

Burlington Department of Public Works Commission Meeting  
Final 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: remove on-street parking on the north side of Flynn Avenue in favor of installing Advisory Bike Lanes as proposed by Bike Walk PlanBTV.

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: 1. Repeal Appendix C Section 12-1 (21), which currently reads: On the south side of King Street in the first space west of South Champlain Street. 2. Create “No Parking Except Vehicles Loading or Unloading:” On the west side of South Champlain Street beginning 10 feet south of the King Street crosswalk, for a distance of 30 feet.

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: approve the installation of thirteen no time limit Smart Metered parking spaces on the south side of Cherry Street.  
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: the Commission adopt the following amendment to the Burlington Code of Ordinances Appendix C, §7 and to Chapter 20-55 General Prohibitions: 7 No-parking areas. (a) No person shall park any vehicle at any time in the following locations: (1) – (538) As Written. (b) No person shall park any vehicle at any time in front of another person’s driveway and within two feet of another person’s driveway as measured from the straight-lined edge of the driveway. 20-55 General Prohibitions. (a) No operator or driver of any vehicle shall stop, stand or park the same in any of the following places, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or official traffic sign or except momentarily to pick up or discharge a passenger: (1)-(3) As Written. (4) In front of another person’s driveway and within two feet of another person’s driveway as measured from the straight-lined edge of the driveway.  
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: amend the parking regulations to be effective after completion of the Downtown Transit Center: 1. Create one handicap

parking space on the north side of Pearl Street, immediately west of North Champlain, and one handicap parking space on the north side of Pearl Street, immediately west of George Street; and 2. Prohibit parking on the south side of Pearl Street between Pine Street and Battery Street; and 3. Amend Appendix C Section 17 (e)(28) “Designation of Parking Meter Zones: Three (3) hour zones. The following streets or portions of streets are hereby designated as three (3) hour parking: Pearl Street from St. Paul Street to Batter Street Champlain Street.” 4. Amend Appendix C Section 7 (343) “On the north side of Pearl Street beginning 10 feet from the easterly crosswalk on Pearl Street at North Champlain and continuing – for a distance of 75 feet ~~across from 39 Pearl Street~~, except for police vehicles between 8am – 5pm.”

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.