BURLINGTON BOARD OF FINANCE
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
March 11, 2024

MEMBERS PRESENT:	Karen Paul (at 5:15 PM) Ali Dieng (via Zoom) Joe Magee Mark Barlow Miro Weinberger (via Zoom at 5:15 PM)
OTHERS PRESENT:	Katherine Schad Darren Springer Chris Burns Kara Alnasrawi Laura Wheelock Julia Ursaki Chapin Spencer Norm Baldwin Megan Moir

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1.0 CALL TO ORDER and AGENDA

1.1 Motion to amend/adopt the agenda
Chief Administrative Officer Schad called the Board of Finance meeting to order at 5:04 PM.

MOTION by Councilor Magee, SECOND by Councilor Barlow, to adopt the agenda.

VOTING: unanimous; motion carries (Mayor Weinberger, City Council President Paul absent for vote).

2.0 PUBLIC FORUM

2.1 Verbal Comments

3.0 CONSENT AGENDA

3.1 Motion to adopt the consent agenda and take the actions indicated

3.2 City of Burlington Seasonal Warming Shelter Project: Acceptance of Hannaford Donation – 1. Approve the acceptance of SFY 2024 grant funds in the amended amount of $603,712 from the State of Vermont Housing and Opportunities Program for the operations of the seasonal overnight shelter and authorize the Director of CEDO to execute all contracts and documents necessary to accept the funding through the period of June 30th 2024, including retroactive approval for the period of November 1, 2023 thru June 30, 2024, subject to the final review and approval of the City Attorney's Office; and 2. Approve the acceptance of the Hannaford Supermarkets donation in the amount of $90,000 and authorize the Director of CEDO to execute all agreements and documents necessary to accept funding, subject to the final review and approval of the City Attorney's Office.
3.3 Renewal of Main On-Call Contract for Financial Advisor and Utility Management Services with Raftelis Financial Consultants (Third and Final Renewal) - DPW - Water Resources - 1. To approve and recommend that the City Council authorize the Director of Public Works to renew the Main On-Call Agreement with Raftelis Financial Consultants for on- call financial advisor and utility management services for the Water Resources Division through June 30, 2025 for a maximum limiting amount of $175,000 for the renewal term, subject to prior review and approval by the City Attorney's Office; and 2. To approve and recommend that the City Council authorize the Director of Public Works to execute individual Work Assignment Contracts, which in total shall not exceed the maximum limiting amount established in the renewal of the Main On-Call Agreement—to complete work identified in the Main On-Call Agreement, subject to prior review and approval by the City Attorney's Office.

MOTION by Councilor Barlow, SECOND by Councilor Magee, to approve the consent agenda and take the actions indicated for items 3.1-3.3.

VOTING: unanimous; motion carries (Mayor Weinberger, City Council President Paul absent for vote).

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.1 BED Switch & Save Program subgrant – BED
BED General Manager Springer began by describing the program, which includes $400,000-$500,000 for Burlington to replace less efficient water heaters in income-qualified residences with more efficient heat pump water heaters. He noted that this funding came from legislation at the State level. He noted that staff are working with the housing organizations in the community to deploy the funding as quickly as possible to qualified residents, and that the funding is intended to be used in 2024.

Councilor Barlow asked how many conversions would be possible with this amount of funding. General Manager Springer replied that they are estimating between 75-125 switchovers, using $300,000 for the heat pumps and $100,000 for associated electrical work.

MOTION by Councilor Magee, SECOND by Councilor Barlow, to approve and recommend to the City Council to approve and authorize the BED General Manager or his designee, to enter into and execute all necessary grant agreements with respect to accepting the Switch & Save Program subgrant in an amount not to exceed $500,000 to provide financial and technical assistance for low- and moderate-income Vermont households to install heat pump water heaters, subject to final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries (Mayor Weinberger, City Council President Paul absent for vote).

4.2 Church Street Marketplace Capital Improvement – Request to Accept Bid – Business & Workforce Development
Director Alnasrawi noted that Burlington received a $1,000,000 grant through former Senator Leahy's office, and wrote and posted an RFP to re-evaluate a street assessment that was last conducted in 2017. She said that they received one bid that fits into the budget (Don Weston

Excavating), and she noted that this vendor has previously worked with Burlington. She asked the Board of Finance to approve the acceptance of the bid.

