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

Commissioner Bose left the meeting at 6:57 p.m.

Commissioners Absent: Chris Gillman

Item 1 – Call to Order – Welcome – Chair Comments

Director Spencer calls meeting to order at 6:31 p.m. and made opening comments. Tonight we are voting for Chair, Vice Chair and Secretary

Item 2 – Agenda

Commissioner Barr made a motion to approve the agenda. Commissioner Hogan seconded.

Item 3 – Election of Chair, Vice Chair & Secretary

Director Spencer stated we are going to nominate for Chair, Vice Chair and Secretary tonight. We will do the Chairman position first. Commissioner Barr mad a motion to nominate Commissioner Archambeau to Chair again. Commissioner O’Neill-Vivanco seconded. Commissioner Archambeau thanked them for nomination but he stated he would like to nominate Commissioner Hogan. Commissioner Barr retracted his nomination. Commissioner O’Neill Vivanco thanked Commissioner Archambeau for his service and is glad he wants to share responsibilities. Commissioner Hogan is pleased to share the responsibilities in the role of Chairman and is willing to serve. Director Spencer asked if all were in favor. Unanimous approval.

Chair Hogan asked for Vice Chair nominees. Commissioner Barr nominates Commissioner Peggy O’Neill-Vivanco as Vice Chair. Commissioner Archambeau seconds. Unanimous approval.

Chair Hogan looks for nomination for secretary. Commissioner Barr nominated Commissioner Overby. Commissioner Overby is willing to do it if nobody else is interested. Commissioner Bose seconded. Unanimous approval.

Item 4 – Public Forum
Tony Redington of 125 St. Paul Street talked about pedestrian safety. His biggest concern was Cambrian Rise is a high crash area and a study was done in which there were three injury crashed there since 2019. He stated roundabouts were a key to these intersections stating it is a higher safety and lower maintenance in these areas. He stated that DPW ended the discussion about a roundabout in this area instead to do a placement of a traffic light here. He stated a roundabout would fit in the North/South Cambrian Rise and handle the traffic volume both north and south.

**Item 5 – Consent Agenda**

A. Proposed Accessible Parking Space at 141 Manhattan Drive

Commissioner Barr made a motion to accept the consent agenda
Commissioner Archambeau seconded
Unanimous approval

**Item 6 – IP Presentation – Jenna Olson**

The Water Division manages the city’s drinking water system, three wastewater treatment plants with a combined sewer system, areas with separate storm sewer system and non-point sources of storm water runoff to Lake Champlain. We currently have several water resources project and investment ongoing; drinking water resiliency, clean water resiliency and an integrated plan of wastewater, storm water and combined sewer systems. The city must reduce phosphorus from all sources by 63% by 2036 to meet state and federal regulatory requirement. We currently are looking at projects for the main, east and north wastewater treatment plants; combined sewer system improvement, storm water management, non-structural programs, and private property. We will be looking for community feedback on the projects, offering rebates and incentives for private property to help with their expenses for storm water drainage problems, and the city will have more leaf control and street sweeping operations. We have a calendar for the upcoming events that we will be conducting.

There was a question to see if there was any mapping of the impervious system on the website and was told no but maps are available on the billing cycle from water. Commissioner Hogan asked if we have a model to show how we are doing in phosphorus reduction and Jenna stated we should be able to see how we are doing. There are measurable improvements data available on the state website.

There was discussion on if there were still volunteers are out cleaning the catch basins and Jenna stated yes they have several and different age groups. Commissioner O’Neill-Vivanco stated that BHS students have to do 40 hours of community service before graduating and stated she thought this would be a good way for some of these high school students to get their hours in by helping to clean the catch basins.

**Item 7 – Appeal of Building Permit After the Fact fee**

Director Ward of Permitting and Inspections stated a building permit was applied for October 28th and was issued on the 29th for a demo only permit on a residence that was
damaged due to a structure fire. Shawn asked for the permit to be expedited 12 days before the zoning permit was to be released so he would not have to lay off any workers. Unfortunately, circumstances did not allow for this and an e-mail was sent to Sean on the 23rd stating that work for the roof only could be done to keep the weather elements from going inside the house. On March 24 there was an executive order from the Governor that only COVID related repairs and emergency repairs could be done on any buildings. On April 8th no action was taking place but work was done and a stop work order was issued. I went out and took photos and there were no workers on site. On the 17th the Governor’s Order for two workers on site and the building permit was released. Zoning staff on May 22nd stated conditions were met. On 6/1 the building permit was issued by Brad Biggie and included the penalty for starting work.

Mr. Vance stated he concurs with the Inspectors and with the impending COVID 19 pandemic he wanted the security the building and there was a delay in the insurance payment and there was also asbestos removal that had to be done which our company is not able to do and we had to wait on the company to come and do this. I submitted permits at the end of February/beginning of March get things done by April 1 we could not shut everything down and leave the building open did not want to bypass to protect the people so they will not have to pay anything out of pocket.

Brad stated the building was secure from weather roof was mostly intact and windows were boarded up. The building was weathered in throughout winter. Brad stated the permit was specific for a roof cover and after the roof was on then the windows and the trim were done. Brad stated that what he found in April were windows, siding work being done, there was no social distancing. Building permit was held up because by zoning because they did not meet the condition of the permit until May, which is when I issued the building permit. He went beyond the extension of the olive branch to put on the roof cover.

