

Burlington Department of Public Works Commission Meeting  
Draft Minutes, 20 June 2018  
645 Pine Street

**Commissioners Present:** Robert Alberry; Tiki Archambeau (Chair); Chris Gillman (Clerk); Solveig Overby; Jeff Padgett (*via phone at 6:59pm*). **Commissioners Absent:** Jim Barr; Justine Sears (Vice Chair).

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

Chair Archambeau calls meeting to order at 6:35pm and makes opening comments.

**Item 2 – Agenda**

Commissioner Overby requests pulling Consent Agenda Item B, reassigning as Agenda Item 4.1; Commissioner Alberry requests pulling Consent Agenda Item C, reassigning as Agenda Item 4.2; Chair Archambeau requests changing Agenda Item 8 from a “voting” item to an information only item. Commissioner Alberry makes motion to approve altered Consent Agenda and is seconded by Clerk Gillman.

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

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

No public comment.

**Item 4 – Consent Agenda**

- A. Traffic Status Report
- D. Removal of an Accessible Space on Summer St

Clerk Gillman makes motion to approve altered Consent Agenda and is seconded by Commissioner Alberry.

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

**Item 4.1 – Electric Vehicle Charging Station Main St.**

- A) Presentation/Communication – None.
- B) Commission Questions
- C) Public Comment
- D) Commissioner Discussion

Clerk Gillman and Commissioners Alberry and Overby all speak on the lineup of Main St parking spaces; Engineering Technician Phillip Peterson and BED Director of Energy Services Chris Burns respond.

E) Motion made by Commissioner Overby to accept staff’s recommendation with the following proposed revisions: (7) No parking areas. No person shall park any vehicle at any time in the following locations: (390) On the south side of Main Street in the second and third spaces east of Church Street is reserved for use by electric vehicles only. (26) Motorcycle parking. The following locations are designated for the parking of motorcycles only: (8) On the south side of Main Street in the first space east of Church Street.

Seconded by Clerk Gillman.

Discussion

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

#### **Item 4.2 – Proposed Changes to Accessible Parking in the Downtown Core**

A) Presentation/Communication – None.

B) Commission Questions

Commissioner Alberry speaks on proposed changes to a revenue parking space with DPW Director Chapin Spencer answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Clerk Gillman to accept staff’s recommendation with the following proposed revisions: 7 No-parking areas. No person shall park any vehicle at any time in the following locations: (495) On the south side of College Street in the second space west of Church Street, except for police vehicles Monday through Friday 8am-5pm. 7A Accessible spaces designated. No person shall park any vehicle at any time in the flowing locations, except automobiles displaying special handicapped license plates issued pursuant to 18 V.S.A. § 1325, o any amendment or renumbering thereof: (3) The third space west of Church Street on the south side of College Street. (42) On the east side of Pine Street, in the first space north of College Street. (44) On the north side of Cherry Street in the first space east of St. Paul Street (van accessible). (82) On the south side of Main Street in the second space west of Church Street. (100) On the south side of Bank Street in the first space east of Church Street. (167) On the north side of Cherry Street in the sixth space east of St. Paul Street.

Seconded by Commissioner Alberry.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

#### **Item 5 – Mid-block Crossing Design**

A) Communication by Technician Peterson who speaks on mid-block crossing design in conjunction with the Manual on Uniform Traffic Control Devices (MUTCD).

B) Commission Questions

Chair Archambeau and Clerk Gillman both speak on crossing queue times; Commissioner Overby speaks on Church St & Pearl St crossing, costs, and continued monitoring by staff; Director Spencer and Technician Peterson respond.

*\*\*Commissioner Padgett phones in\*\**

C) Public Comment

D) Commissioner Discussion

E) Motion made by Clerk Gillman to accept staff’s recommendation: removal of 2 Traffic-control light locations. (a) Traffic-control light signals are hereby established at the following locations: (67) North Champlain Street at Lawrence Barnes School driveway. (71) 230 St. Paul Street.

