

Burlington Department of Public Works Commission Meeting
Draft Minutes, 20 July 2016
645 Pine Street

Commissioners Present: Robert Alberry; Tiki Archambeau (Vice Chair); Chris Gillman (Clerk); Jeff Padgett (Chair); Justine Sears. **Commissioners Absent:** Jim Barr; Solveig Overby.

Item 1 – Call to Order – Welcome – Chair Comments

DPW Director Chapin Spencer calls meeting to order at 6:33pm and comments on chairing the organizational meeting until commission officers are elected.

Item 2 – Agenda

Commissioner Alberry makes request to pull Consent Agenda Items B, E, and F with Director Spencer agreeing to reassign them as Agenda Items 5.01, 5.02, and 5.03 respectively. Commissioner Archambeau makes motion to approve altered Consent Agenda and is seconded by Commissioner Padgett.

Action taken: motion approved;
Commissioner Alberry: Aye
Commissioner Archambeau: Aye
Commissioner Gillman: Aye
Commissioner Padgett: Aye
Commissioner Sears: Abstain

Director Spencer hands the gavel to Chair Padgett to run the remainder of the meeting

Item 3 – Election of Chair, Vice Chair, Clerk

Commissioner Alberry nominates Commissioner Padgett for Commission Chair and is seconded by Commissioner Gillman.

Action taken: nomination approved;
Commissioner Alberry: Aye
Commissioner Archambeau: Aye
Commissioner Gillman: Aye
Commissioner Padgett: Aye
Commissioner Sears: Abstain

Commissioner Alberry nominates Commissioner Archambeau for Commission Vice Chair and is seconded by Commissioner Gillman.

Action taken: nomination approved;
Commissioner Alberry: Aye
Commissioner Archambeau: Aye
Commissioner Gillman: Aye
Chair Padgett: Aye
Commissioner Sears: Abstains

Commissioner Alberry nominates Commissioner Gillman for Commission Clerk and is seconded by Vice Chair Archambeau.

Action taken: nomination approved;
Commissioner Alberry: Aye
Vice Chair Archambeau: Aye
Commissioner Gillman: Aye
Chair Padgett: Aye

Commissioner Sears: Abstain

Item 4 – Public Forum

Item 5 – Consent Agenda

- A. Traffic Request Status Report
- C. Motorcycle Parking Removal on St. Paul St
- D. 1 Hour Parking Removal on Pine St

Commissioner Alberry makes motion to approve altered Consent Agenda and is seconded by Vice Chair Archambeau.

Action taken: motion approved.
“Ayes” are unanimous.

Item 5.01 – Flynn Avenue Parking Removal

A) Staff Presentation by Engineering Technician Damian Roy who speaks on the city’s plan for removing parking on Flynn Ave for the installation of a bike lane.

B) Commission Questions

Vice Chair Archambeau, Clerk Gillman, and Commissioners Alberry and Sears ask questions on Agenda Item 5.01 with Director Spencer and Technician Roy answering.

C) Public Comment

Cathy Bughman, Ward 5, speaks on Agenda Item 5.01.

D) Commissioner Discussion

The entire commission engages in a discussion over Agenda Item 5.01 with Director Spencer, City Engineer and Assistant Director for Technical Services Norm Baldwin, and Technician Roy.

E) Motion made by Vice Chair Archambeau to accept staff’s recommendation.

Seconded by Clerk Gillman.

Discussion

Action taken: motion approved;

Commissioner Alberry: Nay

Vice Chair Archambeau: Aye

Clerk Gillman: Aye

Chair Padgett: Aye

Commissioner Sears: Aye

Item 5.02 – King Street/South Champlain Street Truck Loading Decision

A) Staff Presentation by Senior Transportation Planner Nicole Losch who speaks on the city’s plan to move a truck loading zone from King St to South Champlain St.

B) Commissioner Alberry asks questions on Agenda Item 5.02 with Planner Losch answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Vice Chair Archambeau to accept staff’s recommendation.

Seconded by Commissioner Alberry.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

Item 5.03 – Cherry Street Parking

A) Staff Presentation

B) Commissioner Alberry asks questions on Agenda Item 5.03 with Technician Roy answering.

