of US Route 7 (South Willard Street), US ALT Route 7 (Shelburne Street), Ledge Road and Locust Street. The project also includes the addition of a designated left turn lane onto Ledge Road and the installation of new dedicated pedestrian facilities and shared pedestrian and bicycle facilities. The project will improve signage, street lighting, drainage, stormwater runoff treatment, and relocate and consolidate utility transmissions underground. The two-year project will get underway early this summer and will transform the southern gateway into the Queen City. Congrats to our Technical Services and Water Resources teams who are collaborating with our State partners to kick this project off. More information is at: <https://www.burlingtonvt.gov/DPW/ShelburneStreetRoundabout>. Project contact: Laura Wheelock, lwheelock@burlingtonvt.gov.

Wastewater Treatment Plant Modernization: We have completed logic control system upgrades at Main Wastewater Treatment Plant and are making significant progress on the disinfection upgrades at all 3 plants, to be completed this spring. When finished, these projects will mark the completion of two major components of the 2018 multi-year Clean Water Resiliency Plan. There is much more to come in 2021 including Green Stormwater Infrastructure (that the Commission recently advanced), pump station overhauls, and sewer / stormwater collection system work. Project contact: Martin Lee, mlee@burlingtonvt.gov.

Railyard Enterprise Project: After a couple short updates in recent Director's Reports, I've asked Senior Engineer Susan Molzon to provide a more thorough update in the Commission packet. It is attached for your review. Project contact: Susan Molzon, smolzon@burlingtonvt.gov.

Waterfront Rail / Bike Path Coordination: After a couple short updates in recent Director's Reports, I've asked City Engineer Norm Baldwin to provide a more thorough update to the Commission. This project is complex and fast moving. It will require future Commission action regarding parking regulation on Lavalley Lane. It is also important for the Commission and public to understand the proposed updated alignment for Lavalley Lane as it will utilize City property at Perkins Pier and our main wastewater treatment plant on the waterfront. Project contact, Norm Baldwin, nbaldwin@burlingtonvt.gov.

Central Facilities Reorganization: The City is restructuring its workforce to be in a better position to maintain the City's 40+ buildings, by restructuring to create a Central Facilities workgroup within the Parks Department. This effort is also providing new opportunities to two DPW employees Kim and Martha – congratulations!

- Kim Bleakley our Capital Projects Coordinator, who has completed many facility capital projects such as the current City Hall renovation, is moving to the Central Facilities workgroup in the Parks Department where her new title will be Facility Manager. Her reassignment will consolidate the day-to-day maintenance activities with facility capital reinvestment projects that were previously occurring in DPW.
- Martha Keenan is taking a new position within the C/T Office as a Capital and Special Projects Director. During this transitional period when we are working to hire and fill her vacated position, she will continue in her normal duties as the Capital and Asset Program Manager.
- These moves, along with a few other adjustments within Parks, will enable the City to improve its stewardship of municipal assets – which was one of DPW’s strategic objectives in FY’21. For more detail, the full reorganization packet that was approved at the Board of Finance and City Council on Monday, March 8 is online at Board Docs

Clean Sweep: We are preparing for Clean Sweep to run from April 28 through May 6. We will be sweeping bike lanes and areas of high debris prior to Clean Sweep when the weather is favorable. Project contact: Lee Perry, lperry@burlingtonvt.gov.

Downtown Burlington High School: Thank you to the Commission’s support for your support of the on and off street parking changes to allow BHS to relocate downtown during the few years. March 4 was the first day for students in the new facility and our Parking & Traffic staff has been on site to assist with this new use. It is going well, but we are continuing to monitor the situation to determine whether any adjustments will be needed.

