

Burlington Department of Public Works Commission Meeting  
Draft Minutes, 15 November 2017  
645 Pine Street

**Commissioners Present:** Robert Alberry; Tiki Archambeau (Chair); Jim Barr; Solveig Overby; Jeff Padgett; Justine Sears (Vice Chair) (*arrives at 6:35pm*). **Commissioners Absent:** Chris Gillman (Clerk).

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

Chair Archambeau calls meeting to order at 6:30pm and makes opening comments.

**Item 2 – Agenda**

DPW Director Chapin Spencer requests amending Agenda Item 9 to clarify no decision is needed at this meeting. Commissioner Barr makes motion to accept agenda, with requested amendment, and is seconded by Commissioner Padgett.

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

*\*\*Vice Chair Sears arrives\*\**

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

Brian Fleisher, Ward 2, speaks on “No Parking” signs at intersection of Isham St and Hickok Pl.  
Jackie Schultz, Ward 4, speaks on street maintenance operations.  
Jenny Morse, Church Street Marketplace Marketing Intern, speaks on Agenda Item 6.  
Amanda Hannaford, Ward 3, speaks on Agenda Item 6.

**Item 4 – Consent Agenda**

- A. Traffic Status Report
- B. Champlain College Eagles Landing Parking Revision
- C. UVMMC Parking Agreement

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

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

**Item 5 – Amtrak Storage & Servicing Study**

A) Presentation by Director Spencer and VHB Managing Director David Saladino who speak on the Amtrak Storage & Servicing Study.

B) Commission Questions

Vice Chair Sears and Commissioners Barr and Padgett ask questions on Item 5 with Director Saladino answering.

C) Public Comment

Melinda Moulton, CEO of Main Street Landing, speaks on Item 5, introducing written statement, collected testimony, and DVD for the record.

Lisa Steele, President of Main Street Landing, speaks on Item 5, introducing written statement for the record.

Michelle Farkas, legal counsel for Main Street Landing, speaks on Item 5.

Laura Allen, Ward 3, speaks on Item 5.

Brian Fleisher, Ward 2, speaks on Item 5.

Scott Burbank, VHB Structural Project Manager, speaks on Item 5.

Dr. Phelan Fretz, ECHO Executive Director, speaks on Item 5.

D) Commissioner Discussion

Chair Archambeau, Vice Chair Sears, Commissioners Alberry, Overby and Padgett, Director Spencer, Director Saladino, and Ms. Moulton engaged in a discussion over Item 5.

E) Action Requested – None.

**Item 6 – Enforcement Hour Changes to Meter Parking**

A) Communication by Director Spencer, DPW Assistant Director for Parking & Traffic Patrick Mulligan, and BBA Special Projects Manager Derik Wrightson who speak on enforcement hour changes to meter parking, utilizing a Power Point presentation and introducing it for the record.

B) Commission Questions

Chair Archambeau, Vice Chair Sears, and Commissioners Barr, Overby, and Padgett ask questions on Item 6 with Director Spencer, Assistant Director Mulligan, and Manager Wrightson answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff's recommendations: delay morning on-street enforcement until 9am at all parking meters; move back evening on-street enforcement to 9pm in the Downtown Core; and convert 15-minute meters to 30-minute meters.

Seconded by Commissioner Padgett.

Discussion

Commissioner Padgett talked of Director Spencer's ability to immediately implement these changes as a pilot, through his office's authority, before the changes can be made permanent.

Action taken: motion approved;

"Ayes" are unanimous.

**Item 7 – Sale of Pearl Street Lot**

A) Communication by CEDO Director Noelle Mackay who speaks on the sale of Pearl Street lot, utilizing a Power Point presentation and introducing it for the record.

B) Commission Questions

Commissioners Overby and Padgett ask questions on Item 7 with Director Spencer, Director Mackay, and Richard J Bove, Jr. answering.

