

Burlington Department of Public Works Commission Meeting  
Draft Minutes, 21 March 2018  
645 Pine Street

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

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

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

**Item 2 – Agenda**

Chair Archambeau requests moving Consent Agenda Item B to Agenda Item 4.1.

Action taken: motion approved;

“Ayes” are unanimous.

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

Amir Jusufagic, Ward 3 business owner, speaks on Agenda Item 4.1.

Earl Handy, Ward 5 business owner, speaks on Agenda Item 6.

**Item 4 – Consent Agenda**

A. Traffic Status Report

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

Action taken: motion approved.

“Ayes” are unanimous.

**Item 4.1 – Taxicab Stand/Loading Zone Dual Use & Proposed Parking Meter Zones**

A) Communication by DPW Director Chapin Spencer and Senior Transportation Planner Nicole Losch who speak on various proposed parking changes downtown.

B) Commission Questions

Chair Archambeau and Commissioners Alberry and Overby ask questions on Item 4.1 with Director Spencer and Planner Losch answering.

C) Public Comment

Bill Keogh, Vice Chair of the Vehicle for Hire Licensing Board, speaks on Item 4.1.

D) Commissioner Discussion

Chair Archambeau, Commissioner Alberry, and Director Spencer engaged in a discussion over Item 4.1.

E) Motion made by Commissioner Alberry to accept staff’s recommendation while accepting the Friendly Amendment offered by Director Spencer: accept the slate of proposed changes with the exception of points 3, 4, 5 relating to taxicab stand adoptions and points 4 and 10 relating to taxicab stand removals, as presented.

Seconded by Commissioner Barr.

Discussion

Commissioner Overby and Mr. Keogh engaged in a discussion over Item 4.1.

Action taken: motion approved;

“Ayes” are unanimous.

**Item 5 – Lower Downtown Capital Project**

A) Communication by Director Spencer and DPW Public Information Manager Robert Goulding who speak on numerous 2018 projects in the lower downtown area.

B) Commission Questions

Vice Chair Sears and Commissioners Alberry and Overby ask questions on Item 5 with Director Spencer and Assistant DPW Director – Parking & Traffic Patrick Mulligan answering.

C) Public Comment

D) Commissioner Discussion

Commissioner Overby and Director Spencer engaged in a discussion over Item 5.

E) Action Requested – None.

**Item 6 – Parking Zones on South Champlain St & Pine St**

A) Communication by Planner Losch who speaks on the proposed parking zone changes on South Champlain St, between King St and Maple St, and Pine St, to the south of Maple St.

B) Commission Questions

Chair Archambeau asks questions on Item 6 with Director Spencer and Planner Losch answering.

C) Public Comment

Ilna Blanchard, Ward 5, speaks on Item 6.

Earl Handy, Ward 5 business owner, speaks on Item 6.

D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff’s recommendation: remove variously listed no parking areas on South Champlain St and Pine St, approve variously listed no parking areas on South Champlain St and Pine St, and approve variously listed thirty-minute parking spaces on South Champlain St, as presented.

Seconded by Commission Alberry.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

**Item 7 – Water Revenue Bonds – Series**

A) Communication by Director Spencer and Attorney Thomas Melloni who speak on water revenue bonds.

B) Commission Questions

Chair Archambeau and Commissioner Overby ask questions on Item 7 with Director Spencer, Assistant DPW Director – Water Resources Megan Moir, and Attorney Melloni answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff’s recommendation: approve the language of the resolution as presented to the Commission.

Seconded by Commissioner Alberry.

Discussion

Action taken: motion approved;

“Ayes” are unanimous.

**Item 8 – Parking & Traffic Division Overview**

A) Presentation by Assistant Director Mulligan who speaks on the Parking & Traffic Division.

B) Commission Questions

Chair Archambeau, Vice Chair Sears, Clerk Gillman, and Commissioners Barr and Overby ask questions on Item 8 with Director Spencer, City Engineer and Assistant DPW Director – Technical Services Norm Baldwin, and Assistant Director Mulligan answering.

C) Public Comment

Charlie Giannoni, Ward 3, speaks on Item 8.

D) Commissioner Discussion

E) Action Requested – None.

**Item 9 – Approval of Draft Minutes of 2-21-18**

Commissioner Barr makes motion to accept draft minutes of 2-21-18 and is seconded by Vice Chair Sears.

Action take: motion approved;  
Commissioner Alberry: *abstains*  
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 the redevelopment of streets in the downtown and needing to return to the Commission at a later date for votes on proposed parking alterations and the updated Water Billing Report being presented to the Board of Finance and City Council on Monday, 26 March 2018. Commissioner Overby asks a question on on-line trades inspection scheduling with City Engineer Baldwin responding.

**Item 11 – Commissioner Communications**

Commissioner Overby comments on the upcoming 2018 Operation Clean Sweep with Director Spencer responding.

**Item 12 – Adjournment & Next Meeting Date – April 18, 2018**

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

Meeting adjourned at 8:37pm.