

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

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

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

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

**Item 2 – Agenda**

Action taken: approval of Agenda;

“Ayes” are unanimous.

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

No members of the public speak.

**Item 4 – Consent Agenda**

A. Traffic Status Report

B. Removal of No-Parking Zone on Strong St

C. Relocation of Lafountain St. Accessible Space

D. Temporary Bus Parking on Pearl St

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

Action taken: motion approved.

“Ayes” are unanimous.

**Item 5 – Holiday Parking Incentive**

A) Staff Communication by Assistant Director for Parking & Traffic Patrick Mulligan and Burlington Business Association Executive Director Kelly Devine who speak on the city’s holiday parking campaign.

B) Commission Questions

Commissioner Overby asks questions on Item 5 with Assistant Director Mulligan and Executive Director Devine answering.

C) Public Comment

Julie Ann Perlmutter, Ward 3, speaks on Item 5 with Assistant Director Mulligan and Executive Director Devine responding.

D) Commissioner Discussion

Chair Archambeau, Clerk Gillman, Commissioner Padgett and DPW Director Chapin Spencer engaged in a discussion over Item 5.

E) Action Requested – None.

**Item 6 – Great Streets – Draft Standards Presentation**

A) Staff Oral Presentation by DPW Engineer Laura Wheelock, Planning & Zoning Principle Planner for Comprehensive Planning Megan Tuttle, and CEDO Senior Projects and Policy Specialist Kristen Merriman-Shapiro who speak on the city’s Great Streets standards draft.

B) Commission Questions

Chair Archambeau and Commissioners Overby and Padgett ask questions on Item 6 with City Engineer and Assistant Director for Technical Services Norm Baldwin, Engineer Wheelock, Planner Tuttle, and Specialist Merriman-Shapiro answering.

C) Public Comment

- D) Commissioner Discussion
- E) Action Requested – None.

**Item 7 – 2018 Paving List**

A) Staff Communication by Engineer Wheelock who speaks on the city’s proposed 2018 paving list, introducing the untitled street work map for the record.

B) Commission Questions

Chair Archambeau and Commissioner Padgett ask questions on Item 7 with Engineer Wheelock answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Padgett to accept staff’s recommendation: DPW has reviewed all of the streets for their compliance with Complete Streets. Of the streets with planned work, all of them comply.

Seconded by Vice Chair Sears.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

**Item 8 – Sidewalk 2 Year Work Plan – Update**

A) Staff Presentation by Engineer Wheelock who speaks on the city’s 2-year sidewalk plan, introducing the “Sidewalks 2017-2018-2019” map for the record.

B) Commission Questions

Chair Archambeau, Vice Chair Sears, Clerk Gillman, and Commissioners Overby and Padgett ask questions on Item 8 with Director Spencer and Engineer Wheelock answering.

C) Public Comment

Barbara Headrick, Ward 6, speaks on Item 8 with Engineer Wheelock responding.

D) Commissioner Discussion

E) Action Requested – None.

**Item 9 – Public Engagement Plan**

A) Staff Presentation by Director Spencer, DPW Public Information Manager Robert Goulding, and Senior Transportation Planner Nicole Losch who speak on the city’s engagement plan, introducing “Draft – Public Engagement Plan” for the record.

B) Commission Questions

Chair Archambeau, Vice Chair Sears, and Commissioners Overby and Padgett ask questions on Item 9 with Director Spencer, Manager Goulding, and Planner Losch answering.

C) Public Comment

Barbara Headrick, Ward 6, speaks on Item 9.

D) Commissioner Discussion

E) Motion made by Commissioner Alberry (with a friendly amendment by Commissioner Padgett to make commission language an endorsement) to endorse the DPW Public Engagement Plan with changes recommended by the Transportation Energy Utilities Committee (TEUC).

Seconded, with friendly amendment, by Clerk Gillman.

Discussion

Commissioner Overby and Director Spencer engaged in a discussion over Item 9.

Action taken: motion approved;

“Ayes” are unanimous.

**Item 10 – Approval of Draft Minutes of 9-20-17**

Clerk Gillman makes motion to accept draft minutes of 9-20-17 and is seconded by Commissioner Alberry.

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

**Item 11 – Director’s Report**

Director Spencer reports Mayoral Press Conference on Capital Projects, introducing the relevant press release and capital improvements chart for the record; and on last month’s employee appreciation event at the St. John’s Club with City Engineer Baldwin commenting.

**Item 12 – Commissioner Communications**

Commissioner Overby comments on a possible future demonstration or video on the construction portal and SeeClickFix; Vice Chair Sears comments on the construction portal with Director Spencer responding; Commissioner Alberry comments on the poor section of North Ave just north of Burlington High School with Director Spencer responding; Chair Archambeau comments on the meeting of the Permit Reform Committee a few weeks ago with Commissioner Overby responding.

**Item 13 – Adjournment & Next Meeting Date – November 15, 2017**

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

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

Meeting adjourned at 8:43pm.