C) Public Comment

D) Commissioner Discussion

Chair Archambeau, Director Spencer, and Director Mackay engaged in a discussion over Item 7.

E) Motion made by Commissioner Alberry to accept staff's recommendation: recommend to the City Council the sale of the City Parking Lot at 70 Pearl Street to Richad J. Bove, Jr. as 70 Pearl Street, LLC as proposed.

Seconded by Commissioner Padgett.

Discussion

Chair Archambeau and Commissioner Overby talked of how they would vote on the motion.

Action taken: motion approved;

Commissioner Alberry: aye

Chair Archambeau: nay

Commissioner Barr: aye

Clerk Gillman: *not present*

Commissioner Overby: aye

Commissioner Padgett: aye

Vice Chair Sears: aye

### **Item 8 – Driveway Standards**

A) Communication by City Engineer and DPW Assistant Director for Technical Services Norm Baldwin who speaks on driveway standards.

B) Commission Questions

Chair Archambeau, Vice Chair Sears, and Commissioner Padgett ask questions on Item 8 with City Engineer Baldwin answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Alberry to accept staff's recommendations: the City will make use of the most current Vermont Agency of Transportation, "Access Management Program Guidelines," "Standards for Residential and Commercial Driveways, Standards B-71" as guiding documents in our review and permitting of driveway cuts; the public will be provided an opportunity to appeal staff decisions related to access management to the City Engineer.

Seconded by Commissioner Barr.

Discussion

Commissioner Padgett talked on flexibility of staff and commission to revisit and revise issues presented to them.

Action taken: motion approved;

"Ayes" are unanimous.

### **Item 9 – Great Streets – Standards Presentation**

A) Presentation by DPW Engineer Laura Wheelock and Planning & Zoning Principle Planner for Comprehensive Planning Meagan Tuttle who speak on Great Streets – Standards Presentation.

B) Commission Questions

Commissioner Barr asks questions on Item 9 with City Engineer Baldwin, Engineer Wheelock, and Planner Tuttle answering.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

### **Item 10 – Approval of Draft Minutes of 10-18-17**

Commissioner Alberry makes motion to approve draft minutes of 10-18-17 and is seconded by Commissioner Padgett.

Action take: motion approved;

Commissioner Alberry: aye

Chair Archambeau: aye

Commissioner Barr: *abstains*

Clerk Gillman: *not present*

Commissioner Overby: aye

Commissioner Padgett: aye

Vice Chair Sears: aye

### **Item 11 – Director's Report**

Director Spencer reports on DPW Public Engagement Plan being brought to City Council's next meeting, Green Mountain Transit's (GMT) upcoming presentation of their Next Generation Service Analysis, noting Chair Archambeau and Commissioner Alberry being present for the Gazo Outfall tour, and 16 November 2017's press conference at the newly renovated College Street Parking Garage with Chair Archambeau commenting.

**Item 12 – Commissioner Communications**

Commissioner Overby comments on the parking situation along the corner of Pine St and College with City Engineer Baldwin and Engineer Wheelock responding and also comments on the upcoming GMT analysis; Commissioner Barr comments on the upcoming GMT analysis and a constituent’s concern regarding parking on Germain St; Commissioner Sears comments on parking on the sidewalk at an Old North End business with Director Spencer, City Engineer Baldwin, and Assistant Director Mulligan responding; Commissioner Padgett comments on any further sweeping before winter with Director Spencer responding; Chair Archambeau comments on the Champlain Parkway aspect of the Director’s Report with Director Spencer responding, comments on the Germain St parking issue with Director Spencer and City Engineer Baldwin responding, and comments on Traffic Request historical data with City Engineer Baldwin responding.

**Item 13 – Adjournment & Next Meeting Date – December 20, 2017**

Motion to adjourn made by Commissioner Barr and seconded by Commissioner Padgett.

Action taken: motion approved;

“Ayes” are unanimous

Meeting adjourned at 9:08pm.