

Burlington Department of Public Works Commission Meeting
Draft Minutes, 17 February 2016
645 Pine Street
(Meetings can be viewed at www.cctv.org)

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

Item 1 – Call to Order – Welcome – Chair Comments

Chair Padgett calls meeting to order at 6:34pm and recognizes Assistant Director of Water Resources Laurie Adams for 33 years of service to the city; Director Chapin Spencer and Assistant Director Adams also speak on recognition.

Item 2 – Agenda

Commissioner Barr makes motion to approve agenda and is seconded by Vice Chair Archambeau.

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

Item 3 – Recognition of Service – Laurie Adams, Assistant Director Water Resources

Item 4 – Public Forum

Item 5 – Consent Agenda

- A. Accessible Space on Lake St
- B. State of Traffic Request Backlog
- C. Haswell Street Parking

Vice Chair Archambeau makes motion to accept staff’s recommendation in Consent Agenda and is seconded by Commissioner Barr.

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

Item 6 – 199 South Union St – Appeal

A) Staff Presentation introduced by Assistant Director of Technical Services Norm Baldwin and given by Code Enforcement Director William Ward who presents the city’s case concerning Appealed Items 2, 4, and 5 of the Inspection Report for Appellant’s 199 South Union St rental property, and introduces Code Enforcement’s appeal packet, returned and signed certified mail label, and copies of email correspondence between Director Ward and the Appellant for the record; Appellant Presentation by Chris Khamnei who responds to the city’s case and introduces the Kidde Combination Photoelectric Smoke and Carbon Monoxide Alarm manual for the record.

B) Commission Questions

Chair Padgett and Vice Chair Archambeau ask questions concerning staff’s presentation with Director Ward answering; the commission asks questions concerning Appellant’s presentation with Mr. Khamnei answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by N/A.

Seconded by N/A.

Discussion

Action taken: no action taken – vote on appeal takes place in Executive Session following Commission Meeting adjournment.

Item 7 – FY’16 Workplan Progress Report

A) Staff Presentation by Director Spencer who speaks on the city’s progress concerning key DPW initiatives the Commission approved in June 2015 for FY’16.

B) Commission Questions

Chair Padgett, Vice Chair Archambeau, and Commissioner Overby ask questions about the FY’16 Workplace Progress Report with Director Spencer answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by N/A.

Seconded by N/A.

Discussion

Action taken: no action taken.

Item 8 – Annual Schedule of Commission Meetings

A) Staff Presentation by Director Spencer who speaks on staff’s prepared list, in response to a commission request, for Annual Commission Meeting Schedules and associated items.

B) Commission Questions

Chair Padgett and Vice Chair Archambeau ask questions about the Annual Schedule of Commission Meetings with Director Spencer answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Barr to approve Annual Schedule of Commission Meetings.

Seconded by Commissioner Gillman.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

Item 9 – Draft Minutes of 1-20-16

Director Spencer, Assistant City Attorney Gene Bergman, Chair Padgett, Vice Chair Archambeau, and Commissioners Barr and Overby engage in a discussion on the Draft Minutes of 1-20-16 with Vice Chair Archambeau requesting one, a breakout of Vice Chair Padgett’s friendly amendments in Agenda Item 5; two, take “(see video)” out of minutes altogether; and three, include Commissioner Overby’s paragraph on the Residential Parking Management Plan as an online document.

Commissioner Barr makes motion to accept minutes of 1-20-16 with Vice Chair Archambeau’s changes and is seconded by Vice Chair Archambeau.

Action take: motion approved;

“Ayes” are unanimous.

Item 10 – Director’s Report

Director Spencer gives thanks to Assistant Director Adams for her service to the city. Chair Padgett asks about city’s salt budget with Director Spencer answering it’s good. Commissioner Overby asks about comments she’s heard about ice buildup on sidewalk in front of Edmund’s Middle School with Director Spencer answering that Assistant Director of Right-of-Way Rob Green is aware of it and DPW has been dealing with it.

Item 11 – Commissioner Communications

Vice Chair Archambeau comments on the elections occurring before next Commission Meeting and expresses support for the North Avenue Pilot Project. Commissioner Overby comments on watching the City Council Meeting and is excited about the permit reform effort with Assistant Director Baldwin discussing it with her.

Item 12 – Adjournment & Next Meeting Date – March 16, 2016

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

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 8:15pm.