

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

Commissioners Present: Tiki Archambeau (Vice Chair); Jim Barr; Chris Gillman (Clerk) (*arrives at 6:40pm*); Solveig Overby; Jeff Padgett (Chair). **Commissioners Absent:** Robert Alberry; Justine Sears.

Item 1 – Call to Order – Welcome – Chair Comments

Chair Padgett calls meeting to order at 6:36pm and makes opening comments.

Item 2 – Agenda

Commissioner Overby requests moving Consent Agenda Item A to Agenda Item 4.1; Vice Chair Archambeau requests moving Consent Agenda Items C and D to Agenda Items 4.2 and 4.3 respectively. Vice Chair Archambeau makes motion to approve altered Agenda and is seconded by Commissioner Barr.

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

Clerk Gillman arrives

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

Lani Ravin, of East District University of Vermont, speaks on Consent Agenda Item E.
Sharon Bushor, Ward 1, speaks on Consent Agenda Item E.
Richard Hillyard, Ward 1, speaks on Colchester Ave redesign.

Item 4 – Consent Agenda

B. Traffic Status Report
E. Colchester Ave/Centennial Field Crosswalk Improvement Project

Commissioner Barr makes motion to accept altered Consent Agenda and is seconded by Vice Chair Archambeau.

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

Item 4.1 – 94 College St Encumbrance Metered Parking Rates

A) Communication
B) Commission Questions

Vice Chair Archambeau and Commissioner Overby ask questions on Item 4.1 with DPW Director Chapin Spencer and DPW Engineer Laura Wheelock answering.

C) Public Comment
D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff’s recommendation: support the use of the ROW under the terms of the License Agreement between the City of Burlington and ICV, and their application for encumbrances on College Street and Pine Street.

Seconded by Clerk Gillman

Discussion

Action taken: motion approved.
Commissioner Alberry: *not present*
Vice Chair Archambeau: Aye
Commissioner Barr: Aye
Clerk Gillman: Aye
Commissioner Overby: Nay

Chair Padgett: Aye
Commissioner Sears: *not present*

Item 4.2 – Modify an Existing Unrestricted Parking Space on King St to a 30 Minute Parking Space on King St

- A) Communication
- B) Commission Questions

Vice Chair Archambeau asks questions on Item 4.2 with Director Spencer, City Engineer and Assistant Director for Technical Services Norm Baldwin, and Engineering Technician Phillip Peterson answering.

- C) Public Comment
- D) Commissioner Discussion

E) Motion made by Vice Chair Archambeau to accept staff's recommendation: the modification of the unrestricted parking space located on the south side of King Street in the first space west of South Champlain Street to a 30-minutes metered parking space.

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved.

"Ayes" are unanimous.

Item 4.3 – Modify an Existing No Time Limit Metered Parking Space to a 30 Minute Metered Parking Space on St. Paul St

- A) Communication
- B) Commission Questions

Vice Chair Archambeau asks questions on Item 4.3 with Director Spencer and Technician Peterson answering.

- C) Public Comment
- D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff's recommendation: the modification of the No Time Limit Metered parking space located on the west side of Saint Paul Street in the third space south of College Street to a 30-minute metered parking space.

Seconded by Clerk Gillman

Discussion

Action taken: motion approved.

Commissioner Alberry: *not present*

Vice Chair Archambeau: Nay

Commissioner Barr: Aye

Clerk Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Sears: *not present*

Item 5 – 32 Brookes Ave Appeal – 3rd Floor Egress Issue

AGENDA ITEM 5 REMOVED PRIOR TO COMMISSION MEETING

Item 6 – 210 South Union Sprinkler Appeal

Engineer Baldwin introduces and summarizes the appeal

A) Oral Presentation by Appellant Chad Tyler who presents his appeal.

B) Communication by Senior Assistant City Attorney Gene Bergman, Engineer Baldwin, Senior Building Inspector Ned Holt, Building Inspector Brad Biggie, and City Fire Marshall and Battalion Chief

Barry Simays, who introduce the city's evidence packet ("DPW - #1) concerning the 210 South Union appeal for the record – Mr. Tyler replies with Attorney Bergman answering.

C) Commissioner Discussion

The Commission talks on Agenda Item 6 with Attorney Bergman, Engineer Baldwin, Inspector Holt, and Mr. Tyler responding.

D) Action Requested – No action taken. Commission will deliberate later.

Item 7 – Request For Appeal For 395 Manhattan Dr

Chris Khamnei, requester of appeal, introduces and summarizes his request

A) Commissioner Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioner Overby engage in a discussion over Item 7 with Attorney Bergman and Mr. Khamnei responding.

B) Public Comment

C) Motion made by Commissioner Overby to have the Commission deliberate later, regarding over whether the Commission has jurisdiction on an appeal concerning whether an inspector has the right to enter private property without notifying the owner.

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

Item 8 – Maintenance Division Report

Motion made by Commissioner Barr to table Item 8, and is seconded by Clerk Gillman – “Ayes” are unanimous

Item 9 – Burlington Harbor Marina Update

A) Communication by Director Spencer and Burlington Harbor Marina Developer Jack Wallace who speak on the city's Harbor Marina project.

B) Commission Questions

Vice Chair Archambeau and Commissioner Overby ask questions on Item 9 with Director Spencer answering.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

Item 10 – Approval of Draft Minutes of 1-18-17

The Commission tables Draft Minutes of 1-18-17 until 3-15-17 meeting

Item 11 – Director's Report

Director Spencer reports on Assistant Director – Parking & Traffic DPW (interim) Paul Bohne having started work; the Champlain Parkway update report having been posted at www.champlainparkway.com; the attached BTV Stat presentation having been put together for the department by the Assistant Directors; the State's water inspection report having been completed with no infractions; the upcoming FY'17 mid-year plan review report for the Commission; and the passing of Working Foreman Leo Legrand. Commissioner Overby asks about Service Level Agreement Periods in the metrics and stats BTV Stat report with Director Spencer answering.

Item 12 – Commissioner Communications

Clerk Gillman comments on the Commission's use of city emails for official correspondence; Commissioner Barr comments on snow removal/parking ban related phone calls he has received from

Ward 1 residents; Chair Padgett comments on a draft document he is putting together concerning the Commission's powers and duties; Commissioner Overby comments on the "New Commissioner" binder she received when first joining the commission.

Item 13 – Adjournment & Next Meeting Date – February 16, 2017

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

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 9:26pm.