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



Slope Stability Report

Public Works Commission

CITY OF BURLINGTON, DEPARTMENT OF PUBLIC WORKS (DPW)

3/17/2021

PHILLIP PETERSON, ASSOCIATE ENGINEER

Purpose and Goals



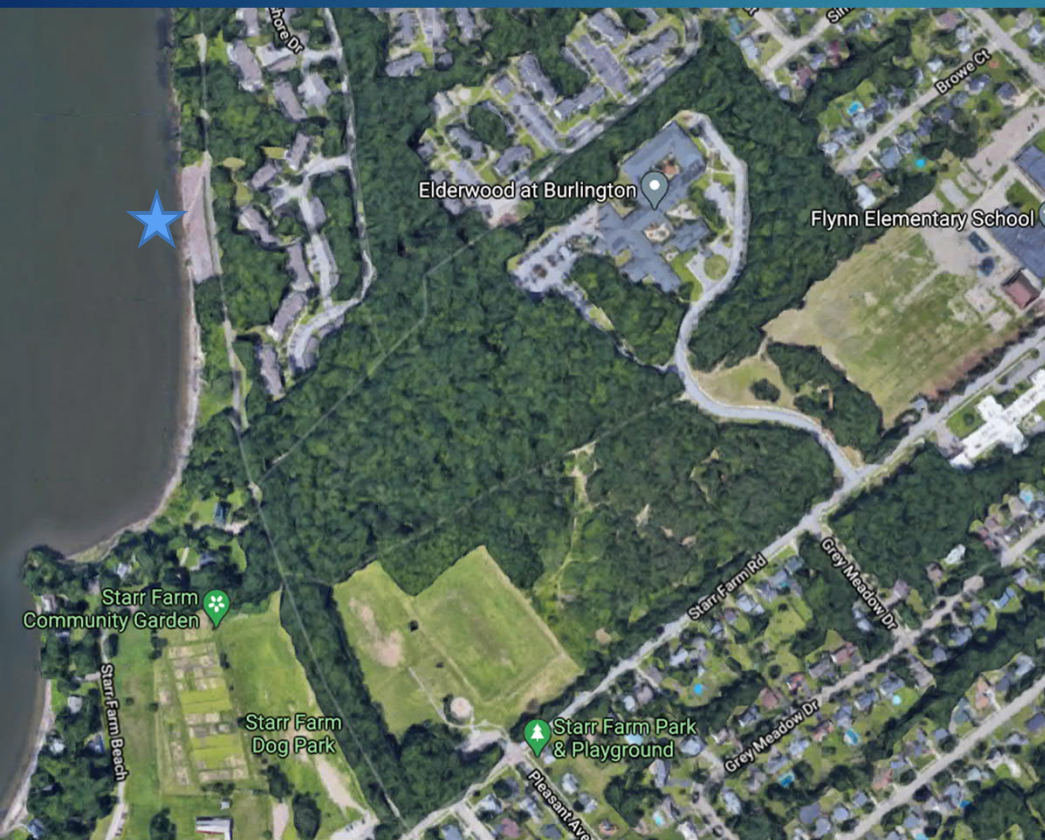
- ▶ There are several steep slopes in the City of Burlington's public Right-of-Way
- ▶ Consequence of failure could be high
- ▶ DPW Staff are launching a slope stability program which will
 - ▶ Inspect
 - ▶ Monitor
 - ▶ Identify prioritized projects

