

Burlington Department of Public Works Commission Meeting
Draft Minutes, 15 June 2016
645 Pine Street

Commissioners Present: Robert Alberry; Tiki Archambeau (Vice Chair) (*via phone*); Jim Barr; Chris Gillman; Solveig Overby (*via phone*); Jeff Padgett (Chair); Tom Simon (*arrives at 7:37pm*).

Commissioners Absent: None.

Item 1 – Call to Order – Welcome – Chair Comments

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

Item 2 – Agenda

Commissioner Alberry makes motion to remove Agenda Item 12 and is seconded by Commissioner Barr.

Action taken: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Commissioner Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Simon: *not present*

Item 3 – Public Forum

Item 4 – Consent Agenda

A. Traffic Request Status Report

B. Fire Hydrant Ordinance Amendment

C. Accessible Space Relocation on Cedar St

D. New Accessible Space on Lyman Ave

E. Champlain College Loading Zone on Maple Street

F. Champlain College Accessible Space on Maple Street

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

Action taken: motion approved.

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Commissioner Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Simon: *not present*

Item 5 – Sidewalk Program

A) Staff Communication by Public Works Engineer Laura Wheelock and Engineering Intern Ben Tietze who speak on the city's sidewalk program, presenting an *via* Power Point presentation.

B) Commission Questions

Chair Padgett, Vice Chair Archambeau, and Commissioners Barr, Gillman, and Overby ask questions on Item 5 with Engineer Wheelock answering.

C) Public Comment

Sharon Bushor, Ward 1, speaks on Agenda Item 5 and engages in a discussion with Engineer Wheelock.

D) Commissioner Discussion

Vice Chair Archambeau and Commissioner Overby engage in a discussion over Item 5 with DPW Director Chapin Spencer, Engineer Wheelock, and Intern Tietze.

Item 6 – 2016 Vermont Bicycle & Pedestrian Program Public Hearing

A) Staff Oral Communication by Engineer Wheelock who speaks on the need to present this program at a public hearing due to program-related grant requirements.

B) Commission Questions

C) Public Comment

D) Commissioner Discussion

Chair Padgett engages in discussion over Item 6 with Director Spencer and Engineer Wheelock.

Item 7 – 1-7 Johnson St – Appeal

City Engineer and Assistant Director for Technical Services Norm Baldwin introduces the city's packet of appeal documents concerning the 1-7 Johnson St appeal, a photocopy of Electrical Permit 11-140410, a photocopy of selected city codes, and a copy of Vermont Electrical Safety Rules 2011 for the record, along with background information

A) Oral Presentation by Appellant Richard Rooney who respond to the city's case.

B) Communication by Engineer Baldwin and Electrical Inspector Tim Hennessey who present the city's case concerning the appeal of the 1-7 Johnson St inspection findings.

C) Commissioner Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioners Alberry, Gillman, and Simon engage in a discussion on the appeal with Senior Assistant City Attorney Gene Bergman, Engineer Baldwin, Inspector Hennessey, and Mr. Rooney responding.

D) Action requested – Vote

No action taken in open session.

Item 8 – Approval of FY'17 DPW Workplan

A) Staff Oral Communication by Director Spencer who speaks on FY'17 DPW Workplan, presenting the budget requests to the commission.

B) Commission Questions

Commissioner Overby asks questions on Item 8 with Director Spencer answering.

C) Public Comment

D) Commissioner Discussion

Chair Padgett and Commissioner Barr engage in discussion over Item 8.

Item 9 – Draft Minutes of 5-18-16

Commissioner Alberry makes motion to accept draft minutes of 5-18-16 and is seconded by Commissioner Barr.

Commissioner Overby offers a friendly amendment to alter the Commissioner Communications section based on notes in an email she plans to submit – Commissioners Alberry and Barr agree to the friendly amendment.

Action take: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Commissioner Gillman: Aye
Commissioner Overby: Aye
Chair Padgett: Aye
Commissioner Simon: Aye

Item 10 – Director’s Report

Director Spencer reports on the budget going before City Council on June 27, the department drawing less on the city’s General Fund between FY’16 & FY’17, Assistant Director for Right-of-Way Rob Green joining the CSWD board, construction updates being available on the department’s homepage, the North Ave Pilot Project getting underway the week of 19 June, a special sale on recycling totes going on at DPW due to a CSWD grant, a public meeting scheduled for 21 June concerning a request for Residential Parking on South Prospect St, and comments on Commissioner Simon stepping down, the reappointment of Commissioner Alberry, and Commissioner-elect Justin Sears joining in July.

Item 11 – Commissioner Communications

Commissioner Overby asks about traffic violation revenues and about any commissioners having any interest in attending the 21 June Residential Parking request meeting with Director Spencer responding; Vice Chair Archambeau thanks Commissioner Simon for his service; Commissioner Barr thanks Commissioner Simon for his service; Commissioner Alberry asks a question about the parking kiosks downtown, with Director Spencer responding, and thanks Commissioner Simon for his service; Commissioner Simon thanks staff and his fellow commissioners for their service and comments on being excited to see what happens out on North Ave with the pilot project; Chair Padgett thanks Commissioner Simon for his service, comments on the July meeting being an organizational meeting, whether or not there should be a meeting in August, and about wanting to talk with City Attorney Bergman about the possibility of an executive session for organizational purposes.

Item 13 – Adjournment & Next Meeting Date – July 20, 2016

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

Action taken: motion approved;

Commissioner Alberry: Aye
Vice Chair Archambeau: Aye
Commissioner Barr: Aye
Commissioner Gillman: Aye
Commissioner Overby: Aye
Chair Padgett: Aye
Commissioner Simon: Aye

Meeting adjourned at 8:46.