Councilor Magee asked about what types of repairs would be prioritized for this work. Director Alnasrawi spoke about certain parts of the street that are trip hazards that need to be addressed, as well as needing to raise certain portions of the street to signal to the visually-impaired that they are approaching an intersection.

MOTION by Councilor Dieng, SECOND by Councilor Magee, to approve and recommend that the City Council authorize the acceptance of the total bid submitted by Don Weston Excavating as detailed herein to perform capital improvements to the Church Street Marketplace; and, to authorize the Director of Business Workforce and Development to execute a contract with Don Weston Excavating for such services in an amount not to exceed $905,870, subject to the review of the City Attorney's Office and Chief Administrative Officer.

VOTING: unanimous; motion carries (Mayor Weinberger, City Council President Paul absent for vote).

4.3 Authorization to Execute the Design Contract for the CDS Cherry Street and RAISE Reconnecting Downtown Project – DPW
City Engineer Ursaki noted that this pertains to the $22 million grant that was previously accepted by the Board of Finance and City Council for work related to reconnecting downtown. She said that they have been working with VTrans and FHWA to issue a Request for Qualifications for the design work for this project. She said that due to the scale, size, and cost of this project, a RFQ was issued instead of an RFP, and that they received several statements of qualifications from three design firms. She said that they have selected Stantec, which was involved in a previous version of this project, which gave them an advantage in terms of efficiency, and said that they demonstrated understanding of this project's schedule, and have the technical expertise needed for this project.

Councilor Magee asked about the timeline for the design of this project. City Engineer Ursaki replied that the design work must be completed and ready to go to construction for Cherry Street by June of 2026 and for Bank Street by June of 2027.

MOTION by Councilor Barlow, SECOND by Councilor Magee, to approve and recommend that the City Council authorize the Director of Public Works to execute a contract, subject to City Attorney approval with Stantec Consulting Services, Inc. in the amount of $2,217,249, and further authorize the Director of Public Works to execute any necessary future amendments using up to $221,725 (10%) in available contingency funds, for a total authorized amount of $2,438,974, for the development of the design of the CDS Cherry Street and RAISE Reconnecting Downtown project, subject to the review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries (Mayor Weinberger absent for vote).

4.4 Champlain Parkway - FY24 Project Budget Amendment & Consultant Contract Amendments – DPW
Assistant Director Baldwin said that this is the third season of construction for the first phase of the Champlain Parkway and that they anticipate completing this phase by August of 2024. He said that for this request, they are seeking budget amendment authorizations and contract authorizations for design, resident engineering services, and project management for the initial phase and future phases of this project. He noted that there is also a request to use capital bond proceeds for non-participating costs, and he described the non-participating costs as relating to soil development and management, landscaping, and various amenities that are not eligible for state funding.

Councilor Magee asked if the City has conducted traffic modeling that takes the South End Innovation District into account. Assistant Director Baldwin replied that they had not conducting modeling to show the effects of that specific project. He said that DPW is working with the development team to understand the consequences of that project and whether future improvements to address traffic challenges may need to occur. Director Spencer added that DPW and the development team have just set up a meeting to do another round of traffic review from the larger planning perspective, to ensure that assumptions are understood for future projects and determine whether an initial phase or two of a new project can go ahead with only minor traffic adjustments while they work to finish the Parkway.

Councilor Barlow noted specific concerns around the use of street capital funding, but said that Director Spencer had clarified that these funds are being used for contingency funding. He also noted concerns around the use of $900,000 in capital bond proceeds, but that Director Spencer clarified that this funding was allocated for local match, which is consistent with how it was intended to be used.

Councilor Dieng asked why the federal government is not covering the cost of the contaminated soil remediation. Director Spencer replied that it is consistent with other projects, which also hold the City liable for the soil management costs. He said that Vermont has more stringent regulations than most states around this, and part of the federal government's concern is around bearing the extra cost associated with soil remediation in Vermont, which is why municipalities are required to cover the costs.

