BURLINGTON BOARD OF FINANCE
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
May 13, 2024

MEMBERS PRESENT:	Ben Traverse Mark Barlow Sarah E Carpenter Joe Kane Emma Mulvaney-Stanak
OTHERS PRESENT:	Katherine Schad Nic Longo Larry Lackey Marie Friedman Dave Carman Jeff Bartley Kara Alnasrawi Brian Pine Zack Nersinger

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1.0 CALL TO ORDER and AGENDA

1.1 Motion to amend/adopt the agenda
Mayor Mulvaney-Stanak called the Board of Finance meeting to order at 5:03 PM

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

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM

2.1 Verbal Comments
Sharon Bushor spoke about the item related to ARPA funds for the City Hall Park kiosk. She expressed concern about the high cost of this amenity, saying that there are other more pressing priorities for the City's funding.

3.0 CONSENT AGENDA

3.1 Motion to adopt the consent agenda and take the actions indicated.
3.2 April 29, 2024 Board of Finance Meeting Minutes, Draft – approve the minutes

3.3 Request for Approval to Execute a Contract with ECI for the Temporary Forcemain Removal and Restoration of Site Project – DPW – Water Resources – approve and recommend that the City Council authorize the Director of Public Works to execute a Construction Contract with Engineer's Construction, Inc., for removal of the temporary forcemain and restoration of the site for an amount up to $125,000, subject to the review and approval of the City Attorney's Office.
3.4 Authorization to Issue Early Learning Initiative Capacity Grants to ONE Arts, Inc.: $11,415.15 and The Wilds Preschool: $26,275 - Business and Workforce Development – approve and authorize the Director of Business and Workforce Development to enter into the follow ELI Capacity grant agreements, for a total authorized grant program amount not to exceed $37,690.15: 1. ONE Arts Community School – Burlington in an amount not to exceed $11,415.15 to support infrastructure updates to the facility; and 2. The Wilds Preschool in an amount not to exceed $26,275 to support startup costs of the program, subject to review of the grant capacity agreements by the City Attorney's Office.
3.5 Request to Execute an Agreement of $57,296 for a Spent (Used) Aircraft Deicing Fluid Recovery, Treatment, Recycling, and Disposal Study with Stantec Consulting Services – Airport – approve and recommend that the Board of Finance authorize the Director of Aviation to execute an agreement with Stantec Consulting Services for $57,296.00 to conduct a Spent Aircraft Deicing Fluid Recovery, Treatment, Recycling, and Disposal Study.
3.6 Request to Accept and Execute a Contract in the Amount of $97,695.00 with Annseal Inc. for Runway (RW)15-33 Plain Cement Concrete (PCC) Concrete Joint Repair and a budget neutral amendment – Airport – 1. Approve and recommend that the City Council approve and authorize the Director of Aviation to execute a contract with Annseal in the amount of $97,695.00 with a 15% contingency totaling up to $112,349 for the Runway (RW)15-33 PCC Concrete Joint Repair, subject to review and approval of the City Attorney's Office; and 2. Approve and recommend that the City Council approve a budget neutral amendment in the amount of $115,000 to the Fiscal Year 2024 Airport budget by increasing the accounts as described in the affiliated memorandum.
3.7 Request to Execute a Contract in the Amount of $126,000 with Mikes Electric Inc. (MEI) for Terminal Fluorescent Lighting Control Replacement – Airport – approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Mikes Electric Inc (MEI) in the amount of $126,000 for Terminal Fluorescent Lighting Control Replacement, subject to review and approval of the City Attorney's Office.
3.8 Extension of Lease – Waterfront Information Services Building – BPRW - approve and recommend that the City Council approve and authorize a holdover of the existing lease terms with the Lake Champlain Chamber of Commerce for the premises located within the Pease Lot Information Building and as more particularly described in the existing lease, creating a month to month tenancy as provided for in the existing lease through October 31, 2024, for the purposes of continuity of Information Services.

MOTION by Councilor Carpenter, SECOND by City Council President Traverse, to adopt the consent agenda and take the actions indicated for items 3.1-3.8.
DISCUSSION:

- **Mayor Mulvaney-Stanak noted that one of the beneficiaries in item 3.4 is a school at which one of her children attends, but does not believe that this represents a conflict of interest.**

VOTING: unanimous; motion carries.

