

Burlington Department of Public Works Commission Meeting
Draft Minutes, 17 January 2018
645 Pine Street

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

Item 1 – Call to Order – Welcome – Chair Comments

Chair Archambeau calls meeting to order at 6:31pm and makes opening comments.

Item 2 – Agenda

Commissioner Barr makes motion to accept agenda. Chair Archambeau offers friendly amendment to accept agenda while moving Consent Agenda Item C to Agenda Item 4.1. Commissioner Barr accepts friendly amendment.

Action taken: motion approved;
Commissioner Alberry: aye
Chair Archambeau: aye
Commissioner Barr: aye
Clerk Gillman: aye
Commissioner Overby: aye
Commissioner Padgett: aye
Vice Chair Sears: *not present*

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

Amanda Young, Ward 1, speaks on Agenda Item 5.

Item 4 – Consent Agenda

- A. Traffic Status Report
- B. 30-Minute Metered Parking Space on Pine St
- D. Stop Control on Union St
- E. Stop Sign on Briggs Street & Ferguson Ave

Commissioner Barr makes motion to accept altered Consent Agenda and is seconded by Clerk Gillman.

Action taken: motion approved.
Commissioner Alberry: aye
Chair Archambeau: aye
Commissioner Barr: aye
Clerk Gillman: aye
Commissioner Overby: aye
Commissioner Padgett: aye
Vice Chair Sears: *not present*

Item 4.1 – New Accessible Space at 60 Lakeview Terr

A) Communication by Engineer Technician Phillip Peterson who speaks on proposed new accessible space.

B) Commission Questions

Chair Archambeau asks questions on Item 4.1 with City Engineer and DPW Assistant Director for Technical Services Norm Baldwin and Technician Peterson answering.

C) Public Comment

D) Commissioner Discussion

Clerk Gillman and Commissioner Barr engaged in a discussion over Item 4.1.

E) Motion made by Commissioner Padgett to accept staff's recommendation: the addition of a new Accessible Space on the east side of Lakeview Terrace beginning two hundred thirty-four (234) feet north of Canfield Street and extending north for a distance of twenty (20) feet.

Seconded by Clerk Gillman.

Discussion

Action taken: motion approved;

Commissioner Alberly: aye

Chair Archambeau: nay

Commissioner Barr: aye

Clerk Gillman: aye

Commissioner Overby: aye

Commissioner Padgett: aye

Vice Chair Sears: *not present*

Item 5 – Draft Policies on Narrow Streets

A) Communication by DPW Director Chapin Spencer and Senior Transportation Planner Nicole Losch who speak on developing narrow street policies.

B) Commission Questions

Chair Archambeau, Clerk Gillman, and Commissioners Barr, Overby, and Padgett ask questions on Item 5 with Director Spencer, City Engineer Baldwin, and Planner Losch answering.

C) Public Comment

Amanda Young, Ward 1, speaks on Item 5.

Cathy Austrian, Ward 1, speaks on Item 5.

D) Commissioner Discussion

Chair Archambeau, Director Spencer, and Technician Peterson engaged in a discussion over Item 5.

E) Action Requested – None.

Item 6 – Approval of Draft Minutes of 12-20-17

Commissioner Barr makes motion to delay approval of draft minutes of 12-20-17 to the February Commission Meeting and is seconded by Commissioner Alberly.

Action take: motion approved;

Commissioner Alberly: aye

Chair Archambeau: aye

Commissioner Barr: aye

Clerk Gillman: aye

Commissioner Overby: aye

Commissioner Padgett: aye

Vice Chair Sears: *not present*

Item 7 – Director's Report

Director Spencer reports on the Water/Wasterwater billing error update, the now-underway Intervale Road scoping study, plowing updates, and thanking Billy Burns in advance of his impending retirement from the city. City Engineer Baldwin reports on the Technical Services Division's efforts to fill 4 vacancies.

Item 8 – Commissioner Communications

Commissioner Overby comments on Intervale Road Scoping study and the vacancies in the Technical Services Division; Commissioner Padgett comments on the good plowing job being done; Commissioner Barr comments on residents complementing staff on addressing narrow streets and the snow removal effort.

Item 9 – Adjournment & Next Meeting Date – February 21, 2018

Motion to adjourn made by Commissioner Barr and seconded by Clerk Gillman.

Action taken: motion approved;

Commissioner Alberry: aye

Chair Archambeau: aye

Commissioner Barr: aye

Clerk Gillman: aye

Commissioner Overby: aye

Commissioner Padgett: aye

Vice Chair Sears: *not present*

Meeting adjourned at 7:41pm.