

Burlington Department of Public Works Commission Meeting
Draft Minutes, 18 January 2017
645 Pine Street

Commissioners Present: Robert Alberry; Jim Barr; Chris Gillman (Clerk) (*arrives at 6:38pm*); Solveig Overby; Jeff Padgett (Chair). **Commissioners Absent:** Tiki Archambeau (Vice Chair); Justine Sears.

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 Barr requests moving Consent Agenda Item D Agenda to Item 4.5 and is seconded by Commissioner Alberry.

Action taken: motion approved;

“Ayes” are unanimous.

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

Fred Magdoff, Ward 1, speaks on Parking Enforcement issues.

Caryn Long, Ward 1, speaks on Parking Enforcement issues and Lake Champlain cleanup.

Sharon Bushor, Ward 1, speaks on Agenda Item 9.

Clerk Gillman arrives

Item 4 – Consent Agenda

A. UVMMC Parking Agreement

B. Peoples United Bank Parking Agreement

C. Status of Traffic Requests

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

Action taken: motion approved.

“Ayes” are unanimous.

Item 4.1 – Colchester Ave/Centennial Field Crosswalk Improvement Project

A) Staff Communication by DPW Engineer David Allerton who speaks on the city designing a new crosswalk at 278 Colchester Ave.

B) Commission Questions

Chair Padgett and Commissioners Alberry, Barr, and Overby ask questions on Agenda Item 4.1 with Engineer Allerton answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Overby to accept staff’s recommendation: removal of one parking space at 278 Colchester Ave on the North/East side of the crosswalk.

Seconded by Commissioner Alberry.

Discussion

The Commission, Ms. Bushor, and Engineer Allerton talk on Agenda Item 4.1.

Action taken: motion fails;

Commissioner Alberry: Aye

Vice Chair Archambeau: *not present*

Commissioner Barr: Aye

Clerk Gillman: Nay

Commissioner Overby: Aye

Chair Padgett: Nay
Commissioner Sears: *not present*

F) Motion made by Clerk Gillman to table staff's recommendation: removal of one parking space at 278 Colchester Ave on the North/East side of the crosswalk.

Seconded by Commissioner Alberry.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

Item 5 – New Staff Introductions – Phillip Peterson & Ashley Toof

A) Staff Communication by Engineer Allerton who speaks on DPW's two new Engineering Technicians.

B) Commission Questions

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None

Item 6 – Online Parking Ticket Payment

A) Staff Communication by Parking Enforcement Manager John King who speaks on the city's new online payment option for parking tickets.

B) Commission Questions

Chair Padgett, Clerk Gillman, and Commissioners Barr and Overby ask questions on Agenda Item 6 with DPW Director Chapin Spencer, City Engineer and Assistant Director for Technical Services Norm Baldwin, and Manager King answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff's recommendation: adoption of changes to BCO Ordinance 20-67 to allow City of Burlington Parking Tickets be paid online or with a credit card.

Seconded by Clerk Gillman.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

Item 7 – King St & St. Paul St. Meter Adjustments – Changes to Traffic Regulations in Appendix C of the City Ordinance

A) Staff Communication by Director Spencer who speaks on the city's adjustment of meter heads on King St & St Paul St after the closure of the Brown's Ct parking lot earlier this month, introducing "City of Burlington Traffic Regulations" document for the record.

B) Commission Questions

Chair Padgett, Clerk Gillman, and Commissioners Barr and Overby ask questions on Agenda Item 7 with Director Spencer and DPW Engineer Laura Wheelock answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept changes in ordinance and staff's recommendation: authorize the meter adjustments related and adjacent to the Eagle's Landing Project so that the changes can continue beyond the 30-day demonstration period.

Seconded by Clerk Gillman.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

Item 8 – 194 St. Paul Street – Parking Meter Rates for Encumbrance Application

A) Staff Communication by Engineer Wheelock who speaks on city’s revised rates for the encumbrance permits for the 194 St. Paul St. “Eagles Landing” project.

B) Commission Questions

Chair Padgett and Commissioner Overby ask questions on Agenda Item 8 with Engineer Wheelock answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Barr to approve staff’s recommendation: support the use of the ROW under the terms of the License Agreement between the City of Burlington and HPC, and their application for encumbrances – at revised rates – on St. Paul Street/King Street/Maple Street.

Seconded by Clerk Gillman.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

Item 9 – Intersection Scoping Update: Colchester Ave/Riverside Ave/Barrett St

A) Oral Communication by Senior Transportation Planner Nicole Losch and Chittenden County Regional Planning Commission (CCRPC) Senior Transportation Planning Engineer Jason Charest who speak on the city’s scoping study of the Colchester Ave/Riverside Ave/Barrett St intersection.

B) Commission Questions

The Commission asks questions on Agenda Item 9 (Commissioner Overby introducing “PAC Meeting #3” and “Historic Resources Identification” documents for record) with Senior Planner Losch and Engineer Charest answering.

C) Public Comment

Ms. Bushor speaks on Agenda Item 9.

D) Commissioner Discussion

E) Action Requested – None

Item 10 – 6 Month Check in on Annual Work Plan – moved to 2-15-17 Commission Meeting

Item 11 – Approval of Draft Minutes of 12-21-16

Commissioner Alberry makes motion to approve draft minutes of 12-21-16 and is seconded by Clerk Gillman.

Action take: motion approved;

“Ayes” are unanimous.

Item 12 – Director’s Report

Director Spencer reports on Assistant Director for Parking & Traffic Patrick Cashman’s resignation and DPW bringing on an Interim Assistant Director – Paul Bohne – for next 3-6 months; the Parking & Transportation Agreement; thanking staff for reviewing the many incoming development projects; and the ongoing water main breaks in south end along Pine St. City Engineer Baldwin reports on the hiring of a new DPW Engineer Mike Weide and the new DPW Associate Planner Neil Milcarek-Burke.

Item 13 – Commissioner Communications

Commissioner Barr comments on an intersection change at North Prospect St & Loomis St; Chair Padgett comments the powers of the Commission; Commissioner Overby comments on the binder commissioners receive upon joining the Commission with Director Spencer responding.

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Item 14 – Adjournment & Next Meeting Date – February 16, 2017

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

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 8:40pm.