Initial Slope Inspection Efforts



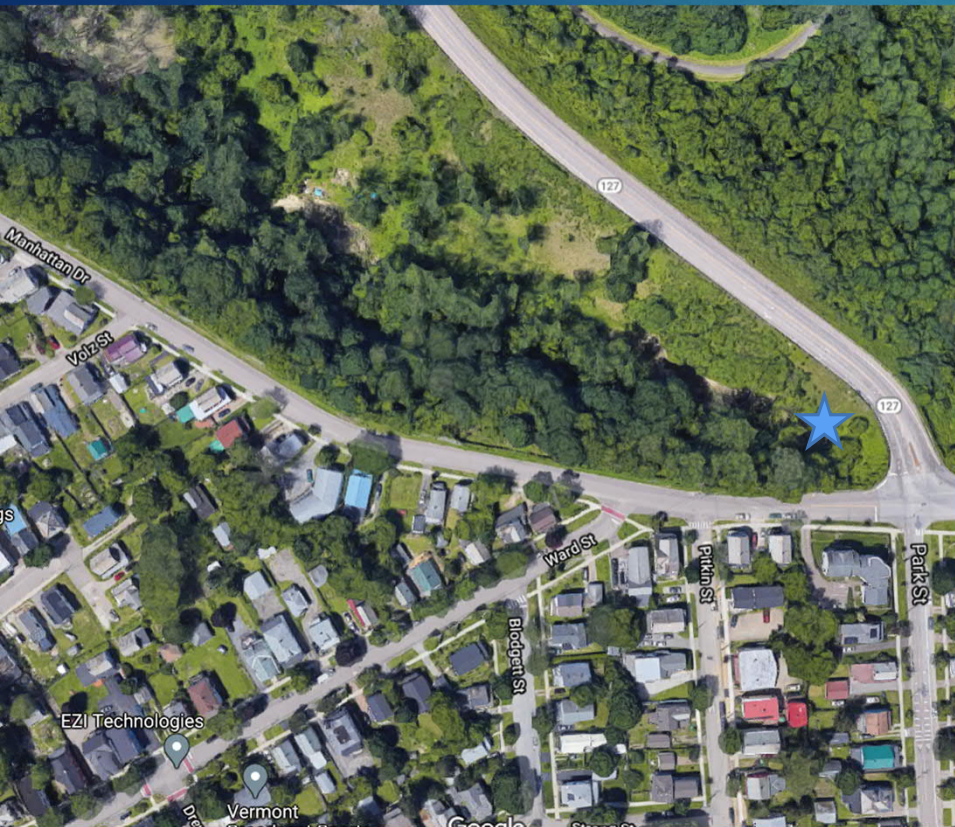
- ▶ Northshore Natural Area
- ▶ Manhattan Drive at Route 127 Beltline,
- ▶ Manhattan Drive at North Champlain Street
- ▶ Riverside Avenue

