

**DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
BURLINGTON, VERMONT 05401
COMMISSION MEETING NOVEMBER 15, 2023
DRAFT MINUTES**

For video of the meeting, please visit Town Meeting TV's YouTube Channel:
<https://www.youtube.com/watch?v=k0r9VW6DgXY&t=978s>

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

COMMISSIONER ABSENT: Commissioner Sears

ITEM 1 – CALL TO ORDER

Commissioner O'Neill-Vivanco called the meeting to order at 6:31 p.m.

ITEM 2 – AGENDA

Commissioner Barr made a motion to accept the agenda
Commissioner Damiani seconded
Unanimous approval

ITEM 3 – PUBLIC FORUM

Sharon Bushor called in and asked about the holiday parking for two free hours on Fridays and Saturdays during the holiday season. Has a concern for downtown and wants to remove the obstacles for people to come to downtown to shop.

ITEM 4 – CONSENT AGENDA

- 4.1 Approval of Draft Minutes 10/18/23**
- 4.2 Motion to approve Consent Agenda**

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

ITEM 5 – ASSET MANAGEMENT

Warren Rich was introduced as the person who heads the Asset Management program for DPW. He explained the life cycle of set Management stating it could take to one to two years to work efficiently. He explained that Parks, DPW and Traffic right now are the

departments who are using Vue Works the most and did an overview of the data that we had in our programs.

Commissioner Hogan asked if we could see the service, level agreement and Director Spencer stated it was not on the website but he will share with the Commissioner.

Commissioner Hogan asked about the update process from Vue Works and Mr. Rich explained he gets a nightly copy from Vue Works nightly, usually just before midnight, the end of the day. The information Mr. Rich provided at the meeting was up to Tuesday night.

Commissioner Munteanu asked about the assets themselves and data we have. Mr. Rich stated that it might be up on the portal, anything that can be made is put up on the portal.

Commissioner Fox how do we get at preventative versus reactive maintenance, how is it prioritized?

Commissioner Damiani asked about See Click Fix today and Mr. Rich stated that Vu Works opens a closed and is submitted to when closed.

Commissioner O'Neill-Vivanco asked about the training for new staff. Mr. Rich stated that he created training documents and videos and works with individual groups.

Commissioner O'Neil-Vivanco asked about extreme weather events and tracking the work orders. Mr. Rich stated we are not working on putting the external contractor work into the system and still working on storm events.

ITEM 6 – LEAD AND COPPER

Eleanor Walker was introduced as a new member of the Water Division and is the lead person in the water/sewer line inventory. She went through a brief overview of the sampling that Burlington has done over the year and found that there are six sites that have elevated lead levels. The 2021 revision of the lead and copper rules is that all lead must be removed from the drinking water.

Commissioner Munteanu stated the 80's and 90's lead and copper rules what is the action on other metals Mr. Lee and Engineer in the Water Division stated that the galvanized lines need to be replaced and when we do a water service and see this type of pipes they are replaced by us.

Commissioner Fox asked about the actual process of the inventory and Ms. Walker stated there are colored pipes. Commissioner Fox asked about outreach and if translation would be provided to our residents that do not speak English.

Commissioner Hogan asked about the post cards going out in December or January and if later there was an intent to send out mailers and would it include owners, residents and property managers as well? MS. Walker replied there was. Questions about the

distinction of the outside o house are you asking for pictures inside? Engineer Lee stated that one side of the meter is city and one side private.

Commissioner Damiani asked if the postcards were going to be colored to show the importance of the project.

Commissioner O'Neill-Vivanco stated it was important on the outreach for the renters and non-English speaking population and wants to know who will be held responsible to inform the residents.

ITEM 7 – PROPOSED PARKING RATE CHANGES

Division Director Jacki Esperti gave an overview of the funds for the two parking garages and the six parking lots that the city oversees. She advised that the rates in the parking garage have been the same since 2014. With the upgrades in the security in the garages and the revenue from the permits, we need to change the parking rates. An overview of the rate changes was also in the presentation.

Commissioner Fox stated this made sense and asked about the meter rates changes as well. Also commented on the Sunday enforcement and the monthly permit rates if they were less expensive than the private parking garages. Director Esperti stated they have looked at some and the city parking is cheaper in the garages. Commissioner Fox also questioned the employee parking and was informed that it was the store's manager responsibility to issue and take away the permits.

Commissioner Barr stated to raise the rates maybe use less costly ways to get around, such as bus. He does support the rate change and if you start charging for Sunday parking there will be some pushback. Park Mobile is a wonderful app with so many tools within it to use.

Commissioner Munteanu asked if people were taking advantage of the free permits. Director Esperti stated that a lot of people don't qualify and did not have this information available right now.

Commissioner Damiani stated we need to push folks to the downtown garage.

Commissioner O'Neill-Vivanco is in support of the increase. Look at funding for the security in downtown businesses. What do peer cities charge?

ITEM 8 – COMMISSIONER COMMUNICATIONS

Commissioner Munteanu stated the speed bumps on South Prospect Street are a little steep.

Commissioner Hogan asked if the multi-use path was going to get smoothed out for the winter with the Champlain Parkway Project. Director Spencer stated yes.

Commissioner Hogan stated that on Flynn Avenue the driveway to the brewery is a little steep. Director Spence stated that we will check on this and might have to put in a transitional ramp.

Commissioner Hogan asked about a staffing update. Director Spencer stated we have no hired for the planning position yet; we have 2 of 10 position filled with the water distribution team, 2 more are hired but have not started et and we are in negotiations for 2 more. Street maintenance is well staffed.

Commissioner Barr stated he appreciates the quite answers they Old East End has been receiving to their questions from staff.

Commissioner O'Neill-Vivanco stated the speed cushion people are driving too fast and they seem steep. The speed bump does not go over to curb and cars drive close to curb so only one tire is hitting the speed bump. Asked about the Tower Terrace issue for resident only parking. Director Spencer stated we will be following up on a time limited on Willard would be useful.

ITEM 9 – DIRECTOR’S REPORT

The sewer line under the Winooski River is completed

We are prepared for the winter season.

There is a survey out for the North Winooski Avenue is still open

Main Street Great Street bids came in higher than anticipated so we will be phasing in that project as resources allow. Did go to Board of Finance with this

ITEM 10 - ADJOURNMENT AND NEXT MEETING DATE – DECEMER 20, 2023

Commissioner Fox made a motion to adjourn

Commissioner Barr seconded

Unanimous approval

Meeting ended at 8:43 p.m.