C) Public Comment

- D) Commissioner Discussion
- E) Motion made by Vice Chair Archambeau to accept staff's recommendation.
Seconded by Commissioner Alberry.
Discussion
Action taken: motion approved;
"Ayes" are unanimous.

Item 6 – Driveway Encroachment Pilot Study Report

- A) Staff Presentation by Technician Roy who speaks on the city's pilot study (begun 15 April 2016 and ended 15 May 2016) on the driveway encroachment program pilot.
- B) Commission Questions
Chair Padgett, Vice Chair Archambeau, and Clerk Gillman ask questions on Agenda Item 6 with City Engineer Baldwin, Parking Enforcement Manager John King, and Technician Roy answering.
- C) Public Comment
- D) Commissioner Discussion
- E) Motion made by Vice Chair Archambeau to give commission's endorsement to staff's recommendation.
Seconded by Clerk Gillman.
Discussion
Action taken: motion approved;
"Ayes" are unanimous.

Item 7 – Pearl Street Parking Reconfiguration

- A) Staff Presentation by Planner Losch and Transportation Planning Interns Griffin Gardner and Elizabeth Gohringer who speak on the city's recommendations for a reconfiguration of Pearl Street between Battery St and George St, presenting "Downtown Pearl St Parking Reconfiguration" via Power Point.
- B) Commission Questions
Chair Padgett, Vice Chair Archambeau, and Commissioners Alberry and Sears ask questions on Agenda Item 7 with City Engineer Baldwin, Manager King, Planner Losch, and Intern Gardner answering.
- C) Public Comment
- D) Commissioner Discussion
- E) Motion made by Commissioner Alberry to accept staff's recommendation on the parking changes in the presentation.
Seconded by Vice Chair Archambeau.
Discussion
Action taken: motion approved;
"Ayes" are unanimous.

Chair Padgett places Agenda Items 9 and 10 before Agenda Item 8

Item 9 – Draft Minutes of 6-15-16

- Commissioner Alberry makes motion to accept draft minutes of 6-15-16 and is seconded by Clerk Gillman.
Action take: motion approved;
Commissioner Alberry: Aye
Vice Chair Archambeau: Aye
Clerk Gillman: Aye
Chair Padgett: Aye
Commissioner Sears: Abstain

Item 10 – Director’s Report

Director Spencer reports FY’17 budget’s approval by the City Council in June, DPW starting first-in-the-state water line relining program with new technology on Industrial Ave, Isham St, King St, and Pitkin St this summer, the City Council’s resolution about the city’s continued commitment to diversity and equity through training for boards and commissions and the need for the DPW Commission to have at least one Commissioner participate in an upcoming training, the North Avenue Pilot Project is underway and seeking public feedback, working with CCTA to anticipate the opening of the transit center and also talking with interstate carriers about their possible use of the transit center to make it more multimodal, and the slope failure at Manhattan Drive having been repaired.

Chair Padgett, Vice Chair Archambeau, Clerk Gillman, and Commissioner Alberry engage in a discussion on the Manhattan Drive slope failure repair with City Engineer Baldwin. Vice Chair Archambeau, Clerk Gillman, and Commissioner Sears engage in a discussion on the North Avenue Pilot Project with Director Spencer and Planner Losch.

Item 8 – 10 Year Capital Plan

A) Staff Presentation by Director Spencer, City Engineer Baldwin, and Assistant Director – Water Resources Moir who speak on the city’s 10 Year Capital Plan.

B) Commission Questions

Chair Padgett and Vice Chair Archambeau ask questions on Agenda Item 8 with Director Spencer and Assistant Director Moir answering.

C) Public Comment

Ibnar Avilix, a South End resident, speaks on Agenda Item 8 – Chair Padgett and Director Spencer also speak.

D) Commissioner Discussion

Item 11 – Commissioner Communications

Vice Chair Archambeau comments on lines/crosswalks being painted this month and wonders why this hasn’t been done sooner and also on a City Council amendment having been put forward about discontent with parking downtown with Director Spencer and Engineer Baldwin responding; Chair Padgett extends his welcome to Commissioner Sears.

Item 12 – Adjournment & Next Meeting Date – September 21, 2016

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

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 8:33pm.