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 18, 2024

MEMBERS PRESENT:	Karen Paul Ali Dieng (via Zoom) Joe Magee Mark Barlow Miro Weinberger
OTHERS PRESENT:	Katherine Schad Jordan Redell Dora Bean Chapin Spencer Brian Pine Samantha Dunn Scott Gustin Cindi Wight Nic Longo Jeff Glassberg Marty Spaulding Megan Moir Scot Barker Melo Grant Ben Traverse

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1.0 CALL TO ORDER and AGENDA

1.1 Motion to amend/adopt the agenda
Mayor Weinberger called the Board of Finance meeting to order at 5:36 PM.

MOTION by Councilor Barlow, SECOND by Councilor Magee, to amend and adopt the agenda as follows:

- **Remove from the consent agenda item 3.9 and place it on the deliberative agenda as item 4.5 (per Mayor Weinberger per Councilor Barlow);**
- **Add to the agenda item 6.0 Discussion Regarding 200 Church Street – CEDO (per CAO Schad per CEDO Director Pine)**

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM

2.1 Verbal Comments

Sharon Bushor expressed support for the agenda item that would seek to continue contracting with Burlington Telecom for an additional five years. She additionally expressed support for the proposed lease agreement at the Airport for the Burlington School District. She expressed concern about the agenda item related to spending certain Conservation Legacy Fund dollars on a comprehensive rewrite of the Open Space Plan, as the legacy fund is intended to be used to acquire open space for the City.

3.0 CONSENT AGENDA

3.1 Motion to adopt the consent agenda and take the actions indicated
3.2 February 20, 2024 Board of Finance Meeting Minutes, Draft – approve minutes.
3.3 February 26, 2024 Board of Finance Meeting Minutes, Draft – approve minutes.
3.4 CVOEO Fair Housing Month Sponsorship 2024 – REIB – approve and authorize the Acting Director of the Racial Equity Inclusion and Belonging Office and the Chief Administrative Officer to issue a grant of City Empowerment Funds to CVOEO to support Fair Housing Month programming for a total authorized grant amount of $1,000.
3.5 Parking Facilities Fund FY'24 Budget Amendment for Credit Card Service Charges – DPW – approve and recommend that the City Council approve the attached FY'24 Parking Facilities Fund budget amendment dated March 18, 2024.
3.6 Authorization to Accept Grant Funds from the State of Vermont Historic Preservation Program – approve and authorize the acceptance of historic preservation grant funds in the amount of $20,000 from the State of Vermont subject to a $20,000 local match obligation; and, to authorize the Director of Parks, Recreation, and Waterfront to execute all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office and Chief Administrative Officer.
3.7 Conservation Legacy Fund Discussion – Arms Parks Connection to Greenway – recommend that the City Council approve and authorize the use of the Conservation Legacy Fund, in the amount of $101,975, towards improved access, connectivity, and amenities in Arms Park from the Burlington Greenway through the newly acquired Elks Property.
3.8 Champlain St Park Renovations, Contract Amendment – BPRW – approve and recommend that the City Council approve and authorize the execution of a contract amendment in the additional amount of $19,950.00 with Waterman Siteworks, LLC, for a contract value not to exceed $183,794.00 for the Champlain Street Park Renovations Construction project, plus a contingency of $15,481.09, for a total authorized expenditure not to exceed $199,275.09; and, to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract amendment and any related documents needed to carry out the project, subject to review by the City Attorney's Office.
3.9 Request to execute a Lease Agreement with the Burlington School District for the use of the "South Hangar" as the new home of aviation-oriented education at the Burlington Technical Center – Airport **NOW AGENDA ITEM 4.5**
3.10 Contract for TylerTech FireCAD Cloud Migration – Fire/I&T – approve and recommend that the City Council authorize the Fire Chief and/or the Chief Innovation Officer to execute a three-year contract with TylerTech to provide cloud-based FireCAD services for a total contract value not to exceed $385,000 (including $75,000 for implementation and system migration services and three years of an annual software and hosting cost of $89,500), subject to the review and approval by the City Attorney's Office.
3.11 Contract for UKG Payroll and Human Resources Software – HR/I&T – approve and recommend that the City Council authorize the Director of Human Resources and/or the Chief Innovation Officer to execute a three-year contract with UKG to provide payroll and human resources information technology services for a total contract value not to exceed $550,000 (including $38,000 for implementation and system migration services), subject to review and approval by the City Attorney's Office.

