

Burlington Department of Public Works Commission Meeting  
Draft Minutes, 20 January 2016  
645 Pine Street  
(DVD of meeting may be on file at DPW)

**Commissioners Present:** Robert Alberry; Tiki Archambeau (Vice Chair); Jim Barr; Chris Gillman (*arrives at 6:34pm*); Solveig Overby; Jeff Padgett (Chair); Tom Simon. **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 Barr makes motion to accept Agenda and is seconded by Vice Chair Archambeau.  
Action taken: motion approved;  
    ōAyesö are unanimous.

**Item 3 – Public Forum**

Sharon Bushor, Ward 1, speaks on Agenda Item 5.  
Joyce Walsleben, Ward 4, speaks on locked gate in street at Rivers Edge Dr and Northview Dr.  
Sandy Wynne, Ward 1, speaks on Agenda Item 5 and the new 3-way stop at Loomis St and Mansfield Ave intersection.  
Caryn Long, Ward 1, speaks on North Avenue Corridor Study and street plowing/parking bans.  
Charles Simpson, Ward 6, speaks on Agenda Item 5.  
Emily Lee, Ward 8, speaks on Agenda Item 5 and the North Avenue Corridor Study.

**Item 4 – Consent Agenda**

A. State of Traffic Request Program Update  
B. öNo Parking Here to Cornerö Sign Relocation at Shore Rd/ North Ave Intersection  
Commissioner Simon makes motion to adopt Consent Agenda and is seconded by Commissioner Barr.  
Action taken: motion approved;  
    ōAyesö are unanimous.

**Item 5 – Draft Residential Parking Management Plan**

A) Staff Presentation by Director Chapin Spencer and Transportation Planner Nicole Losch who speak on the recommendations and strategies in the final draft of the Residential Parking Management Plan (RPMP).

B) Commission Questions (see video)

The commission asks questions with Director Spencer, Parking Enforcement Manager John King, and Planner Losch answering.

C) Public Comment

Richard Hillyard, Ward 1, speaks on Item 5.  
Barbara Headrick, Ward 6, speaks on Item 5.  
Meagan Tuttle, from Planning & Zoning, speaks on Item 5.  
Emily Lee, Ward 8, speaks on Item 5.  
Caryn Long, Ward 1, speaks on Item 5.  
Adam Roof, Ward 8, speaks on Item 5.  
Denise Noble, Ward 4, speaks on Consent Agenda Item B.  
Mr. Messier, Ward 4, speaks on Consent Agenda Item B.

D) Commissioner Discussion (see video)

E) Motion made by Commissioner Alberry to accept staff's recommendation.

Seconded by Commissioner Overby.

Discussion

The commission, Director Spencer, Manager King, and Planner Losch engage in a discussion over Item 5. Chair Padgett offers a suite of friendly amendments to the motion that one, has staff develop an implementation plan with measurable goals over a period of time presented to the commission; two, puts more teeth in the penalties for fraudulent activity; three, clearly expresses to permit holders that the issuance of the parking permit is subject to change and that they may not receive the same number of permits per dwelling unit at subsequent issuances; four, includes Commissioner Overby's proposed additions (pertaining to page 18 paragraph 2 of the RPMP); and five, includes the list of typos to be edited in the RPMP. Commissioners Alberry and Overby accept the friendly amendments to the motion.

Action taken: amended motion approved;

Commissioner Alberry: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Commissioner Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Simon: Nay

#### **Item 6 – FY17 Street Paving & Complete Streets**

A) Staff Presentation by Engineer Laura Wheelock who speaks on the city's complete streets and paving work plan for summer FY2017.

B) Commission Questions (see video)

Chair Padgett and Commissioner Overby ask questions with Engineer Wheelock answering.

C) Public Comment

D) Commissioner Discussion (see video)

E) Motion made by Commissioner Alberry to accept plan.

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved;

All Ayes are unanimous.

#### **Item 7 – Traffic Request Program Minimum Requirement Proposal**

A) Staff Presentation by Engineering Technician Damian Roy who speaks on staff's proposal for instating minimum requirement thresholds to initiate the traffic request program.

B) Commission Questions (see video)

Chair Padgett, Vice Chair Archambeau, and Commissioners Barr, Gillman, Overby, and Simon ask questions with Director Spencer, City Engineer and Assistant Director of Technical Services Norm Baldwin, Engineer Wheelock, and Technician Roy answering.

C) Public Comment

D) Commissioner Discussion (see video)

E) Motion made by N/A.

Seconded by N/A.

Discussion

Action taken: no action taken.

#### **Item 8 – Draft Minutes of 12-16-15**

Commissioner Barr makes motion to accept minutes of 12-16-15 and is seconded by Commissioner Gillman.

Action take: motion approved;  
Commissioner Alberry: Aye  
Vice Chair Archambeau: abstained (*due to absence at 12-16-15 meeting*)  
Commissioner Barr: Aye  
Commissioner Gillman: Aye  
Commissioner Overby: Aye  
Chair Padgett: Aye  
Commissioner Simon: Aye

**Item 9 – Director’s Report**

Director Spencer reports on the city’s water testing, the relining of the city’s reservoir, the hiring of the new Assistant Director, and the discussion going on between DPW and the Airport on the future management of the Airport Parking Garage with the possibility of the Airport taking over operations in FY17. Vice Chair Archambeau asks if transferring management would take the commission’s approval with Director Spencer answering that he’ll double check but approving the annual budget is the City Council’s responsibility, not the DPW Commission.

**Item 10 – Commissioner Communications**

Commissioner Simon comments on likely being unable to attend the 2-17-2016 commission meeting. Commissioner Overby asks about pending residential parking applications and what the process for them is and comments on the city’s permit reform effort with Director Spencer answering that Technician Roy could have the pending application information available at the next meeting. Chair Padgett comments on recently exiting the Marketplace Parking Garage with long lines because the automated lane was not easily accessible.

**Item 11 – Adjournment & Next Meeting Date – February 17, 2016**

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

Meeting adjourned at 10:00pm.