

Burlington Department of Public Works Commission Meeting
Draft Minutes, 20 April 2016
645 Pine Street

Commissioners Present: Robert Alberry; Tiki Archambeau (Vice Chair); Chris Gillman; Solveig Overby; Jeff Padgett (Chair). **Commissioners Absent:** Jim Barr; Tom Simon.

Item 1 – Call to Order – Welcome – Chair Comments

Chair Padgett calls meeting to order at 6:31pm and makes opening comments.

Item 2 – Agenda

Vice Chair Archambeau makes motion to approve Agenda and is seconded by Commissioner Alberry.

Action taken: motion approved;

“Ayes” are unanimous.

Chair Padgett summarizes items on the Consent Agenda Item 4 – prior to Item 3 – Public Forum

Item 3 – Public Forum

Michelle Cunningham, Ward 3 business owner, speaks on Consent Agenda Item E.

Jess Ackerman, Ward 3 business owner, speaks on Consent Agenda Item E.

Sharon Bushor, Ward 1, speaks on Consent Agenda Item C.

Item 4 – Consent Agenda

A. Traffic Request Backlog

B. North Avenue “No Parking”

C. Resident Parking Implementation & Standard Operating Procedure

D. Resident Parking Ordinance Amendment for Maple Street

Vice Chair Archambeau makes motion to move Item E off Consent Agenda and make it Agenda Item 4.5 and is seconded by Commissioner Gillman.

Action taken: motion approved;

“Ayes” are unanimous.

Commissioner Alberry makes motion to approve Consent Agenda and is seconded by Vice Chair Archambeau.

Action taken: motion approved;

“Ayes” are unanimous.

Item 4.5 – Main/South Champlain Street Intersection Improvements

A) Staff Presentation by Engineering Technician Damian Roy who speaks on staff’s recommendation for the intersection improvements.

B) Commission Questions

Vice Chair Archambeau and Commissioner Gillman ask questions on Item 4.5 with Director Spencer and Technician Roy answering.

C) Public Comment

D) Commissioner Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioner Overby engage in a discussion over Item 4.5 with Technician Roy.

E) Motion made by Commissioner Overby to accept staff’s recommendation.

Seconded by Commissioner Alberry.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

Item 5 – Towing Rate Changes

A) Communication by Parking Enforcement Manager John King who speaks on the city’s review of towing rates.

B) Commission Questions

Commissioner Overby asks questions on Item 5 with Manager King answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Alberry to approve.

Seconded by Vice Chair Archambeau.

Discussion

Action taken: motion passed;

“Ayes” are unanimous.

Item 6 – 40-42 Colchester Ave – Appeal

A) Staff Written Presentation to Commission by City Engineer and Assistant Director for Technical Services Norm Baldwin (*who is not present*) which introduces the appeals of the property.

B) Communication by Code Enforcement Director William Ward who presents the city’s case concerning the appeal of the 40-42 Colchester Ave inspection findings, item by item, introducing Code Enforcement’s “40/42 Colchester Avenue” exhibit (via Power Point Presentation), Building Permit 16-217559 print screen from the Amanda database, and “Guardrail & Handrail on Stairs” handout for the record – Appellant Attorney William Towle, Appellant Soon Kwon, and Senior Assistant City Attorney Gene Bergman reply.

C) Oral Presentation by Appellant Attorney Towle and Mr. Kwon who respond to the city’s case, item by item, introducing Appellant’s “40-42 Colchester” exhibit (via Power Point Presentation) and Mr. Kwon’s letter dated 18 August 2015 for the record – Director Ward and City Attorney Bergman reply.

D) Commissioner Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioner Gillman ask questions on the city’s case with Director Ward answering.

Chair Padgett, Vice Chair Archambeau, and Commissioners Alberry, Gillman and Overby ask questions on the appeal with Appellant Attorney Towle and Mr. Kwon answering – City Attorney Bergman and Director Ward reply.

E) Public Comment

None

F) Action Requested – Vote

No action taken in open session

Item 7 – Draft Minutes of 3-8-16 & 3-16-16

Commissioner Alberry makes motion to accept draft minutes of 3-8-16 and is seconded by Vice Chair Archambeau.

Action taken: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Gillman: Aye

Commissioner Overby: abstained (*due to absence at 3-8-16 meeting*)

Chair Padgett: Aye

Commissioner Alberry makes motion to accept draft minutes of 3-16-16 and is seconded by Vice Chair Archambeau.

Action take: motion approved;

“Ayes” are unanimous.

Item 8 – Director’s Report

Director Spencer reports on and introduces the New Assistant Director for Traffic and Parking, Patrick Cashman, the 30-day driveway encroachment pilot program, the ongoing development process of the new City Market, proposing that during one of upcoming commission meetings having the Vermont Agency of Transportation update the commission on the Shelburne Road roundabout project, upcoming Agenda Items for the next commission meeting (sidewalk projects, PlanBTV Walk Bike, and the Shelburne Rd roundabout), and introduces the “FY’17 DPW Key Initiatives working draft v3” for the record; Chair Padgett and Commissioner Alberry respond to the proposed Vermont Agency of Transportation update with Director Spencer answering.

Item 9 – Commissioner Communications

Commissioner Overby comments on people writing to the commission and what the process is for getting it to the commissioners with Director Spencer responding; Chair Padgett comments on the 184 Church Street clean up and asks about any possibility of reimbursement for the city’s services, the Burlington Free Press story on the decrease in potholes, and moving the Executive Session agenda item to after the Adjournment agenda item on the agenda going forward with Director Spencer responding; Chair Padgett and Commissioners Alberry, Gillman, and Overby comment on the structure of the Consent Agenda.

Item 10 – Executive Session For Appeal and Director, City Engineer Evaluations

Vice Chair Archambeau makes motion to go into Executive Session and is seconded by Commissioner Gillman.

Action taken: motion approved;

“Ayes” are unanimous.

Item 11 – Adjournment & Next Meeting Date – May 18, 2016

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

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 10:15pm.