

**BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION
WORKPLAN SUBCOMMITTEE MEETING
APPROVED MINUTES, January 27, 2015
645 Pine Street**

COMMISSIONERS PRESENT: Tiki Archambeau, Jim Barr, and Solveig Overby
Commissioner Archambeau called the meeting to order at 4 p.m.

ITEM 1 – AGENDA

Commissioner Overby moved to accept the Agenda; Commissioner Barr seconded. Unanimous.

ITEM 2 – PUBLIC FORUM No one was present/came forward.

ITEM 3 – DEVELOPING THE COMMISSION’S FY’16 WORKPLAN

Director Spencer presented the draft FY’16 Key Initiatives document that the Directors previously developed (see attached). The Commissioners reviewed the draft and decided to supplement the document by adding new columns for departmental goals and a new column for the Commission’s role for each initiative. The proposed roles were added to the spreadsheet. Director Spencer agreed to make the revisions to the document and put it on the Commission’s February meeting agenda for discussion.

ITEM 4 – ADJOURNMENT

Commissioner Barr moved to adjourn the meeting at 6pm; Commissioner Archambeau seconded. Unanimous.

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