

Burlington Department of Public Works Commission Meeting  
Final Minutes, 19 October 2016  
645 Pine Street

**Commissioners Present:** Robert Alberry; Tiki Archambeau (Vice Chair); Jim Barr; Chris Gillman (Clerk); Solveig Overby; Jeff Padgett (Chair); Justine Sears (*arrives at 6:43pm*).

**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 requests moving Agenda Item 9 to Consent Agenda as Item F and makes motion to approve altered agenda and is seconded by Vice Chair Archambeau.

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: Not Present

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

Stuart Sporko, Ward 5 business owner, speaks on Consent Agenda Item B.

*\*\*Commissioner Barr initially makes a motion to accept Consent Agenda. Vice Chair Archambeau offers a friendly amendment to move Consent Agenda Item E to the November meeting which Commissioner Barr agrees to. A discussion occurs where the Commission agrees to split the Consent Agenda into Item 4.1 – Consent Agenda (Items A – C and F) and Item 4.2 – Consent Agenda (Item D) due to absences at the July meeting\*\**

**Item 4.1 – Consent Agenda**

A. Traffic Request Program Status Report

B. Request to Add 30-Minute Parking on Marble Ave

C. Modifying 15-Minute Parking on North Street

F. UVM Medical Center Parking Agreement Extension

Commissioner Alberry makes motion to accept altered Consent Agenda and is seconded by Clerk Gillman.

Action taken: motion approved;

“Ayes” are unanimous.

**Item 4.2 – Consent Agenda**

D. Approval of Draft Minutes of 7-20-16

Commissioner Alberry makes motion to accept altered Consent Agenda and is seconded by Clerk Gillman.

Action taken: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Abstain

Clerk Gillman: Aye

Commissioner Overby: Abstain

Chair Padgett: Aye

Commissioner Sears: Aye

*\*\*Item 3 – Public Forum (3 minutes per person time limit) reopened by Chair Padgett\*\**  
Barbara Headrick, Ward 3, speaks on Agenda Item 6.

*\*\*Commissioner Sears arrives\*\**

**Item 5 – 10 Year Capital Plan Question & Answer Session**

A) Staff Communication by DPW Director Chapin Spencer who gives a brief overview on the City’s 10 Year Capital Plan, assisted by City Engineer and Assistant Director for Technical Services Norm Baldwin.

B) Public & Commission Q & A

Chair Padgett, Vice Chair Archambeau, Commissioner Overby ask questions on Agenda Item 5 with Director Spencer and City Engineer Baldwin Answering.

**Item 6 – PlanBTV Walk/Bike**

A) Staff Presentation by Senior Transportation Planner Nicole Losch who answers questions on the city’s PlanBTV Walk/Bike.

B) Commission Questions

Chair Padgett and Commissioner Sears ask questions on Agenda Item 6 with Director Spencer and Planner Losch answering.

C) Public Comment

Barbara Headrick, Ward 6, speaks on Agenda Item 6.

Jason Van Driesche, Ward 5, speaks on Agenda Item 6.

D) Commissioner Discussion

E) Motion made by Vice Chair Archambeau to accept staff’s recommendation: have staff consider public and Commission comment in the final draft plan and recommend that both the Planning Commission and the City Council adopt PlanBTV Walk/Bike.

Seconded by Commissioner Barr.

Discussion

Chair Padgett and Commissioner Overby talk on Agenda Item 6.

Action taken: motion approved;

“Ayes” are unanimous.

**Item 7 – Great Streets**

A) Staff Communication by DPW Engineer Laura Wheelock who speaks on the city’s Great Streets Initiative, including: downtown street standards; Main Street/St. Paul Street redesign; City Hall Park reconstruction.

B) Commission Questions

Chair Padgett, Vice Chair Archambeau, and Commissioners Barr, Overby, and Sears ask questions on Agenda Item 7 with Director Spencer and Engineer Wheelock answering.

C) Public Comment

D) Commissioner Discussion

**Item 8 – Division Overview – Technical Services**

A) Staff Presentation by City Engineer Baldwin who speaks on the Technical Services Division report, assisted by Director Spencer.

B) Commission Questions

Chair Padgett and Commissioner Overby ask questions on Agenda Item 8 with Director Spencer and City Engineer Baldwin answering.

C) Public Comment

D) Commissioner Discussion

**Item 9 – Director’s Report**

Director Spencer reports on former Engineer Technician Damian Roy having left DPW and thanking him with Chair Padgett commenting, the city’s Plan BTV, the North Ave Pilot presentation to the City Council, the Downtown Transit Center opening with Commissioners Alberry, Overby, and Barbara Headrick commenting, driveway encroachment moving ahead with Chair Padgett, Vice Chair Archambeau, and City Engineer Baldwin commenting, and DPW employee Bernie Baker celebrating 50-years of service.

**Item 10 – Commissioner Communications**

Commissioner Overby comments on wayfinding and possible warning signs regarding the 6’ 6” entry height limit at the College Street Parking Garage entrance from College Street with Director Spencer responding. She also asked about the status of the process to open the gate between Rivers Edge and North View Rd with City Engineer Baldwin responding.

**Item 11 – Adjournment & Next Meeting Date – 16 November 2016**

Motion to adjourn made by Commissioner Barr and seconded by Vice Chair Archambeau.

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 8:55pm.