

Burlington Department of Public Works Commission Meeting  
Draft Minutes, 17 July 2019  
645 Pine Street

**Commissioners Present:** Tiki Archambeau (Chair); Jim Barr; Chris Gilman (Secretary); Brendan Hogan (Vice Chair); Peggy O’Neill-Vivanco. Commissioners Robert Alberry and Solveig Overby participated via telephone.

**Commissioners Absent:** None

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

Director Spencer called the meeting to order at 6:34 p.m. due to the Election of Officers.

**Item 2 – Agenda**

Commissioner Overby requested to Remove Item C from the Consent Agenda and make it 5.1 on the Deliberative Agenda.

Commissioner Barr made motion to accept Agenda with the amendment.  
Commissioner O’Neill-Vivanco seconded.

Action taken: motion approved; 7-0  
Chair Archambeau: “Aye”  
Vice Chair Hogan: “Aye”  
Commissioner Alberry: “Aye” via phone  
Commissioner Gilman: “Aye”  
Commissioner Barr “Aye”  
Commissioner O’Neill-Vivanco “Aye”  
Commissioner Overby “Aye” via phone

**Item 3 – Election of Chair, Vice Chair and Secretary**

Commissioner Alberry made a motion to have Commissioner Archambeau as Chair; Commissioner Hogan as Vice Chair; and Commissioner Gillman as Secretary  
Motion was seconded by Commissioner O’Neill-Vivanco

Action Taken: motion approved 7 to 0  
Chair Archambeau “ “Aye”  
Vice Chair Hogan “Aye”  
Commissioner Overby “Aye” via phone  
Commissioner Barr “Aye”  
Commissioner O’Neill-Vivanco “Aye”  
Commissioner Alberry “Aye” via phone  
Commissioner Gilman “Aye”

#### **Item 4 – Public Forum**

Charlie Giannoni, Ward 3, spoke on Rose Street sidewalk work.

Caryn Long, Ward 1, spoke about illegal parking and stormwater runoff.

Dave Harnett spoke about downtown parking impacts due to redevelopment projects, parklets and City policy.

#### **Item 5 – Consent Agenda**

A) Mechanics Way to Thorsen Way Ordinance Revisions

B) Great Streets – St. Paul Street Accessibility (ADA) Parking Changes

C) Designate the New Marina Lot as a City Managed Lot

Item C was pulled from consent and labeled as 5.1

Commissioner Barr makes motion to adopt the Consent Agenda and is seconded by Commissioner Hogan.

Action taken: motion approved; 7 to 0.

Chair Archambeau: “Aye”

Vice Chair Hogan: “Aye”

Commissioner Overby: “Aye”

Commissioner Barr: “Aye”

Commissioner O’Neill-Vivanco: “Aye”

Commissioner Alberry: “Aye”

Commissioner Gilman: “Aye”

#### **Item 5.1 Designate the Northern Waterfront Lot as a City Managed Lot**

A) Presentation was given by Kirsten Merriman-Shapiro. She provided background on the parking that will be located around the northern waterfront and adjacent to the new marina.

B) Commission Questions (see video) Commissioner Overby sought clarification on the names of the lots and the proposed regulations for these lots.

C) Public Comment: (see video) C Long asked whether the Burlington Harbor Marina would be required to pay for parking.

D) Commission Discussion (see video)

E) Motion made by Commissioner Barr to accept staff’s recommendations  
Seconded by Commissioner O’Neill-Vivanco

Action Taken: motion approved; 6 to 1.

Chair Archambeau: “Aye”

Vice Chair Hogan: “Aye”

Commissioner Overby: “Nay” via phone

Commissioner Barr: “Aye”

Commissioner O’Neill-Vivanco: “Aye”

Commissioner Alberry: “Aye” via phone

Commissioner Gilman: “Aye”

**Item 6 – Draft FY’20 Downtown Parking & Transportation Workplan**

- A) Staff presentation by Interim Assistant Director Jeff Padgett & Burlington Business Association Director Kelly Devine
- B) Commissioner Discussion (see video) Some discussion about if free Sunday parking is still going to be taking place. Questions on why they have promotions for people coming into Burlington by cars but no promotions for people who ride the bus.
- C) Should expand some responsibilities to the Church Street Marketplace
- D)
- E) Public Comment: (see video) N/A
- F) Action Requested: None

**Item 7– Precautionary Boil Water Notice Update**

- A) Staff communication by DPW Division Director -- Water Resources Megan Moir, DPW Director Chapin Spencer and Public Information Manager Rob Goulding
  - B) Commissioner Discussion (see video)
  - C) Public Comment (see video) N/A
- Action Requested: None

**Item 8 – Draft DPW FY’20 Goals & Objectives**

- A) Staff presentation by DPW Director Chapin Spencer
- B) Commissioner Discussion (see video) Commissioners discussed the Asset Management objective, alternative fuels.
- C) Public Comment: N/A
- D) Action Requested: None

**Item 9 – Approval of Amended Draft Minutes of 6-19-19 & 6-25-19**

**Approval of Draft Minutes of 6-19-19**

Commissioner O’Neill Vivanco makes motion to accept the minutes of the June 19, 2019 with a few grammar changes and is seconded by Commissioner Barr

Action taken: motion approved; 6 to 1.

Chair Archambeau: “Aye”

Vice Chair Hogan: “Aye”

Commissioner Overby: “Nay” via phone

Commissioner Barr: “Aye”

Commissioner O’Neill-Vivanco: “Aye”

Commissioner Alberry: “Aye” via phone

Commissioner Gilman: “Aye”

## **Approval of Draft Minutes of 6-25-19**

Commissioner Barr makes motion to accept the minutes of the June 25, 2019 Commission Meeting and is seconded by Commissioner O’Neill-Vivanco.

Action taken: motion approved; 5 to 0.

Chair Archambeau: “Aye”

Vice Chair Hogan: “Aye”

Commissioner Overby: “Aye”

Commissioner Barr: “Aye”

Commissioner O’Neill-Vivanco: “Aye”

Commissioner Alberry: Abstain

Commissioner Gilman: Abstain

## **Item 10 – Director’s Report**

Director Spencer referred to the Director’s Report in the packet and provided a quick update on the St. Paul Street Great Streets project.

## **Item 11 – Commissioner Communications**

Commissioner Alberry thanked everyone stating Commissioner Archambeau was an exceptional Chair and DPW had great staff.

Commissioner Overby wished Commissioner Alberry well –appreciates efforts to make communication better for Rose Street and other sidewalk projects.

Commissioner Hogan enjoying waterline work and seeks update on stop sign request at Adams Street and South Union Street.

Commissioner Barr seeks an update on why Curtis Avenue work has paused?

O’Neill-Vivanco – would like to have staff explore how to make Park Street and Route 127 intersection safer.

Commissioner Archambeau thanks Rob Alberry for his decades of service on the DPW Commission.

## **Item 12 – Adjournment & Next Meeting Date**

Motion to adjourn made by Commissioner Barr and seconded by Commissioner \_O’Neill Vivanco seconded

Action taken: motion approved; 7-0.

Chair Archambeau: “Aye

Vice Chair Hogan: “Aye

Commissioner Overby: “Aye” by phone

Commissioner Barr: "Aye"  
Commissioner O'Neill-Vivanco: "Aye"  
Commissioner Alberry: "Aye" by phone  
Commissioner Gilman: "Aye"

"Ayes" are unanimous

Meeting adjourned at 9:30 p.m.