

Burlington Department of Public Works Commission Meeting
Draft Minutes, 20 December 2017
645 Pine Street

Commissioners Present: Robert Alberry (*via phone*); Tiki Archambeau (Chair); Jim Barr; Chris Gillman (Clerk); Solveig Overby; Jeff Padgett; Justine Sears (Vice Chair). **Commissioners Absent:** None.

Item 1 – Call to Order – Welcome – Chair Comments

Chair Archambeau calls meeting to order at 6:29pm and makes opening comments.

Item 2 – Agenda

Commissioner Barr makes motion to accept agenda and is seconded by Commissioner Padgett.

Action taken: motion approved;

“Ayes” are unanimous.

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

Matthew Vaughan, Ward 2, speaks on Agenda Item 5.

Chris Bullard, Ward 1, speaks on Agenda Item 5.

Daniel Scheidt, Ward 6, speaks on Agenda Item 5.

Patrick Hanley speaks on parking fine rates.

Kevin Bouchard speaks on Agenda Item 5.

Robert Tanneberger speaks on crosswalk at 246 North Winooski Ave.

Item 4 – Consent Agenda

A. Traffic Status Report

B. Burlington Free Press Parking Agreement

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

Action taken: motion approved.

“Ayes” are unanimous.

Item 5 – FY’18 Bike Projects & Willard Parking Flip

A) Communication by DPW Senior Transportation Planner Nicole Losch and DPW Associate Planner Elizabeth Gohringer who speak on FY’18 bike projects, including the parking “flip” on Willard St., introducing “Willard St Parking Lane/Bike Lane Switch Feedback received post 12.13.17” document for the record.

B) Commission Questions

Chair Archambeau, Vice Chair Sears, and Commissioners Alberry, Barr, Overby, and Padgett ask questions on Item 5 with DPW Director Chapin Spencer, City Engineer and DPW Assistant Director for Technical Services Norm Baldwin, and Planner Losch answering.

C) Public Comment

Daniel Scheidt, Ward 6, speaks on Item 5.

John Ware, Ward 3, speaks on Item 5.

Chris Bullard, Ward 1, speaks on Item 5.

Kevin Bouchard speaks on Item 5.

D) Commissioner Discussion

Vice Chair Sears, Clerk Gillman, and Commissioners Alberry and Padgett engaged in a discussion over Item 5.

E) Motion made by Commissioner Padgett to accept staff’s recommendation: repeal “No Parking” on east side of Willard Street between Maple Street and North Street; no parking on the west side of Willard Street between Maple Street and North Street; motorcycle parking in the first parking

space north of Maple Street, in the first parking space north of Main Street, and in the first parking space north of Brookes Avenue.

Seconded by Commissioner Barr.

Discussion

Clerk Gillman and Commissioner Padgett talked of Item 5.

Action taken: motion approved;

Commissioner Alberly: nay

Chair Archambeau: aye

Commissioner Barr: aye

Clerk Gillman: aye

Commissioner Overby: aye

Commissioner Padgett: aye

Vice Chair Sears: aye

Item 6 – Great Streets Standards Approval

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

B) Commission Questions

Chair Archambeau and Commissioner Overby ask questions on Item 6 with Director Spencer, City Engineer Baldwin, Engineer Wheelock, and Planner Tuttle answering.

C) Public Comment

Daniel Scheidt, Ward 6, speaks on Item 6.

D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff's recommendation: approve and recommend the City Council adopt Great Streets Standards.

Seconded by Commissioner Padgett.

Discussion

Commissioners Overby and Padgett and City Engineer Baldwin, Engineer Wheelock, and Planner Tuttle talked of Item 6.

Action taken: motion approved;

“Ayes” are unanimous.

Item 7 – Plumbing Code Revisions

A) Communication by City Engineer Baldwin who speaks on the revised Plumbing Code.

B) Commission Questions

Chair Archambeau asks questions on Item 7 with City Engineer Baldwin answering.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

Item 8 – Traffic Calming/Traffic Requests Presentation

A) Communication by Director Spencer and City Engineer Baldwin who speak on the process improvement effort for Traffic Calming and Traffic Requests and wanting to get Commission input on an initial concept of delegating authority to DPW staff for adjusting certain traffic and parking regulations listed in Appendix C of City Ordinance.

B) Commission Questions

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

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

Item 9 – Approval of Draft Minutes of 11-15-17

Commissioner Barr makes motion to approve draft minutes of 11-15-17 and is seconded by Commissioner Padgett.

Action take: motion approved;
Commissioner Alberry: aye
Chair Archambeau: aye
Commissioner Barr: aye
Clerk Gillman: *abstains*
Commissioner Overby: aye
Commissioner Padgett: aye
Vice Chair Sears: aye

Item 10 – Director’s Report

Director Spencer reports on UVM water billing anomaly and updates the Commission on addressing the issue.

Item 11 – Commissioner Communications

Commissioner Overby comments on narrow streets widths and snow removal and the ICV Encumbrance Permit at College St & Pine St with Director Spencer and City Engineer Baldwin answering; Chair Archambeau comments on Germain St parking, the Snow Ban car-drop on Pomeroy St, the Willard Parking Flip, Permit Reform, the addition of a guardrail at Manhattan Dr & Oak St, and Commission meeting minutes with Director Spencer and City Engineer Baldwin answering.

Item 12 – Adjournment & Next Meeting Date – January 17, 2018

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

Meeting adjourned at 9:54pm.