

Burlington Department of Public Works Commission Meeting
Draft Minutes, 25 June 2019
645 Pine Street

Commissioners Present: Tiki Archambeau (Chair); Jim Barr; Brendan Hogan (Vice Chair); Solveig Overby; Peggy O’Neill-Vivanco.

Commissioners Absent: Robert Alberry; Chris Gillman

Item 1 – Call to Order – Welcome – Chair Comments

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

Item 2 – Agenda

Commissioner Barr made a motion to accept the agenda
Commissioner Hogan seconded

Unanimous approval

Item 3 – Public Forum

There was no public comment.

Item 4 – Response to Open Meeting Law Allegations

A) Staff Communication by Assistant City Attorney Nick Lopez & Director Spencer regarding a complaint received by Resident Dr. Martha Lang alleging that not all members of the public that were at the April 16, 2019 and May 15, 2019 meetings were not reflected in the minutes and that the minutes were not posted within the 5 days. Assistant City Attorney Lopez confirmed that the Open Meeting Act requires that members of the public who were active participants in the meetings be reflected in the minutes. Director Spencer confirmed that the minutes did not reflect all the members of the public who spoke and that for these particular months, the minutes were posted a few days after the 5 day limit due to challenges with the meetings being long and lack of staff to review. Director Spencer indicated that amended minutes that reflect all members of the public that spoke are before the Commission for adoption and that additional cross training would be put in place to improve timeliness moving forward.

B) Commissioner Discussion;

Commissioner Overby acknowledges that there have been many discussions regarding how the minutes should be taken.

Chair Archambeau asked about including the sign-up sheets in this packet. Attorney Lopez stated that it was for the packet material and is not specifically part of the minutes. Chair Archambeau indicated that by approving the revised minutes the Commission was acknowledging the issues and correcting them.

- C) Public Comment: None
- D) Action Requested;None

Item 5 – Approval of Amended Draft Minutes of 4-16-19 & 5-15-19

Approval of Amended Draft Minutes of 4-16-19

Commissioner Barr makes motion to accept the amended minutes of the April 16, 2019 Commission Meeting and is seconded by Commissioner O’Neill-Vivanco.

Action taken: motion approved; 4-0, 1 abstention

Chair Archambeau: Aye
Commissioner Barr: Aye
Vice Chair Hogan: Aye
Commissioner O’Neill-Vivanco: Aye
Commissioner Overby: Abstains

“Ayes” are unanimous

Approval of Amended Draft Minutes of 5-15-19

Commissioner Overby has a correction to Item 5 comments: Change “Commissioner Overby stated that there should be parking on the street to act as a buffer between the lanes” to “Commissioner Overby suggested that perhaps the parking on the street could be used as a buffer between the vehicle and the bike lanes as is done in other cities”.

Commissioner Barr makes motion to accept the amended minutes of the May 15, 2019 Commission meeting with Commissioner Overby’s corrections and is seconded by Commissioner O’Neill-Vivanco.

Action taken: motion approved; 5-0.

Chair Archambeau: Aye
Commissioner Barr: Aye
Vice Chair Hogan: Aye
Commissioner O’Neill-Vivanco: Aye
Commissioner Overby: Aye

“Ayes” are unanimous

Item 6 – Adjournment & Next Meeting Date – July 17, 2019

Motion to adjourn made by Commissioner O’Neill-Vivanco and seconded by Commissioner Barr.

Action taken: motion approved; 5-0.

Chair Archambeau: Aye
Commissioner Barr: Aye
Vice Chair Hogan: Aye
Commissioner O’Neill-Vivanco: Aye
Commissioner Overby: Aye

“Ayes” are unanimous

Meeting adjourned at 6:47 pm.