

Burlington Department of Public Works Commission Meeting  
Draft Minutes, 18 May 2016  
645 Pine Street

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

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

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

**Item 2 – Agenda**

Commissioner Barr made motion to accept the agenda with the following amendments:

- #3 – Remove Resident Parking on South Prospect Street item for more discussion with the residents of the area
- #5 – Add action (voting to the Tactical Urbanism Presentation & Input item
- #7 – Add action (voting) to the Draft FY'17 Key Initiatives

Commissioner Gillman seconded  
Motion approved - unanimous

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

**Item 3 – Public Forum**

Joyce Walsleben resident of River's Edge was present for a follow up on opening the gate at the end of River's Edge. Assistant Director Baldwin stated he had a copy of a letter from the Mayor's Office and is going to share this with the Commission in the Director's Report section.

**Item 4 – Consent Agenda**

- A. Traffic Request Status Report
- B. No Parking Here to Corner Signs on Manhattan Drive
- C. Loading Zone Removal at 145 North Winooski Avenue
- D. 15 Minute Parking Removal at 272 Church Street
- E. Resident Parking Eligibility Amendment on Colchester Avenue

Commissioner Alberry made a motion to approve the Consent Agenda. Commissioner Barr seconded.  
Action taken: motion approved;  
“Ayes” are unanimous.

**Item 5 – Memorial Auditorium Meter Reduction – Martha Keenan**

Staff recommends reconfiguring parking around Memorial Auditorium to address public safety concerns. Block off 14 parking spots, 7 of which are metered, on the north side of the building as this is the side where there is the most deterioration to the building. The revenue from these meters amounts to approximately \$3000.00 a year. The department proposes to temporarily bag three additional metered spaces to accommodate existing tenants spaced until their lease is up at the end of the year.

There is a fire escape where The Generator, a tenant of the building, goes under this fire escape to unload and load their trucks.

Commissioner Archambault asked some questions about who determined that the building was not safe and Ms. Keenan gave her explanation from the company who did the investigation.

The reason parking needs to be eliminated around the building is because of the deterioration, possible bricks falling off.

Commissioner Overby made a motion to accept staff's recommendation with the amendment that plywood be installed on the fire escape. Commissioner Barr seconded.

Commissioner Archambault suggested that there be some vertical plywood placed on the fire escape so debris bounces it will not go over the side and hit anything.

Action Taken – motion approved - Unanimous

**Item 6 Tactical Urbanism Presentation & Input – Nicole Losch**

Nicole presented the draft Tactical Urbanism manual. There was discussion about bike lane installations on streets in the city. For neighborhood projects where residents want to test improvements to their neighborhoods it is recommended that there be a city ordinance to get permits for the projects.

Commissioner Barr made a motion to accept staff's proposal to seek an ordinance change.

Commissioner Overby seconded. Vote was unanimous

**Item 7 – E-911 Coordinator & Street Numbering Authority – Norman Baldwin**

Department staff suggests that the authority for addressing properties be transferred from Streets Commission, as currently described in ordinance, to the Planning Department as new development projects starts with Planning. Planning is currently doing most of the numbering now City staff recommends changing the City Code to unite several related functions with the City's E911 Coordinator

Commissioner Alberry made a motion to accept proposal. Commissioner Barr seconded.

Unanimous approval

**Item 8 – Draft FY'17 Key Initiatives**

Commissioner Padgett spoke to the Commission's authority as described Gene Bergman's 2012 memorandum. The Commission reviewed staff's proposed FY'17 Key Initiatives.

**Item 9 – Draft Minutes 4/20/16**

Commissioner Archambeau stated the minutes are not done up to par for communication. He suggested that there be a guide for help on doing the minutes. Commissioner Overby stated that there are important points that should be in the minutes but are not and feels these need to be reflected. We can tell what points should be in minutes.

Commissioner Alberry made a motion to approve the draft minutes

Commissioner Barr seconded

Unanimous approval

**Item 10 – Director's Report – Norm Baldwin**

Resident Joyce Walsleben wants to open Rivers Edge to public traffic between North Avenue and Plattsburg Avenue. There is a gate at one end of the development that is always kept closed.

There is a whole process that people have to go through and the City must do the research to see if this would be feasible. Please see the memo handed out from the Mayor's Office for further information.

There will be a separate public meeting to update the community on the Shelburne Street roundabout in the coming month.

Repairs to Manhattan Drive slope failure have begun. Repairs are also planned for the nearby Route 127 bike path that has also experienced slope failure. There will be some bike path closures during the repair.

It will impact the traffic study on North Avenue. There will be two lanes of traffic at all times. This will be an eight week process.

Megan Moir has been hired to fill the Assistant Director Water Resources vacancy.

The consultant contract to begin design work for the Great Streets initiative recently went to City Council for approval, the first phase of the effort will include redesign and eventually reconstruction of St. Paul Street, Main Street, and City Hall Park. Laura Wheelock will be the project manager.

**Item 11 – Commissioner’s Communication**

Commissioner Overby reported that she went to River’s Edge and walked around the area and noticed there was an upgraded stop light at Plattsburgh Avenue. She gets suggestions from people who live there and will support this idea.

Traffic coming off George Street has their view blocked to oncoming traffic due to CCTA bus stops on Pearl Street. CCTA has been alerted to this issue and is working on making it better.

Commissioner Archambeau asked if Post Office vehicles are subject to the same parking issues as the public. He congratulated Megan Moir on her new position as Assistant Director.

Commissioner Barr asked about the pipe laying on Colchester Avenue by Ireland for their project. Staff confirmed that the developer is responsible for paving Colchester Avenue when they are done working in roadway. Residents would like the entire section done not just that little section to make it all even. It was explained that each utility is responsible for repairing their patches.

Commissioner Padgett stated he went to City Council on Monday and presented the Commission’s Annual Report. He stated that we were looking for transparency with the budget to the public. He would like to see the position of secretary come back to the Commission.

**Item 12 – Adjournment**

Commissioner Barr made a motion to adjourn at 8:10 p.m.

Commissioner Alberry seconded

Unanimous