Commissioner Overby asked about what the conditions of the zoning permit were. The zoning permit was not released until pre-released conditions were met. Sean stated he sent over samples of what was being proposed. Sean stated they pulled the windows on the demo permits and there are other ways to waterproof but they were only getting paid once as the insurance stated they were no longer giving money for the project. He stated that if it wasn’t for COVID they would have been okay.

Building Official Biggies stated that on the 26th a work order to stop work was issued. April 8th they shouldn’t have been working. Demoing out windows with no approval and have a way to weather that in. The roof was the only thing approved for work on the 8th. There were two or three guys pulling off siding and no permit was authorized for this work.

Commissioner Archambeau stated that the statute is clear. There were question on if GW Savage had been subject to late fees at any prior times and it had to be investigated in the system to see if that were true. Director Ward stated that in the report which was given to the commission the building was made safe October 5th and it was no longer an emergency. They only had approval for the roof.

Commissioner Archambeau asked if we should go into executive session and Director Ward stated that it was up to the commission.

Commissioner Hogan asked if we had city council assistance in figuring this out. We need to make a motion to the able to go to executive session and Commissioner Barr stated that we have done appeals where council has been in room. Commissioner Barr
makes a motion to accept staff’s recommendation but with amendment to take off amount of roof which was permitted. Commissioner O’Neill-Vivanco seconded. Commissioner Archambeau opposed the motion. Commissioner Archambeau stated that our hands are somewhat tied, windows touched and frames needed a permit. Commissioner Overby will not support this motion feels there was confusion in the communication between contractor and DPW. Commissioner Archambeau makes a motion to go into executive session at the end of the meeting. Commissioner Barr seconded. Archambeau, Barr, Hogan, Bose, O’Neill-Vivanco are all in favor. Commissioner Overby opposed.

**Item 8 – Marketplace Garage Rate Implementation**

Director Spender introduced Jeff Padgett is now the Assistant Director of Parking and Traffic for Public Works

Assistant Director Padgett stated in June there was approved rate changes and policy changes. Director Padgett stated that the Marketplace garage is way over capacity and in talking with the Mayor and the downtown association the 2 hours rate change is moved to January and the Holiday rates will go forward. Commissioner Archambeau stated he supports taking away the two-hour free parking in January. Director Padgett stated they are going forward with planning merchant validation. We are also looking to find a financial way to provide parking for employees who work downtown

Commissioner Archambeau moved to accept staff’s language. Commissioner Barr seconded. Unanimous approval.

**Item 9 – FY’21 Budget Update and Parking Enforcement Update**

Director Spencer stated that the DPW fiscal year 21 budgets have been approved. Parking enforcement, which currently out of BPD, is being transferred to DPW. We are excited by this opportunity to have them down here with us.

Assistant Director Padgett stated having this opportunity for parking enforcement down here is a good thing. He plans to transform enforcement into customer service. For the remainder of July. In August, hope to have a clear vision of the road map talk to the stakeholders. In September have a broad conceptual plan on his comes together. Ad in October, November and December go through the process.

Commissioner Archambeau stated this was a big move to regulate traffic makes sense. Makes sense to merge parking into same technology platform.

Commissioner Barr stated getting into both the same basket and flexibility to manage.

Commissioner Overby stated the focus on the parking as product and customer service looking forward to this.
Commissioner O’Neill-Vivanco stated need to look at different parking issues across the city and see what we have data to help shape customer service. Also, look into the responsibility for the appeals process.

Item 10 – Approval of Draft Minutes of 6-17-2020

Commissioner Archambeau made a motion to approve the minutes
Commissioner Barr seconded
Commissioner Overby stated on page 4 fifth item down last sentence not knowing what that is strike that “making space. Parklets were not part of the discussion delete last sentence.
Commissioner Archambeau made a motion for approval with changes.
Commissioner Barr seconded.
Unanimous approval.

Item 11- Director’s Report

Champlain Parkway addition review on Maple Street and King Street there is an upcoming meeting on July 29th at 6:00 p.m. which will be both in person and virtual.

Item 12 – Commissioner’s Communications

Commissioner Overby follow up on Cambrian Rise document straightened out it is a more complex issue that I realized and I am looking for data and statistics on the table.

Commissioner Barr wants to applaud the DPW cress who goes out and work on the See click fix issues and those who paint lines.

Commissioner O’Neill-Vivanco states she wants the best option for entrance and exit and how it will affect with the opening of BHS. She hopes that many more kids will ride their bikes or walk to school but want to make sure it is done safety.

Commissioner Hogan thanked the commissioner on their vote of confidence in electing him as the new Chair.

Item 14 – Adjournment and Next Meeting Date – September 16, 2020

Commissioner Barr motion for adjournment.
Commissioner Archambeau seconded.

Director Spender advised but not take action as action was taken in open session.

Commissioner Barr made a motion to go into executive session.

Adjourning public meeting
Unanimous approval.
Commissioner stated we have not made a decision during the appeal and I alter my motion to move into executive session for the appeal of Item 7.

Chair Hogan stated that Commissioner Barr made a motion to adjourn and go into executive session for appeal of Item 7.
Commissioner Archambeau pulling back his 2nd.

Commissioner Hogan take staff’s recommendation that we go into executive session is needed here.

Director Spencer stated that a motion to adjourn at this point should be sufficient.

Chair Hogan a motion is on the table to adjourn
Commissioner Archambeau stated just to be clear this language goes into executive session
Commissioner O’Neill-Vivanco seconded.
Commissioner Overby vote motion to just adjourn
Unanimous approval
Meeting adjourned at 9:50 p.m.