MOTION by Councilor Dieng, SECOND by Councilor Magee, to approve the consent agenda and take the actions indicated for items 3.1-3.11.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.1 CY24 Paving Contract – DPW
Associate Public Work Engineer Bean said that this is a request for approval for a contract with ECI for this year's paving work in the City. She said that they anticipate paving North Avenue from Plattsburg Avenue to Shore Road and Stanniford Road from Oakwood Terrace to North Avenue, as well as patching various streets throughout the City. She noted that the City has a town highway grant of $200,000 to put toward this work.

Councilor Barlow said that there are a number of roads that aren't on the 2024 season paving list and asked what the plan is for addressing needs that arise during the season. Associate Public Works Engineer Bean noted that the contingency for this contract is 30%, which is high, as they hope to use it to conduct additional patching, though she noted that they have limited funding to address all of the streets in need. She noted that they will conduct crack sealing as a preventative measure in addition to addressing the roads that need fixing. Director Spencer noted that this is an area of the City's work where they have put in collective effort since the 2016 Sustainable Infrastructure Plan. He said that every year there has been supplemental bond funding for enhanced paving, but that little of it remains. He said that the next Administration will likely need to determine how to secure more street capital funding, as the current street capital tax is not sufficient to maintain the City's systems.

MOTION by Councilor Barlow, SECOND by City Council President Paul, to 1. Approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments and transfers of funds from the above-referenced funding sources, as further detailed in the attached CY24 paving project budget, as needed to a total of $1,027,573.00 for the projected construction costs to complete the CY24 Paving Project; 2. Approve and recommend that the City Council authorize the Director of Public Works, or their designee, to execute a construction contract with Engineers Construction Inc. for the CY24 Paving Project in the amount of $1,027,573.00, with an additional $289,628.00 in contingency funds, equaling a total authorized expenditure of $1,317,201.00, subject to the final review and approval by the Office of the City Attorney.

VOTING: unanimous; motion carries.

4.2 Request to Execute a Contract and Property Use Agreement with Friends of the FRAME – CEDO
Assistant Director Dunn noted that the City has been working with Friends of the Frame over the last several years on a pilot program for activation of the site through public programming and investment in the infrastructure, and that this request seeks to extend that partnership through a contract and property use agreement.

MOTION by City Council President Paul, SECOND by Councilor Magee, to approve and recommend that the City Council approve and authorize the Director of the Community & Economic Development Office to enter into a Property Use Agreement and a Contract with Friends of the FRAME for the purposes of ongoing collaboration, activation of the site and development of a Phase 2 capital strategy with a maximum limiting amount of $105,000, both subject to final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.3 Conservation Legacy Fund Request – Open Space Plan Re-Write – DPI
Principal Planner Gustin began by noting that the City's Open Space Protection Plan and Urban Forest Plan are 25 years old, and while they could be rewritten separately, there is a lot of overlap between the two. He noted that this rewrite would be spearheaded by the Department of Permitting and Inspections, with collaboration from the Conservation Board and Parks Commission, as well as support from UVM's Spatial Analysis lab for data analysis. He said that this is a request for up to $100,000 to conduct the comprehensive rewrite.

Mayor Weinberger asked about the timeline to conduct the rewrite. Principal Planner Gustin said that they have the RFP drafted and will post it soon. He said that once the work gets underway, it should take about a year. He said that there is likely an opportunity to check in with the new Administration and new City Council on this when that transition occurs.

MOTION by Councilor Magee, SECOND by Councilor Barlow, to approve and recommend that the City Council approve up to $100,000 in Conservation Legacy Fund monies for a comprehensive rewrite of the Open Space Plan as recommended by the Conservation Board and Parks Commission.
DISCUSSION:
- **Councilor Dieng asked about the other current project that would be using Conservation Legacy Fund dollars, the Elks/Arms Forest Project. Director Wight noted that that project is focusing on the entrance to the Greenway, and will include universal trail access and a kiosk to ensure that the entrance is more accessible.**

VOTING: unanimous; motion carries.

4.4 Request to Accept and Execute a Federal Aviation Administration (FAA) Grant for design, construction manager at risk coordination and selection, pricing construction inspection and construction of the North Concourse Replacement Project "Project NEXT" – Airport
Aviation Director Longo began by describing the project, which would be for the Airport's expanded north terminal and replacement project. He said that this is the result of years of planning that went into a congressionally directed spending bill of $34 million. He said that the project's improvements would accommodate larger aircraft and new jet bridges. He noted that underneath the new terminal is a geothermal field which would provide the heating and cooling for the building. He also noted that it would include a new pre-security observation area, which could also be rented out as an event space. He said that this request is to accept the $34 million, but that a construction contract will be a future ask of this Board, since they are currently finishing up design work for the project.