Seconded by Commissioner Alberry.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

#### **Item 6 – VTrans Bike Ped Grant**

- 1. Scoping for Intersection Improvements at Colchester/East Ave and a Protected Bike Lane on Colchester Ave.**
- 2. Small Construction for a Raised Intersection at North Ave/Berry St/Washington St**
- 3. Additional Funding for the Colchester Ave Side Path**

A) Communication by Senior Transportation Planner Nicole Losch who speaks on the annual funding offered by the Vermont Agency of Transportation through the Bicycle and Pedestrian Program.

B) Commission Questions

Chair Archambeau speaks on Colchester Ave Protected Bike Lane and Side Path and plowing raised intersections; Commissioner Alberry speaks on proposed North Ave Raised Intersection; Commissioner Overby speaks on competitive nature of grant program; Director Spencer and Planner Losch respond.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

**Item 7 – Proposed Parking Agreement for 194 St. Paul St**

A) Communication by Director Spencer and Assistant Director – Parking & Traffic Patrick Mulligan who speak on parking agreement to go before City Council.

B) Commission Questions

Chair Archambeau speaks on July 3<sup>rd</sup> parking availability, enforcement standards, and parking rates; Commissioner Alberry speaks on date for building completion; Commissioner Overby speaks on city maintenance responsibility, gross revenue splitting, EV charging stations, and trash/recycle requirements; Director Spencer and Assistant Director Mulligan answer.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

**Item 8 – Annual Report to Council (Supplements to follow prior to meeting)**

A) Communication by Chair Archambeau and Director Spencer who speak on the Commission's annual report to the City Council.

B) Commission Questions

Commissioner Overby speaks on Commission's value; Commissioner Padgett speaks on policy governance approach; Chair Archambeau responds.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

**Item 9 – Draft FY'19 Key Initiatives**

A) Communication by Director Spencer who speaks on department's key initiatives for Fiscal Year 2019.

B) Commission Questions

Chair Archambeau speaks on impacts on the city's recycling program; Commissioner Overby speaks on the use of Key Initiatives in day-to-day work and listed metrics; Commissioner Padgett speaks on the comprehensive list of tasks and goals; Director Spencer responds.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Alberry to accept staff's recommendation: supporting departmental FY'19 Key Initiatives.

Seconded by Clerk Gillman.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

**Item 10 – Approval of Draft Minutes of 4-18-18 & 5-16-18**

Commission Alberry makes motion to accept draft minutes of 4-18-18 and is seconded by Commissioner Overby.

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

Clerk Gillman makes motion to accept draft minutes of 5-16-18 and is seconded by Commissioner Alberry.

Action take: motion approved;  
“Ayes” are unanimous.

**Item 11 – Director’s Report**

Director Spencer reports on Commissioner Padgett’s impending departure from the Commission; the Champlain Parkway Right-of-Way process moving forward; the recent Railyard Enterprise Project Steering Committee meeting; the City Council approval of FY’19 budget approval continuing heightened capital reinvestments into city systems; the City’s overall water quality efforts and the recent wastewater releases. Chair Archambeau and Commissioners Overby and Padgett all speak on the overflow report; Director Spencer and DPW Public Information Manager Robert Goulding respond.

**Item 12 – Commissioner Communications**

Chair Archambeau speaks on Permit Reform Advisory Committee meetings and Commissioner Padgett’s impending departure from the Commission; Commission Alberry speaks on the City Council vote on the Bank St & Cherry St conceptual designs and paving plans for North Ave north of Ethan Allen Pkwy; Commissioner Overby speaks on Elmwood Ave bollard installation and Intervale Rd bike/pedestrian meeting; Commissioner Padgett speaks on his impending departure from the Commission; Director Spencer responds.

**Item 13 – Adjournment & Next Meeting Date – July 18, 2018**

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

Meeting adjourned at 8:25pm.