

Burlington Department of Public Works Commission Meeting
Draft Minutes, 19 April 2017
645 Pine Street

Commissioners Present: Robert Alberry; Tiki Archambeau (Vice Chair); Chris Gillman (Clerk) (*arrives at 6:38pm*); Solveig Overby; Justine Sears. **Commissioners Absent:** Jeff Padgett (Chair); Jim Barr.

Item 1 – Call to Order – Welcome – Chair Comments

Vice Chair Archambeau calls meeting to order at 6:32pm and makes opening comments.

Item 2 – Agenda

Vice Chair Archambeau adds Agenda Item 5.1 “Wastewater Treatment Plant Update” and moves Approval of Draft Minutes of 1-18-17 from Agenda Item 8 to 5-17-17 meeting.

Action taken: motion approved;

“Ayes” are unanimous.

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

Debbie Paradis, Ward 3, speaks on Consent Agenda Item B.

Clerk Gillman arrives

Item 4 – Consent Agenda

A. Traffic Status Report

B. Remove Existing Parking Prohibition on College St

C. Driveway Encroachment at 35 Brookes Ave

Commissioner Alberry makes motion to approve Consent Agenda and is seconded by Commissioner Sears.

Action taken: motion approved;

“Ayes” are unanimous.

Item 5 – Approval of Water System Revenue Bond, Series 2017

A) Communication by Assistant Director for Water Resources Megan Moir and bond counsel Thomas Melloni (of Paul Frank + Collins) who speak on the city’s Water System Revenue Bond.

B) Commission Questions

Vice Chair Archambeau, Commissioner Overby, and Commissioner Sears ask questions on Item 5 with Assistant Director Moir and counsel Melloni answering.

C) Public Comment – None

D) Commissioner Discussion

E) Motion made by Commissioner Alberry to accept staff’s recommendation: approve Water Revenue Bond Resolution and recommend City Council approval.

Seconded by Clerk Gillman.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

Item 5.1 – Wastewater Treatment Plant Update

A) Communication by DPW Director Chapin Spencer and Assistant Director Moir who speak on the main wastewater treatment plant’s recent discharge of partially disinfected effluent into Lake Champlain.

B) Commission Questions

Vice Chair Archambeau, Clerk Gillman, and Commissioner Overby ask questions on Item 5.1 with Assistant Director Moir answering.

- C) Public Comment – None
- D) Commissioner Discussion
- E) Action Requested – None.

Item 6 – Draft Permit Reform Recommendations

A) Communication by Director Spencer, City Engineer and Assistant Director for Technical Services Norm Baldwin, and Chief Innovation Officer Beth Anderson (*via phone*) who speak on the city’s permitting system and reform recommendations.

B) Commission Questions

Vice Chair Archambeau, Commissioner Overby, and Commissioner Sears ask questions on Item 6 with Director Spencer, Assistant Director Baldwin, and CIO Anderson answering.

C) Public Comment

Adam Holt, Ward 4, speaks on Agenda Item 6.

- D) Commissioner Discussion
- E) Action Requested – None.

Item 7 – Curb Cut Specifications

A) Staff Presentation by Assistant Director Baldwin who speaks on the city’s standards for differing curb cuts.

B) Commission Questions

Vice Chair Archambeau asks questions on Item 7 with Assistant Director Baldwin answering.

C) Public Comment – None

D) Commissioner Discussion

E) Motion made by Commissioner Alberry to accept staff’s recommendation: approval of specifications.

Seconded by Commissioner Overby.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

Item 8 – Approval of Draft Minutes of 3-15-17

Commissioner Alberry makes motion to approve draft minutes of 3-15-17 and is seconded by Clerk Gillman.

Action taken: motion approved;

“Ayes” are unanimous

Item 9 – Director’s Report

Director Spencer reports on gearing up for a big construction season due to voter approved bonds with Assistant Director Baldwin commenting; the \$2.5 million renovation of College Street Garage beginning next week with Clerk Gillman commenting; the draft urban soil regulations and the City’s written comments; and working on the FY’18 budget with more information coming at the May 2017 Commissioner Meeting

Item 10 – Commissioner Communications

Commissioner Overby comments on the College Street Garage repairs with Director Spencer responding; Vice Chair Archambeau comments on last year’s Germain St traffic reconfiguration in relation to snow removal this past winter with Director Spencer and Assistant Director Baldwin responding.

Motion made by Commissioner Overby to enter Executive Session and is seconded by Commissioner Alberry.

Action taken: motion approved:
“Ayes” are unanimous.

Item 11 – Executive Session: Director & City Engineer Annual Reviews

Motion made by Commissioner Alberry to exit Executive Session and is seconded by Commissioner Overby.

Action taken: motion approved:
“Ayes” are unanimous.

Item 12 – Adjournment & Next Meeting Date – May 17, 2017

Motion to adjourn made by Commissioner Sears and seconded by Commissioner Alberry.

Action taken: motion approved;
“Ayes” are unanimous.

Meeting adjourns at 9:32pm.