

Burlington Department of Public Works Commission Meeting  
Final Minutes, 17 May 2017  
645 Pine Street

**Commissioners Present:** Robert Alberry; Tiki Archambeau (Vice Chair); Jim Barr; Chris Gillman (Clerk); Solveig Overby; Jeff Padgett (Chair); Justine Sears. **Commissioners Absent:** None.

**Item 1 – Call to Order – Welcome – Chair Comments**

Chair Padgett calls meeting to order at 6:32pm and makes opening comments.

**Item 2 – Agenda**

Commissioner Overby requests moving Consent Agenda Item C to Agenda Item 4.1 and is seconded by Vice Chair Archambeau.

Action taken: motion approved;

“Ayes” are unanimous.

**Item 3 – Public Forum (3 minute per person time limit)**

Peter Hartwell, Ward 2 business owner, speaks on Agenda Item 4.1.

Caryn Long, Ward 1, speaks on stop sign requests and impacted lot coverage.

Brian Fleisher, Ward 2 landlord, speaks on Hickok Pl parking near the Burlington Health & Rehab Center, right-on-red signage, and street and sidewalk work done on Hickok Pl with Senior Assistant City Attorney Gene Bergman and City Engineer and Assistant Director for Technical Services Norm Baldwin responding

Diane McCarthy, Ward 4, speaks on curb cuts with Engineer Baldwin responding.

**Item 4 – Consent Agenda**

A. Traffic Status Report

B. No Turn on Red Sign at Manhattan Dr. & Parks Street

D. 15 Minute Parking Space at 222 Elmwood Ave

Commissioner Barr makes motion to accept altered Consent Agenda and is seconded by Vice Chair Archambeau.

Action taken: motion approved.

“Ayes” are unanimous.

**Item 4.1 – CarShare Parking Space at 175 North Winooski Ave**

A) Staff Communication

B) Commission Questions

Chair Padgett, Vice Chair Archambeau, and Commissioners Barr, Overby, and Sears ask questions on Item 4.1 with Operations Manager of CarShare Vermont John Shumaker answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Vice Chair Archambeau to deny staff’s recommendation: spaces designated as residential parking at all times for the use of car share vehicles only: On the west side of North Winooski Avenue, in the space approximately two-hundred fifteen (215) feet north of the intersection of North Winooski Avenue and North Street.

Seconded by Commissioner Alberry.

Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioners Alberry, Overby and Sears and Director Spencer talk of Item 4.1.

Action taken: motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye  
Commissioner Barr: Nay  
Clerk Gillman: Nay  
Commissioner Overby: Nay  
Chair Padgett: Aye  
Commissioner Sears: Aye

### **Item 5 – 15-17 Henry Street Appeal**

*\*\*Director Spencer introduces and summarizes the appeal\*\**

A) Oral Presentation by Appellant Jill Boardman who presents her appeal, introducing the appellant's evidence packet concerning the 15-17 Henry Street appeal for the record.

B) Communication by Attorney Bergman and Senior Building Inspector Ned Holt, introducing the city's evidence packet concerning the 15-17 Henry Street appeal for the record with Ms. Boardman responding.

C) Commissioner Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioner Overby engage in discussion over Item 5 with Attorney Bergman, Inspector Holt, and Ms. Boardman responding.

C) Public Comment

Jamie Strotmeyer, Ward 1, speaks on Item 5 with Attorney Bergman responding, introducing "Office of the Assessor Affidavit" for the record.

Caryn Long, Ward 1, speaks on Item 5.

D) Motion made by Commissioner Overby to deny appeal.

Seconded by Commissioner Alberry.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

### **Item 6 – Permit Reform**

A) Staff Communication by Director Spencer who speaks on the city's permit reform process.

B) Commission Questions

Chair Padgett, Clerk Gillman, and Commissioners Barr and Overby ask questions on Item 6 with Director Spencer and Engineer Baldwin answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Overby to acknowledge acceptance of the report and support its intentions and goals.

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

### **Item 7 – Demonstration Project Permit Ordinance**

A) Staff Communication by Senior Transportation Planner Nicole Losch who speaks on the city's draft ordinance on the permit process.

B) Commission Questions

Chair Padgett asks questions on Item 7 with Planner Losch answering.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

**Item 8 – Approval of Draft Minutes of 1-18-17 & 4-19-17**

Commissioner Barr makes motion to approve draft minutes of 1-18-17 and is seconded by Commissioner Overby.

Action take: motion approved;  
Commissioner Alberry: Aye  
Vice Chair Archambeau: *abstains*  
Commissioner Barr: Aye  
Clerk Gillman: Aye  
Commissioner Overby: Aye  
Chair Padgett: Aye  
Commissioner Sears: *abstains*

Vice Chair Archambeau makes motion to accept draft minutes of 4-19-17 and is seconded by Commissioner Sears.

Action take: motion approved;  
Commissioner Alberry: Aye  
Vice Chair Archambeau: Aye  
Commissioner Barr: *abstains*  
Clerk Gillman: Aye  
Commissioner Overby: Aye  
Chair Padgett: *abstains*  
Commissioner Sears: Aye

**Item 9 – Director’s Report**

Director Spencer reports on the FY’18 General Fund (GF) Budget’s presentation to the City Council on 18 May at 5pm; the department’s reliance on the GF decreasing as it has for 2 years; the construction season being fully underway; City Council approving a Public Information Manager position for DPW; the Water Division and Burlington Electric looking into district heating and an anaerobic digester at the City’s main wastewater treatment plant; and Castleton Polling Institute currently conducting the second round of the North Avenue Pilot survey. Chair Padgett asks about the decreased reliance on the GF with Director Spencer answering; Vice Chair Archambeau asks about survey costs and where they’re budgeted from with Director Spencer and Engineer Baldwin answering; Commissioner Overby asks about permit fees in conjunction with the reform process and the budget with Director Spencer and Engineer Baldwin answering.

**Item 10 – Commissioner Communications**

Chair Padgett comments on the Commission’s former authorities, including the reviewing of the departmental budget, and possibly talking to the City Council about restoring some former authorities and motorcycle parking downtown with Director Spencer and Engineer Baldwin responding; Commissioner Overby comments on the Downtown Transit Center with Director Spencer responding; Commissioner Barr comments on the sidewalk projects, the street line repainting, not having East Ave construction happen during UVM Graduation this weekend, and BikeShare getting on an upcoming meeting agenda with Director Spencer responding.

**Item 11 – Executive Session: Director & City Engineer Annual Reviews**

Motion made by Commissioner Alberry Barr to exit Executive Session and is seconded by Commissioner Overby.

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

**Item 12 – Adjournment & Next Meeting Date – June 21, 2017**

Motion to adjourn made by Commissioner Barr and seconded by Commissioner Sears.  
Action taken: motion approved;  
“Ayes” are unanimous.

Meeting adjourned at 9:35pm.