MOTION by City Council President Paul, SECOND by Councilor Barlow, 1. To approve and recommend that the City Council authorize an increase to the Champlain Parkway FY24 project budget from $52,469,159 to $53,204,967 to continue approved project activities and for completion of the initial construction contract in FY24, and further approve and authorize the Chief Administrative Officer or designee to effectuate all necessary budget amendments and transfers of funds including an additional $80,000 of Street Capital for local match and $900,000 (with an allotment of $863,725 in FY24; and $36,275 to be budged in FY25) of Capital Bond proceeds for non-participating costs; and approve the acceptance of additional reimbursable revenue sources in furtherance of the project budget increase, in substantial conformance with Attachment A; and 2. To approve and recommend that the City Council authorize the Director of Public Works to execute Contract Amendment Number 19 to the contract with Clough Harbour & Associates for engineering design services for the Champlain Parkway project, increasing the total contract amount by $890,450.00 and the local match obligation by $17,809.00, for a total authorized contract amount not to exceed $14,883,379.18 and a local match obligation in the amount of $297,667.58, as further detailed in Attachment D, subject to review and approval by the City Attorney's Office; and 3. To approve and recommend that the City Council authorize the Director of Public Works to execute Contract Amendment Number 6 to the contract with DuBois & King, Inc. for Municipal Project Management services for the Champlain Parkway project, increasing the total contract amount by $315,000 and the local match obligation by $6,300, for a total authorized contract amount not to exceed $740,485 and a local match obligation in the amount of $14,809.70, as further detailed in Attachment E, subject to review and approval by the City Attorney's Office; and 4. To approve and recommend that the City Council authorize the Director of Public Works to execute Contract Amendment Number 2 to the contract with WSP USA Inc. for construction inspection and public engagement services for the Champlain Parkway project, increasing the total contract amount by $4,108,984 and the local match obligation by $82,179.68, for a total authorized contract amount not to exceed $7,943,260 and a total local match obligation in the amount of $158,865.20, as further detailed in Attachment F, subject to review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.5 Authorization to Accept Combined Sewer Overflow Abatement ARPA Grant Funds - DPW - Water Resources

Division Director Moir noted that part of the City's long-term control plan identified a number of additional combined sewer overflow mitigation items that will be required in the coming decades. They noted that the State had funding that was set aside and allocated across communities and that the City was able to secure around $3.3 million of that funding for several high-priority projects. They noted that the highest priority project is a substantially-sized tank underneath Calahan Park that would provide storage for the combined sewage overflows that currently go to the Pine Barge Canal and then into the lake. They said that this funding is flexible and if the tank project stalls, they have other spending options.

MOTION by City Council President Paul, SECOND by Councilor Magee, to approve and recommend to the City Council that the Director of the Department of Public Works be authorized to execute a 2023 ARPA Statewide Sewer Overflow Elimination and Abatement grant agreement with the Vermont Department of Environmental Conservation for up to $3,294,440 for the design and implementation of CSO reduction practices, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.6 Authorization to Accept MS4 Community Formula ARPA Grant Funds – DPW – Water Resources
Division Director Moir began by noting that Burlington is an MS4 community, which comes with more requirements than non-MS4 municipalities in the state. They said that one requirement is around phosphorous reduction, and this is articulated as a goal of the City's Integrated Water Quality Plan, which also outlines a tertiary treatment system to help further reduce phosphorous before water is discharged into the lake. They noted that the high priority project identified for this specific grant funding is to retrofit an old stormwater pond in the Southwind neighborhood into a gravel wetland, which has the highest rate of phosphorous reduction of any stormwater treatment practice. They noted that this grant funding is also flexible and that there are several backup projects as well, should the Southwind project not occur or not expend all of the funding.

MOTION by Councilor Magee, SECOND by City Council President Paul, to approve and recommend to the City Council that the Director of the Department of Public Works be authorized to execute an MS4 Community Formula Grant Agreement with Vermont DEC for up to $762,678 of ARPA funds for the design and implementation of stormwater management practices, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT

5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 5:38 PM.

RScty: AACoonradt