

DEPARTMENT OF PUBLIC WORKS  
645 PINE STREET  
BURLINGTON, VERMONT 05401  
COMMISSION MEETING APRIL 16, 2025  
DRAFT MINUTES

See video for full meeting on Civic Clerk

Commissioners Present: Commissioner Barr, Chair Damiani, Vice Chair Fox, Commissioner Davis, Commissioner O'Neil-Vivanco (Zoom), Commissioner Munteanu (Late arrival)

Commissioner Absent: Commissioner Munteanu

**ITEM 1 – CALL TO ORDER**

**Commission Chair Damiani** called the meeting to order at 6:30

**ITEM 2 – AGENDA**

**Commissioner Fox** made a motion to amend the agenda and remove Item 5 the Vacant Building Appeal

**Commissioner Barr** seconded.

Unanimous Approval.

**ITEM 3 – PUBLIC FORUM**

Sharon Bushor (on line) – Zandy Wheeler – Kelly Devine – Jack Tiano – Caryn Long  
Richard Hillyard – Karen George – Wylie Dulmuge (on line)

**ITEM 4 – CONSENT AGENDA**

- 4.1 Approval of Draft Minutes 3-19-25
- 4.2 Bank St Traffic Regs near City Place
- 4.3 Archibald Street Parking Space Removal

**Commissioner Barr** made a motion to accept the consent agenda

**Chair Damiani** I just want to highlight motion to approve with that are the amended minutes with the comments from Commissioner Fox

**Commissioner Barr** with the amended minutes

**Commissioner Munteanu** seconded with the amended minutes

Unanimous Approval

**ITEM 5 – VACANT BUILDING APPEAL - RESCHEDULED**

**ITEM 6 – ELMWOOD LOT LEASE**

**Commissioner Fox** made a motion to authorize and adopt the proposed changes outlined in Attachment A to Appendix C, Chapter 18, which would temporarily decommission 51 Elmwood Avenue ("Elmwood Avenue Lot" the city-owned lot on the west side of Elmwood Avenue near the intersection of Grant St) as a designated parking

lot within the City of Burlington for the period inclusive May 1, 2025 to June 30, 2028, conditioned upon the City Council's designation of the property as a location for temporary, emergency shelter from May 1, 2025 to June 30, 2028.

**Commissioner Munteanu** seconded  
Unanimous approval

#### **ITEM 7 – PROPOSED NEXT STEPS ON RECYCLING**

Information Only

#### **ITEM 8 – GREAT STREETS MAIN STREET UPDATE**

Information Only

#### **ITEM 9 – DIRECTOR'S REPORT**

Information

#### **ITEM 10 – COMMISSIONER ITEMS**

Information

#### **ITEM 11 – DIRECTOR & CITY ENGINEER ANNUAL REVIEW – EXECUTIVE SESSION**

Chair Damiani looking for a motion to convene into executive session to discuss the annual review of the Public Works Director pursuant to 1 VSA 313 a 3.

**Commissioner Barr** made motion  
**Commissioner Fox** seconded  
Unanimous approval

Director Spencer what needs to follow is a motion here before you go into executive session that says after you get out of executive session you will be adjourning with no action. So that CCTV has that on tape and that, you do not need to come back here and do a second motion

**Commissioner Barr** made motion  
**Commissioner Fox** seconded  
Unanimous approval

#### **ITEM 12 – ADJOURNMENT AND NEXT MEETING DATE – MAY 21, 2025**

**Commissioner made a motion to adjourn**  
**Commissioner seconded.**  
**Unanimous approval**

**Meeting adjourned at**