

Burlington Department of Public Works Commission Meeting  
Draft Minutes, 15 March 2017  
645 Pine Street

**Commissioners Present:** Robert Alberry (*via phone*); Tiki Archambeau (Vice Chair) (*arrives at 6:34pm*); Jim Barr; Chris Gillman (Clerk); Solveig Overby; Jeff Padgett (Chair); Justine Sears. **Commissioners Absent:** None.

**Item 1 – Call to Order – Welcome – Chair Comments**

Chair Padgett calls meeting to order at 6:30pm and makes opening comments.

**Item 2 – Agenda**

Commissioner Barr makes motion to approve agenda and is seconded by Clerk Gillman.

Action taken: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: *not present*

Commissioner Barr: Aye

Clerk Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Sears: Aye

**Item 3 – Public Forum (3 minute per person time limit)**

No member of the public speaks.

**Item 4 – Consent Agenda**

A. Traffic Status Report

B. Certify an Existing Stop Sign at The Intersection of Lake St & Penny Ln

Clerk Gillman makes motion to approve Consent Agenda and is seconded by Commissioner Barr.

Action taken: motion approved.

Commissioner Alberry: Aye

Vice Chair Archambeau: *not present*

Commissioner Barr: Aye

Clerk Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Sears: Aye

*\*\*Vice Chair Archambeau arrives\*\**

**Item 5 – Request for Towing Fee Change**

A) Communication by Parking Enforcement Manager John King who speaks on the city's request to alter towing fees for large vehicles.

B) Commission Questions

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Barr to approve staff's recommendation: approve changes to BCO 20-74.

Seconded by Clerk Gillman.

Discussion

Action taken: motion approved;

Commissioner Alberry: Aye  
Vice Chair Archambeau: Aye  
Commissioner Barr: Aye  
Clerk Gillman: Aye  
Commissioner Overby: Aye  
Chair Padgett: Aye  
Commissioner Sears: Aye

**Item 6 – Maintenance Division Report**

A) Presentation introduction by DPW Director Chapin Spencer and presented by DPW Assistant Director for Right of Way Rob Green who reports on the city's Maintenance Division.

B) Commission Questions

Chair Padgett, Vice Chair Archambeau, Clerk Gillman, and Commissioner Sears ask questions on Item 6 with Assistant Director Green answering.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

**Item 7 – FY17 Workplan Mid-Year Progress Report**

A) Presentation by Director Spencer and Assistant Director Green who speak on the city's FY17 Workplan and its progress.

B) Commission Questions

Chair Padgett, Vice Chair Archambeau, and Commissioners Overby and Sears ask questions on Item 7 with Director Spencer and Assistant Director Green answering.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

**Item 8 – Approval of Draft Minutes of 2-15-17**

Commissioner Barr makes motion to approve the draft minutes of 2-15-17 with staff's additions and is seconded by Vice Chair Archambeau.

Action take: motion approved;

Commissioner Alberry: *abstains*

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Clerk Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Sears: *abstains*

**Item 9 – Director's Report**

Director Spencer reports on the passing blizzard, thanking all staff who worked through the storm for their work and the public for their patience.

**Item 10 – Commissioner Communications**

Commissioner Barr comments on potholes on Colchester Ave with Director Spencer and Assistant Director Green responding; Vice Chair Archambeau comments on a pothole at Green St & Pearl St with Assistant Director Green responding and on what Inspection Services needs to do to prepare for the Burlington Town Center project with Director Spencer responding; Commissioner Overby comments on the Amtrak Transportation Project extension with Director Spencer responding; Chair Padgett comments on appeals from 2-15-17 Commission meeting, the new Commission email system, the Public

Works Commission Manual, and the placement of Charlotte St on the paving list with Director Spencer responding

*\*\*Commission swaps Items 11 and 12 on the agenda\*\**

**Item 12 – Adjournment & Next Meeting Date – April 19, 2017**

Motion to adjourn made by Commissioner Barr and seconded by Clerk Gillman.

Action taken: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Clerk Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Sears: Aye

**Item 11 – Tour of Maintenance Division Facility**

Meeting adjourned at 7:41pm.