

Burlington Department of Public Works Commission Meeting  
Draft Minutes, 21 December 2016  
645 Pine Street

**Commissioners Present:** Robert Alberly; Tiki Archambeau (Vice Chair) (*arrives at 6:35pm*); Jim Barr; Chris Gillman (Clerk); Solveig Overby; Jeff Padgett (Chair); Justine Sears. **Commissioners Absent:** None.

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

Chair Padgett calls meeting to order at 6:31pm and makes opening comments.

**Item 2 – Agenda**

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

Action taken: motion approved;

“Ayes” unanimous.

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

None.

**Item 4 – Approval of Draft Minutes of 11-16-16**

Commissioner Barr makes motion to accept draft minutes of 11-16-16 and is seconded by Commissioner Alberly.

Action taken: motion approved.

Commissioner Alberly: Aye

Vice Chair Archambeau: *not present*

Commissioner Barr: Aye

Clerk Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Abstains

Commissioner Sears: Aye

*\*\*Vice Chair Archambeau arrives\*\**

**Item 5 – Approval of Draft Minutes of 12-6-16**

Commissioner Alberly makes motion to accept draft minutes of 12-6-16 and is seconded by Commissioner Barr. Commissioner Alberly offers friendly amendment to include posting Commissioner Overby’s emailed comments from 6 December Special Commission Meeting and Commissioner Barr seconds.

Action taken: motion approved.

Commissioner Alberly: Aye

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Clerk Gillman: Abstains

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Sears: Aye

**Item 6 – Great Streets – Main Street Conception Plan**

A) Staff Communication by DPW Engineer Laura Wheelock and CEDO Senior Projects and Policy Specialist Kristen Merriman Shapiro who speak on the city’s Great Streets Initiative’s November 2016 Concept Plans for Main Street and City Hall Park.

B) Commission Questions

Chair Padgett, Vice Chair Archambeau, and Commissioners Alberry, Barr, and Overby ask questions on Agenda Item 6 related to stormwater design, parking impacts, bike/pedestrian conflicts, and lost meter revenue projections with DPW Director Chapin Spencer, Engineer Wheelock, and Specialist Merriman Shapiro answering.

C) Public Comment

None

D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff's recommendation: endorse the concept plans.

Seconded by Commissioner Overby.

Discussion

Action taken: motion approved;

"Ayes" unanimous.

**Item 7 – Designation of Marketplace Garage as Short Term Parking Facility**

A) Staff Communication by Assistant Director of DPW Parking & Traffic Division Patrick Cashman who speaks on the city's aim to designate the Marketplace Parking Garage, located at the corner of South Winooski Ave and Bank St, as short term parking only.

B) Commission Questions

Chair Padgett, Vice Chair Archambeau, Clerk Gillman, and Commissioner Alberry ask questions on Agenda Item 7 with Director Spencer and Assistant Director Cashman answering.

C) Public Comment

None

D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff's recommendation with 1 change: amend Appendix C, Traffic Regulations, section 18 and BCO section 20-55 (change all "24 hour period" reference to "48 hour period" in Appendix C).

Seconded by Vice Chair Archambeau.

Discussion

Action taken: motion approved;

"Ayes" unanimous.

**Item 8 – Designating Bus Stops for Inter-State Carriers**

A) Staff Communication by Assistant Director Cashman who speaks on the city's aim to designate stops for Interstate Bus Carriers in both the University Heights vicinity of Main St and ~~the~~ within the Downtown Transit Center.

B) Commission Questions

Chair Padgett, Vice Chair Archambeau, and Commissioners Alberry, Barr, and Overby ask questions on Agenda Item 8 with Assistant Director Cashman answering.

C) Public Comment

None

D) Commissioner Discussion

E) Motion made by Commissioner Alberry to accept staff's recommendation: amend App. C, Traffic Regulations, Section 16 and by adding a new subsection, C).

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved;

"Ayes" unanimous.

**Item 9 – 2017 Paving Program**

A) Staff Communication by Director Spencer and Engineer Wheelock who speaks on the city’s Calendar Year 2017 Street Reconstruction Paving List and Complete Streets.

B) Commission Questions

Commissioner Overby asks questions on Agenda Item 9 with Director Spencer and Engineer Wheelock answering.

C) Public Comment

None

D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff’s recommendation: approve 2017 Paving Program.

Seconded by Commissioner Alberry.

Discussion

Action taken: motion approved;

“Ayes” unanimous.

**Item 10 – Draft Parking Agreement**

A) Staff Communication by Director Spencer who speaks on the city’s Partnership Workplan with the Burlington Business Association.

B) Commission Questions

Chair Padgett and Commissioners Barr, Overby, and Sears ask questions on Agenda Item 10 with Director Spencer answering.

C) Public Comment

None

D) Commissioner Discussion

E) No action requested.

**Item 11 – Director’s Report**

Director Spencer reports on Eagle’s Landing and interim parking while entering the “Meter adjustments Adjacent to Eagle’s Landing Project” memo for the record; an update on the Champlain Parkway; the Shelburne Street roundabout; and the Burlington Harbor Marina project.

Vice Chair Archambeau and Commissioner Alberry ask questions on the Eagle’s Landing parking with Director Spencer answering; Commissioner Overby asks questions on the Champlain Parkway project with Director Spencer answering.

**Item 12 – Commissioner Communications**

Clerk Gillman comments on the meeting minutes approval process; Chair Padgett comments on attending diversity training as part of the requirement for the Commission and thanking Clerk Gillman for assisting with the meeting minutes approval process.

**Item 13 – Adjournment & Next Meeting Date – January 18, 2017**

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

Action taken: motion approved;

“Ayes” unanimous.

Meeting adjourned at 8:10pm.