Northshore Natural Area



- ▶ Condition: Stable
- ▶ Future inspection: Fall 2024

Manhattan Drive at Route 127



- ▶ Condition: Stable
- ▶ Future inspection: Fall 2023

Manhattan Drive at Champlain Street

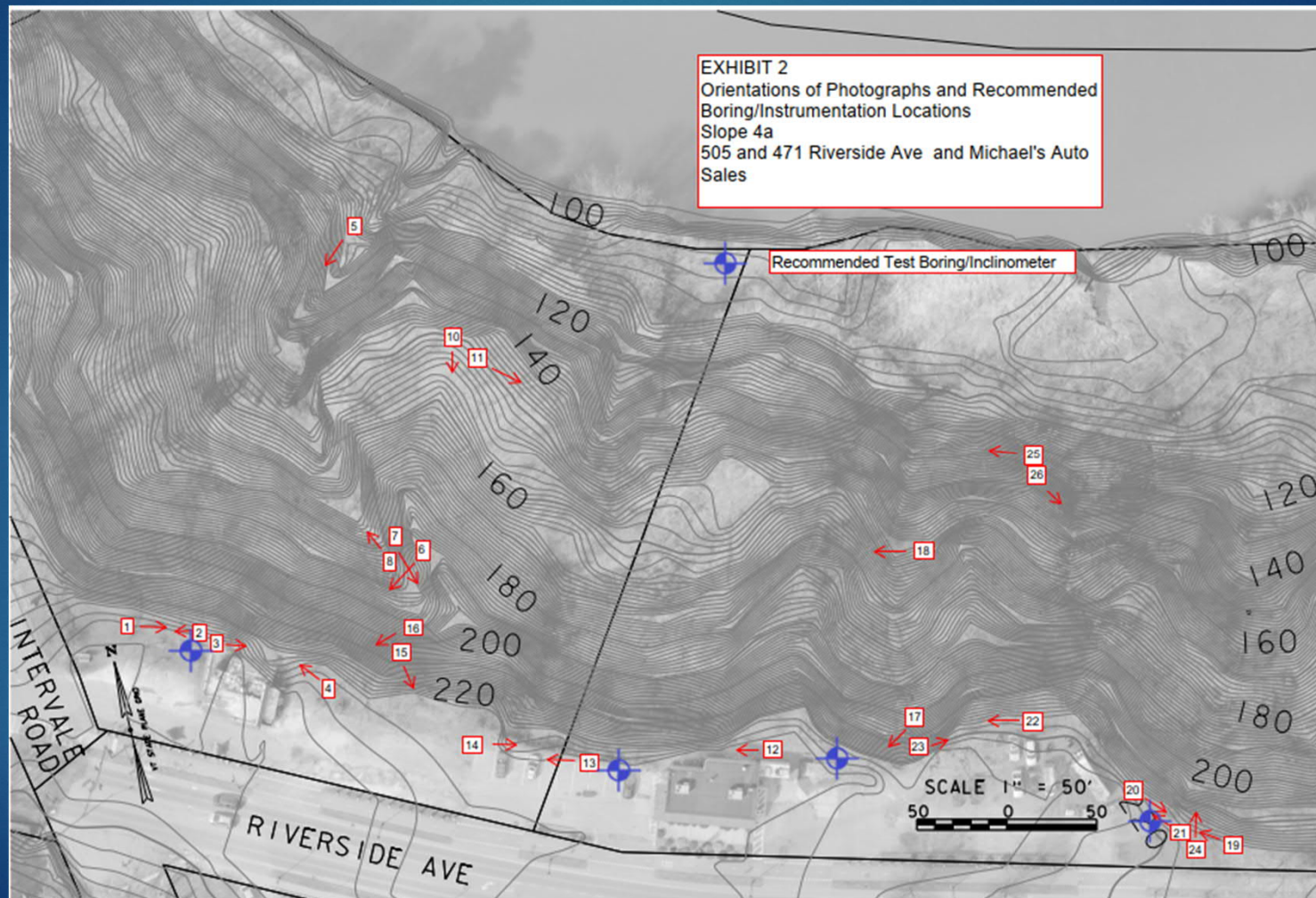


- Condition: Stable
- Future inspection: Fall 2023

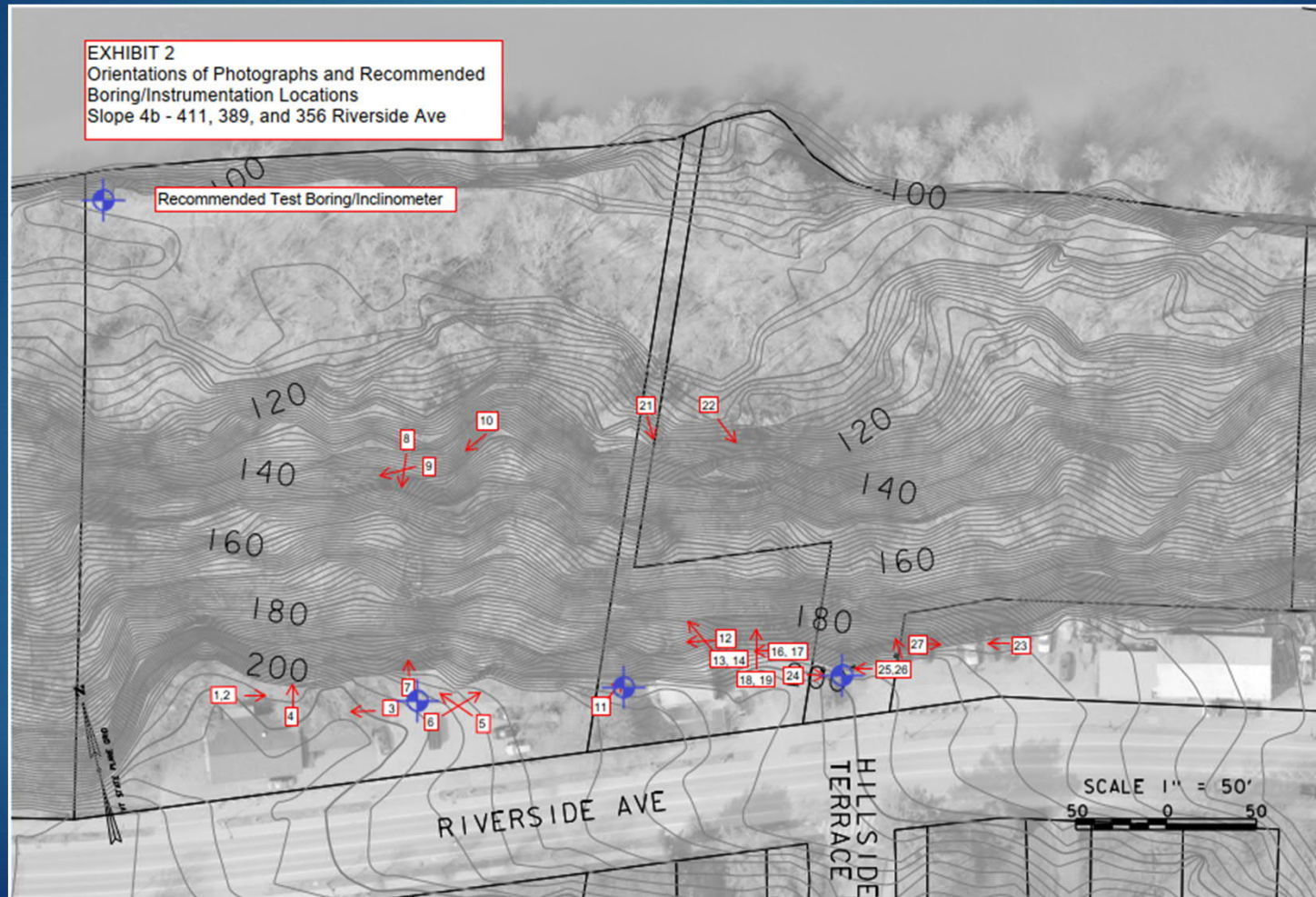
Riverside Avenue



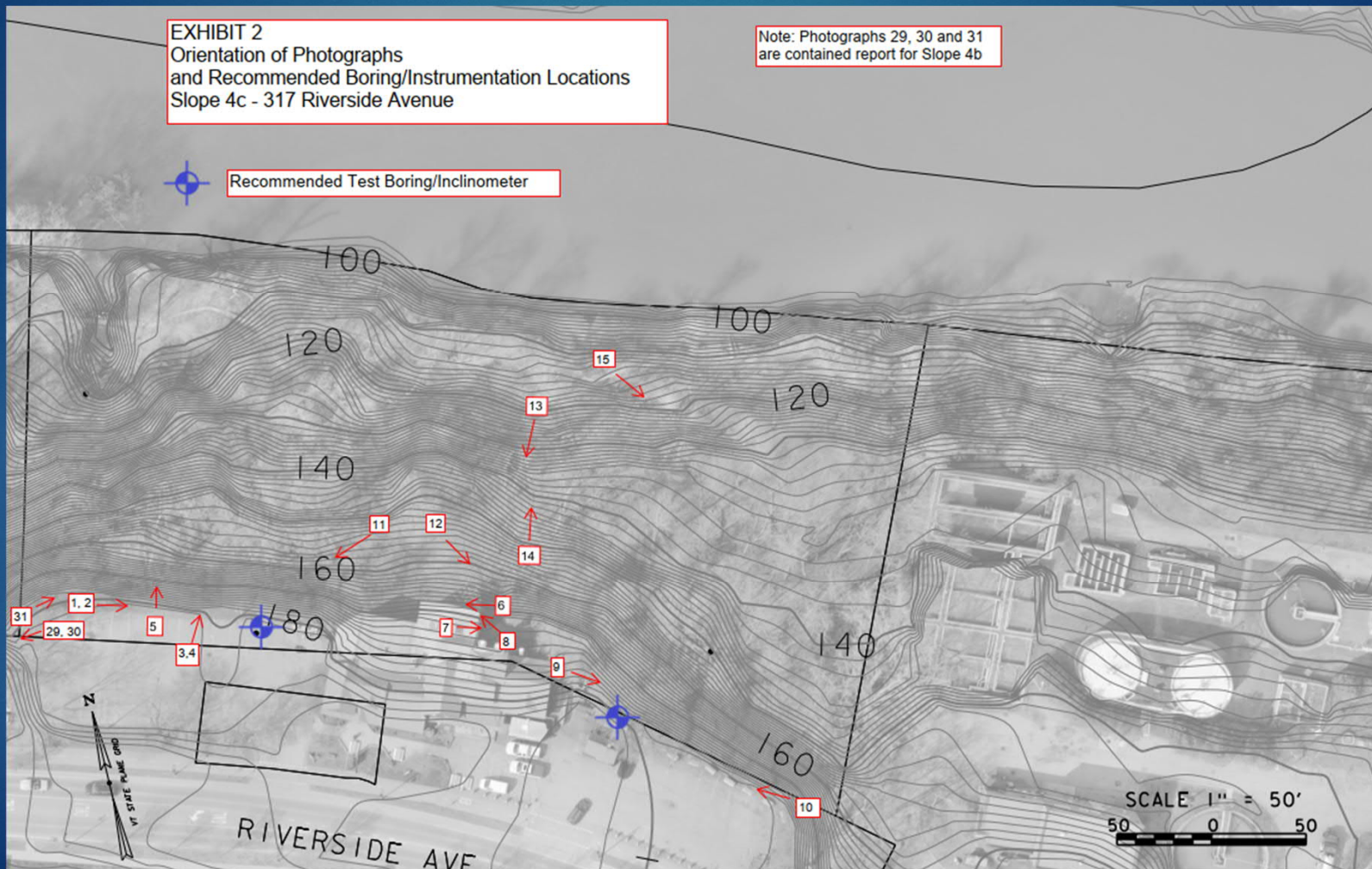
Riverside Avenue 4A Recommendations



Riverside Avenue 4B Recommendations



Riverside Avenue 4C Recommendations



Future Efforts



- ▶ Work with property owners on Riverside Avenue
- ▶ Manhattan Drive Outfall Stabilization Construction 2021
 - ▶ www.burlingtonvt.gov/DPW/water/manhattanoutfall
- ▶ Stormwater Outfall Inspections 2021
- ▶ Slope Stability Asset Management (GIS)





Questions?

Contact:

Phillip Peterson E.I., Associate Engineer

Desk: 802.598.8356

Email: ppeterson@burlingtonvt.gov

**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.

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.

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. 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.

**DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
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Commissioner Overby ~~expressed concerns that this free parking will encourage people to drive and that it is a subsidy for downtown businesses~~ stated she supports the concept but thinks it needs work for two reasons: to provide incentives for not driving, and to acknowledge the value of the parking pass as a supplement to employee wages in an effort to help downtown businesses recruit employees.

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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 clarify an items in the memo provided to Commissioners that stated the plan is to “reconsider all proposed alternatives.” The 2016 scoping study had recommended advancement of three alternatives, 1B, 2, and 5B. Molzon clarified that “all proposed alternatives” meant other alternatives besides 1B, 2 and 5B will be considered for the design of the Railyard Enterprise connection between Pine St. and Battery Street.
~~see if we could go back and look at other options.~~

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