

**BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION MEETING**  
**FINAL MINUTES, March 18, 2015**  
**645 Pine Street**  
**(DVD of meeting may be on file at DPW)**

**COMMISSIONERS PRESENT:** Bob Alberry, Tiki Archambeau, Jim Barr, Asa Hopkins, Jeffrey Padgett and Tom Simon **ABSENT:** Solveig Overby  
Commissioner Padgett called the meeting to order at 6:30 p.m.

**ITEM 1 – AGENDA**

**Commissioner Hopkins moved** to accept the Agenda; Commissioner Archambeau seconded.  
Unanimous

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

**ITEM 3 – CONSENT AGENDA**

(Refer to Packet)

**Commissioner Archambeau moved** accept the consent agenda. Commissioner Barr seconded.  
Unanimous

**ITEM 4 – TRAFFIC REQUEST PROGRAM**

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet)

Norm Baldwin, City Engineer, gave an update on traffic requests. There are currently 76 request in the database system that are not resolved all of which have different problems.

Mr. Baldwin stated that we need to have policies and procedures in place to review each request. Our Engineering Technician is the one who does the review and work on these but with the changes in engineering the technician is now managing and inspecting capital projects which has also been part of the reason why there are so many requests in the queue. We would like to know the Commission's thoughts on priorities.

Commissioner Hopkins suggested acting on the requests and having a limited time to propose a solution and send the recommendations to the commission. The Commission will make the final decision on the request.

SOP's have to be made and followed for the traffic requests that come in. We would like to have the commission help us develop SOP's for this program.

**ITEM 5 – SIDEWALK POLICY**

(Oral Presentation, Commissioner Hopkins)

(Refer to Packet)

Commissioner Hopkins stated for Complete Street the official city documents state that sidewalks have to be on at least one side of each street in the City of Burlington. We also need to develop a bike and pedestrian plan which is coming. Commissioner Hopkins also stated that we have to have a record of establishing a goal for residential and commercial areas which will cover the maintenance of the sidewalk. We need to work with staff as well as the citizens of Burlington to make this happen.

**Commissioner Padgett makes a motion to accept the goals...**

Director Spencer stated that the bike/pedestrian plan is moving toward City Council adoption.

A discussion is needed for closing capital funding gap expansion of sidewalks to fix which would require hiring technical staff for sidewalk and downtown improvements.

Mr. Baldwin stated there are explicit plans that the city has and we are looking at becoming an accredited department.

We need to look at past goals and bring the book up to date. Mr. Spencer would like to bring back policy governments and would like it to be included for the next commission meeting.

**Commissioner Archambeau moved to accept.** Commissioner Hopkins stated there was a motion on the table with action step to TEUC and Council aware of setting this goal. Commissioner Archambeau seconded. Unanimous

#### **ITEM 6 – POLICY UPDATE ON MIDBLOCK CROSSING**

(Communication, City Engineer Norm Baldwin)

(Refer to Packet)

Mr. Baldwin stated that they were working on a procedure in evaluating crossings and have also looked at the state's adopted guidelines. We are proponents of what the state has proposed, we are expanding it a little; but use the state guidelines. We hope to come to the commission next month with the information and guidelines for mid-block crossings.

Commissioner Hopkins made a comment about a citizen contacting him about putting a crosswalk at the intersection of Pine Street and Ferguson Avenue. This has to be evaluated due to the bus stop and there are crosswalks at the intersections before and after Ferguson Avenue. Mr. Baldwin stated that there is a state guideline as to the spacing between crosswalks.

Mr. Spencer stated that a policy was needed and will be at the May meeting for discussion.

#### **ITEM 7 – MINUTES OF February 18, 2015**

Commissioner Barr moved to accept the February minutes. Commissioner Archambeau seconded. Unanimous

Work Meeting. Commissioners Archambeau and Barr were the only two Commissioners present for this meeting. Commissioner Archambeau moved to accept the minutes. Commissioner Barr seconded. Unanimous

#### **ITEM 8 – DIRECTOR'S REPORT**

(Director Chapin Spencer)

I would like to thank the Water Distribution staff for all their hard work on the dozens of broken water pipes over the last few weeks. I would also like to thank the men of ROW and Wastewater who also helped during this period of time.

Ten year Capital plan discussion for next month.

Looking into an e bulletin board to plug into the city's website to look at projects being worked on.

Ward 5 NPA discussion of Parkway and enhancement

Cliff Street sidewalks are out to bid.

Downtown parking update to City Council for Monday. We need three to four months to finish the plan.

#### **WATERFRONT ACCESS NORTH UPDATE**

DPW and CEDO development – this site is a challenging site as there is seasonal high water. We have to dewater the site. The contractor that was originally hired backed out and we are now going to the Finance Board to work with the second lowest bidder to get on the project. Looking at a 2015 completion date.

We are going to gravel the wetlands, creating and treating storm water runoff which will be used by the science center. Shallow vegetation will be planted to look like a rain garden.

Megan Moir is going to be at June's meeting to discuss grants to integrate plan for water and storm water.

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

Commissioner Padgett stated again he was impressed with the work of the water guys over the past few weeks.

Commissioner Hopkins stated he had already talked about his issue which are the crosswalk at Ferguson and Pine. He will contact the citizen. He also realizes there may be changes with the Champlain Parkway coming through.

Commissioner Archambeau stated a citizen called him telling him about an icy puddle on Pearl Street in front of the church where she fell down and hurt herself. He wants us to look to see if there is a drainage issue or if it was just drainage the melting snow and it freezing over again.

Commissioner Barr talked about the residential parking study and the lack of information and concern. He would like a presentation at the NPA. Also congratulations to the water guys.

#### **ITEM 10 – NEXT MEETING DATE AND ADJOURNMENT**

The next meeting is scheduled for April 15, 2015. Commissioner Barr stated that he will not be present for this meeting.

**Commissioner Barr moved** to adjourn the meeting at 8:15pm; Commissioner Archambeau 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.