MOTION by City Council President Paul, SECOND by Councilor Magee, to approve and recommend that the City Council approve and authorize the Director of Aviation to execute a grant from the Federal Aviation Administration to accept an amount up to $34,000,000.00, with a 15% contingency, totaling up to $39,100,000.00, as allowed under the grant, for design, construction manager at risk coordination and selection, pricing, construction inspection and construction of the North Concourse Replacement Project "Project NEXT", subject to review and approval by the City Attorney's Office.
DISCUSSION:
- **Councilor Barlow asked about the timeline for this project and whether it is anticipated to impact current operations. Aviation Director Longo replied that they are about 80% finished with design work, and anticipate obtaining pricing bids within the next 60 days. He said that they anticipate breaking ground in late summer or early fall. He said that the construction will be complex, but that the current building is unusable in its current state. He said that the construction will likely last 18 months, so it will be 2025 before they will need to plan the reallocation of space and relocation of airlines to the new terminal.**

VOTING: unanimous; motion carries.

4.5 Request to execute a Lease Agreement with the Burlington School District for the use of the "South Hangar" as the new home of aviation-oriented education at the Burlington Technical Center – Airport **WAS CONSENT AGENDA ITEM 3.9**
Aviation Director Longo said that this proposed lease agreement came out of a competitive bid process for what the FAA calls the aeronautical use facility. He noted that the Burlington School District was the sole bidder, and that through the bid process they demonstrated how they would transition their current avionics program to the South Hangar and that the Airport saw the benefits of improving the existing South Hangar through this 40-year lease term.

Councilor Barlow asked about programming and ongoing compliance with FAA requirements. Marty Spaulding of PCI consultants noted that there is an existing aviation program at the Airport, but that it is primarily for adult education students. He noted that the high school had an aviation program at the Burlington Tech Center, at the old school. He said that one program moving into the South Hangar space is that aviation student program, as well as the advanced manufacturing program. He said that they will be able to fit four programs into this hangar space (and the fourth program has yet to be determined). Councilor Barlow asked about the process of ensuring that any new program that comes online is FAA-compliant. Mr. Spaulding replied that there is language in the lease that requires programs to meet FAA requirements. Jeff Glassberg, a consultant on this project, also noted that descriptions of the programs were included in the lease agreement and this description was sent to the FAA for their review and approval. He also noted lease language that requires Airport, TSA, and FAA review of any changes to programming.

MOTION by Councilor Magee, SECOND by City Council President Paul, to approve and recommend that the City Council approve and authorize the leasing of certain identified space, the so-called South Hangar building located at 200 Da Vinci Drive, at the Patrick Leahy Burlington International Airport to the Burlington School District, and to authorize the Mayor of Burlington to execute the lease agreement, subject to final review and approval by the City Attorney's Office.
<u>DISCUSSION:</u>

- **Councilor Dieng asked about the rent credit. Mr. Glassberg replied that the School District must spend at least $11.5 million on improvements in the hangar, and will receive a rent credit from the Airport to be applied against the rent. Councilor Dieng asked about how the school district would fund the improvements, and Mr. Spaulding replied that there was funding identified and set aside two years ago in the school district's budget specifically for this project. Councilor Dieng asked about ways to leverage the Airport as an enterprise fund to ensure that the burden isn't solely falling on the school district and the backs of taxpayers. Aviation Director Longo said that throughout the schematic design phasing and initial conversations, the Airport spent about $600,000 of its own funding to ensure that the design work was moving forward. He said that the Airport will work with the school district through the remaining design to identify ways to support the district.**

VOTING: unanimous; motion carries.

4.6 Authorization for a Budget Amendment for Emergency Phase of Sewer Siphon Break Response – DPW – Water Resources
Division Director Moir began by noting that this item is related to the fixes that were implemented when a City sewer siphon broke in July of 2023. They noted that the big purchases (anything over $50,000) has come to the various Board of Finance and City Council meetings for review and approval, and that this item seeks retroactive authorization for a budget amendment of $50,331.51, as well as a request to encumber a portion of the Wastewater fund balance (up to $259,194.44) to use for local match for expenses to date. They said that there

was extra cash from a refund of principal from the Vermont Bond Bank (about $640,000) that was originally set aside in FY24 for debt service, which they would propose to use to fund this.

MOTION by Councilor Dieng, SECOND by Councilor Barlow, to 1. Approve and recommend that the City Council approve a budget amendment totaling $50,331.51 of expenses and revenues to the Wastewater Capital Fund 862 by increasing the accounts as described in Table 2 of this memo; and 2. Approve and recommend that the City Council authorize the use of Fund 480 fund balance and approve an expense budget amendment of $259,194.44 to the Wastewater Fund 480 by increasing the accounts described in Table 3 of this memo.

