

Burlington Department of Public Works Special Commission Meeting
Draft Minutes, 17 August 2017
645 Pine Street

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

Item 1 – Call to Order – Welcome – Chair Comments

Chair Archambeau calls meeting to order at 6:03pm and makes opening comments.

Item 2 – Agenda

Commissioner Padgett requests removal of Agenda Item 4, at the request of staff, and the combination of Agenda Items 5 and 6 into a Consent Agenda (Agenda Item 2.5) with a brief preview of items by City Engineer and Assistant Director for Technical Services Norm Baldwin. Commissioner Padgett makes motion to accept suggestions and is seconded by Commissioner Barr.

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

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

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

Item 2.5 – Consent Agenda

Staff Communication by City Engineer Baldwin who speaks on the proposed Cherry St parking prohibition

- A. Traffic Request – Stop Sign Northbound Pine St & Bank St Intersection
- B. Traffic Request – Cherry St Parking Prohibition

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

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

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

No members of the public speak.

Item 7 – Burlington Town Center Encumbrance Permit – Parking Meter Rates

A) Staff Presentation by DPW Director Chapin Spencer and City Engineer Baldwin who speak on the city’s proposed rates for encumbered parking meters around the Burlington Town Center project location.

- B) Commission Questions

The entire Commission asks questions on Agenda Item 7 with Director Spencer and City Engineer Baldwin answering.

- C) Public Comment
- D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff’s recommendation – that the DPW Commission approve the revised rates detailed in the memo for encumbrance for parking meters on Bank Street, Cherry Street, Pine Street, and Pearl Street, and payment for those spaces be directed to the Traffic Fund G/L 264-19-200-450.4205 for the duration of the encumbrance – with an added requirement of staff oversight of a way-finding plan including signage directing customers to any relocated parking and review of the management strategy including use of time limits for any relocated parking to create turn-

over and maximize use of the spaces for the greatest number of customers. Commissioner Barr additionally accepts Commissioner Padgett's Friendly Amendment to put a condition on the 13 off-street spaces to be in a city asset (Lakeview Parking Garage).

Seconded by Commissioner Padgett.

Discussion

The entire Commission talks on Agenda Item 7 with Director Spencer, City Engineer Baldwin, Assistant Director – Parking & Traffic Patrick Mulligan, and PC Construction Director of Business Development Art Klugo answering.

Action taken: motion approved;

“Ayes” are unanimous.

Item 8 – Director's Report

Director Spencer thanks the Commission for agreeing to meet in August for a Special Commission Meeting.

Item 9 – Commissioner Communications

Commissioner Barr comments on the possibility of getting a list of future sidewalk improvements with Director Spencer answering.

Item 10 – Adjournment & Next Meeting Date – September 20, 2017

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

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 7:20pm.