

**BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION**  
**DRAFT MINUTES, October 15, 2014**  
**645 Pine Street**  
**(DVD of meeting may be on file at DPW)**

**COMMISSIONERS PRESENT:** Bob Alberry, Tiki Archambeau, Jim Barr, Asa Hopkins (Vice Chair), Nathan Lavery (Chair) and Jeffrey Padgett  
**ABSENT:** Solveig Overby

Commissioner Lavery called the meeting to order at 5:45 p.m.

**ITEM 1 – AGENDA**

- Commissioner Lavery offered to add a discussion item about the North Champlain speed bumps if desired by those present; however, due to the low number of people in attendance for the topic, it was decided that that item would be discussed as planned during Item 8, Director’s Report.
- Commissioner Barr made a motion to move Item 5 (King St Center Request) to 3.5 to accommodate a resident’s schedule. Commissioner Alberry seconded. Unanimous.

**ITEM 2 – PUBLIC FORUM**

Martha Lang (see handout dated 10/14/14 from Martha Lang, distributed at meeting): Requesting extending “Resident Parking” designation for #’s 132, 140 and 146 Colchester Avenue.

Max Tracy: appreciates that the Commission is aware of and investigating a complaint about the new speed bumps on No Champlain St; notifying the Commission that he will introduce a resolution asking DPW to open municipal pumps for consumer use. The resolution will be posted to the City Website tomorrow with the City Council agenda. Councilor Tracy invites commissioners’ feedback.

**ITEM 3 – CONSENT AGENDA** (Refer to Commission Packet)

- 3.10 Fletcher Pl to Hungerford Terr – Handicap Sign Relocation  
(Staff recommends that the Commission adopt: 1) The addition of a new “Handicapped Parking” sign in front of, or closest to, 69 Hungerford Terr as shown on the attached drawing. 2) The relocation of the existing “Handicapped Parking” sign from 11 Fletcher Pl to 43 Fletcher Pl as shown on the attached drawing.)
- 3.20 Champlain College Temporary Bus Stop  
(Staff recommends that the Commission adopt: 1) The temporary removal of three unrestricted parking spaces at 237 So Willard St. 2) The temporary addition of a Champlain College bus stop in front of 237 So Willard St. 3) The restoration of three unrestricted parking spaces at 237 So Willard St after construction at Bader Hall is completed.)

**Commissioner Alberry moved** to accept the Consent Agenda with staff’s recommendations; Commissioner Barr seconded. Unanimous.

**ITEM 3.5 – KING ST CENTER REQUEST** (Refer to Commission packet)

(Communication, Damian Roy, Engineer Technologist and Norm Baldwin, City Engineer)

Recommendation: Staff recommends that the Commission adopt: 1) The removal of the existing 15-minute parking spaces on King St. 2) The addition of three 15-minute parking spaces in front of the new King Street Youth Center upon completion of construction. 3) Installing 3-hour metered parking along the entire north side of King St between Pine St and St Paul St. 4) The remainder of the parking on the south side of King St to be made “Resident Only” parking. 5) The relocation of the “No Parking Here To Corner” sign on the north side of King St near St Paul St to 20 feet away from the tangent of curb on King St.

**Commissioner Padgett moved** to adopt staff's proposal for the south side, removing the existing 15-minute space and installing three (3) 15-minute spaces in front of the King Street Youth Center. Assistant Director Baldwin will return to the Commission with the remainder of the plan (for the north side). Commissioner Alberry seconded. Unanimous.

**ITEM 4 – 49 CURTIS AVE TRADES APPEAL – CONTINUANCE** (Refer to Commission packet)  
(Communication, Norman Baldwin, Assistant Director, and Appellant)

Assistant Director Baldwin and Appellant Adam Holt were present. The Commission is being asked - as the appeal board - to provide a continuance to the appeal and not have it heard again as part of the October Commission Meeting Agenda but rather have it revisited as a part of the November Commission Agenda. **Commissioner Padgett moved** to approve the request for a continuance; Commissioner Barr seconded. Unanimous.

**ITEM 5 – SEE ITEM 3.5**

**ITEM 6 – NATIONAL ASSOCIATION OF CITY TRANSPORTATION OFFICIALS (NACTO) URBAN STREETS DESIGN GUIDE** (Presentation, Nicole Losch, Transportation Planner)  
(Refer to Commission Packet)

Ms. Losch gave a presentation on the new design guide which acts as a supplement to other guides. **Commissioner Barr moved** to recommend the adoption of this guide by the City Council; Commissioner Archambeau seconded. Unanimous.

**ITEM 7 - MINUTES OF SEPTEMBER 17, 2014**  
(Refer to Commission packet)

**Commissioner Alberry moved** to accept the minutes as amended; Commissioner Barr seconded. Unanimous.

**ITEM 8 – DIRECTOR'S REPORT** (Chapin Spencer) (Refer to Commission packet)

- North Ave Corridor Study: Staff applied for a grant, which is due October 16, 2014.
- New meters will be installed next week. Public Forum scheduled for November 19<sup>th</sup> (separate from the Commission meeting).
- Pine St Crashes: Waiting for the police department reports.
- Will be reviewing last month's request by Chris Khamnei regarding parking restrictions on Overlake Pk (Assistant Director Baldwin distributed a Memo to the Commission dated October 14, 2014).
- Assistant Director Baldwin: North Champlain St speed humps: Some of the neighbors along North Champlain St are concerned about perceived increased vehicular speed since the redeveloped speed humps were put in post-paving. Speed counts will be conducted by CCRCP or a private consultant in the next couple of weeks and after a week's worth of data has been collected, the height and shape of the speed humps will be reevaluated. (See Memo from Assistant Director Baldwin to the Public Works Commission, dated October 14, 2014, handed out at the meeting.) Note: A resident dropped off a petition signed by 23 residents asking for speed bumps the same size as those which existed prior to paving. The petition was scanned and e-mailed to all Commissioners.

- Right-of-Way crew has been tackling the backlog of sidewalk repairs and DPW will add a supplemental crew for short runs. A full capital assessment of the sidewalk system (127 miles) will be done by consultant Sally Swanson. Financing strategizing will follow.

#### **ITEM 9 – COMMISSIONER COMMUNICATIONS**

Commissioner Archambeau: 1) When will we be addressing open meeting changes? At the November meeting. 2) What about status of sidewalk barriers during construction? Trades and excavation inspectors are working together and talking with contractors prior to the start of a project when construction diverts pedestrian traffic into the road. A good example: the old Dairy Queen site. DPW will continue to work on a written policy. 3) Domain over parking garage space uses: This will be addressed at the November or December meeting. Assistant Director Buteau has been working on this. Commissioner Lavery: Announced his resignation from the Commission, as he has recently accepted a new position with the City which will be demanding. A new chair will be elected at the November meeting.

Commissioner Lavery asked for a motion to hold a brief deliberative session: update on the status of the order for 233 St Paul St Appeal. **Commissioner Alberry made** the motion; Commissioner Barr seconded. Unanimous.

#### **ITEM 10 – EXECUTIVE SESSION FOR DELIBERATION OF APPEALS**

#### **ITEM 11 – NEXT MEETING DATE & ADJOURNMENT**

The next regular DPW Commission meeting is scheduled for Wednesday, November 19, 2014 at 6:30pm. Commissioner Barr moved to adjourn at 8:35pm; Commissioner Padgett seconded. Unanimous.

#### **Non-Discrimination**

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.