VOTING: unanimous; motion carries.

4.7 Contract Renewal for Continuing Engagement with Burlington Telecom – I&T
Chief Innovation Officer Barker said that the City is seeking Board of Finance and City Council approval for entering into a sole-source contract with Burlington Telecom, as the City's current five-year agreement with Burlington Telecom for phone and internet services is expiring. He said that Burlington Telecom has been an excellent partner to work with, both in terms of service provision and reasonableness of cost. He noted that during the current contract term, Burlington Telecom had the ability to charge the City up to $81,000 per month but that invoices came in below that, at around $65,000 per month. He noted that Burlington Telecom also provided a number of services, such as free WiFi at City buildings and certain parks and community spaces, installation of WiFi access points, project management and engineering work, and the relocation of equipment out of Memorial Auditorium. He said that further, changing to another internet service provider would be complex and costly.

MOTION by City Council President Paul, SECOND by Councilor Barlow, to approve and recommend that the City Council authorize the Chief Innovation Officer to execute a five-year contract with Burlington Telecom to provide high-speed internet and phone services in an amount not to exceed a total contract value of $4,000,000, subject to review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

5.0 MONTHLY BUDGET TO ACTUALS REPORT FOR GENERAL FUND – C/T

5.1 Monthly Budget to Actuals Report for General Fund – C/T
Chief Administration Officer Schad said that this is the first monthly budget to actuals report for the General Fund for the current fiscal year, and that the City will be producing these and presenting them to the Board of Finance regularly. She noted that this report is through the month of January. She said that in general, the City is currently on budget with the General Fund.

City Council President Paul expressed support for this monthly report, saying that it will be helpful information to have during the remainder of the FY25 budget discussions and addressing budget gaps in the FY25 budget.

Councilor Dieng also expressed support for this monthly report and the information within it. He asked how many insurance policies the City pays premiums on, and said he wanted to better understand the full picture of them. Chief Administration Officer Schad said it would be helpful to have the City's insurance agent back to present an overview of the City's insurance policies, noting that he had spoken at Board of Finance about six months ago to outline several issues around the City's worker's compensation, liability, and property insurance policies. She said that the City also works with a separate agent for its health insurance, and said it would be helpful to have agents for both of those back to Board of Finance. She said that health insurance has seen increased premium costs across the City, state, and country.

Councilor Barlow said that one useful tool for the school budget review was adopting a red/yellow/green indicator for each budget, and asked about whether that same technique could be applied to this budget. Chief Administration Officer Schad replied that she has adopted this to show where departmental budgets are at in terms of risk of overspending on the expense side or under-performing on the revenue side.

Councilor Grant noted that the names within the City Council department budget need to be updated, as they are outdated. She also noted that she has submitted expenses but that they haven't been reflected in this budget report. She said she will work with Chief Administration Officer Schad on getting up-to-date information reflected in the report. She also asked whether the City uses health reimbursement accounts as an offering in its health insurance plans. Chief of Staff Redell noted that employees have the option to use flexible spending accounts, and Mayor Weinberger recommended that Councilor Grant get in touch with human resources staff to further follow up on this.

6.0 DISCUSSION REGARDING 200 CHURCH STREET – CEDO

6.1 Discussion Regarding 200 Church Street – CEDO

Director Pine began by noting that this relates to the potential sale of a City asset (the 200 Church Street building), and that though the Administration and Council will change significantly in early April, he would like to begin this conversation now, as part of the process of exploring this potential sale. He noted that the 200 Church Street building was built in 1958 as an office building, is 15,000 square feet, with offices for the City (Community Justice Center, Human Resources, and Payroll) and Burlington Telecom. He noted that CJC is anticipated to transition to the building that is being redeveloped on the VFW site. He noted that the asset purchase agreement lays out the terms of the potential transaction (a sale of the building to Burlington Telecom), and that the City would like to sell the building to Burlington Telecom prior to the next lease renewal, as the building is in need of maintenance and the City does not have the $1.5 million to make those improvements prior to selling it. Mayor Weinberger provided more historical context, noting that when the City and Burlington Telecom reached a settlement when they separated, the 200 Church Street building remained in the City's ownership at that time. He said that because the City is facing certain budgetary pressures and lack of funding to maintain its core assets and infrastructure, this sale could help alleviate some of that pressure. Councilor Dieng asked about the parking lot behind the property, and Assistant Director Dunn replied tha the City only owns the footprint of the building itself, not the parking lot.

7.0 ADJOURNMENT

5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 7:11 PM.

RScty: AACoonradt