4.0 DELIBERATIVE AGENDA

4.1 Request to Accept and Execute a Contract with PCS Specialty Contracting for FY2025 Parking Garage Repairs in the amount of $364,844 – Airport
Aviation Director Longo said that this is for updates and repairs to the Airport's parking garage.

Councilor Barlow asked if this fits in with other projects that interact with the garage, and Director Longo replied that this is for repair to maintain the infrastructure of the garage.

MOTION by Councilor Barlow, SECOND by Councilor Carpenter, to approve and recommend that the City Council authorize the Director of Aviation to execute a contract with PCS Specialty Contracting for FY2025 Parking Garage Repairs in the amount of $364,844, subject to review and approval of the contract by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.2 Request for Approval of a $1,276,829 Budget Neutral Amendment to the FY 2024 Patrick Leahy Burlington International Airport – Airport
Director Longo said that following procurement and budget amendment policies, anything over the $50,000 threshold is subject to approval by the Board of Finance. He said that it pertains to multiple line items across the budget. Airport Chief Financial Officer Friedman added that the South Apron project is commencing faster and incurring more costs than originally projected, necessitating this budget amendment to reallocate funding across costing centers.

Councilor Barlow asked if the South Apron project is covered by a grant, and Chief Financial Officer Friedman replied that this component is ineligible under the grant, and the Airport is covering the costs of this component that is outside the scope of the grant. Director Longo said that this is a timing difference rather than a project cost difference.

Councilor Carpenter noted that a number of the budget items are relatively small, and commented that perhaps this level of scrutiny may not be necessary.

MOTION by Councilor Carpenter, SECOND by Councilor Kane, to approve and recommend that the City Council approve a budget neutral amendment in the amount of $1,276,829 to the Fiscal Year 2024 Patrick Leahy Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum.

VOTING: unanimous; motion carries.

4.3 ARPA Community Infrastructure Budget Amendment and Request to Execute a Contract with S.D. Ireland Brothers Corporation for the site work and utility connections required for the kiosk at City Hall Park – CEDO
Director Pine said that this item seeks approval to respond to the financial realities of work at City Hall Park. He said that the original plans for City Hall Park included this kiosk, but this component was pulled out due to budgetary constraints. He said that the City conducted a survey in 2021 on how to use ARPA funds, and public feedback asked for prioritization of outdoor public space. He noted that last May, the Council approved $2 million in ARPA funding to build or improve infrastructure to support community gathering spaces, $300,000 of which was allocated for the City Hall Park kiosk. He said that the cost of building the kiosk is $250,000, and they anticipate it being installed after utilities and sitework are completed (for an additional $250,000). He said that they are proposing reallocation of $150,000 from the Community Infrastructure Project to the City Hall Park kiosk project.

City Council President Traverse asked when the kiosk would be delivered, and Executive Director Alnasrawi replied that they anticipate it being delivered in June. City Council President Traverse asked for more detail on the increased cost of the project from what was initially estimated. Executive Director Alnasrawi replied that the original cost estimate was conducted in-house by the Department of Public Works, but that the bids submitted came in significantly higher than this estimate, due to inflation and increased labor and materials costs. City

Council President Traverse asked whether cost estimates for future projects will be recalibrated to take into account the increased costs of labor and materials, and Director Pine replied that when bids come in, they serve to help inform future cost estimates. City Council President Traverse noted that this would allocate funds away from the Community Infrastructure Project for Waterworks Park, and asked how far along that project is and what the impact of this reallocation will be. He also asked whether the City anticipates more cost overruns for other projects. Executive Director Alnasrawi replied that staff have taken a critical look at outstanding ARPA projects to determine what the City can and cannot achieve at this point, including due to higher-than-anticipated costs. Director Pine replied that with respect to the Waterfront project, there will be work occurring related to activation rather than major public improvements, but that some ARPA funds will be returned and reallocated to other projects.

MOTION by Councilor Barlow, SECOND by Councilor Kane, to approve and recommend that the City Council approve and authorize the City's Chief Administrative Officer or their designee, to execute a budget amendment to increase the City Hall Park Kiosk Budget by $150,000 from the Expanded Waterworks Park Connections and Amenities budget of $600,000 and to approve and recommend the Director of the Community & Economic Development Office to enter into a contract with S.D. Ireland Brothers Corporation for the purposes of completing the site work and infrastructure connections for the City Hall Park Kiosk, with a cost of up to $197,500 and a ~10% contingency, for a total authorization and maximum limiting amount of $220,000 subject to final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.4 Vermont Gas Systems Franchise Agreement – DPW
No discussion, as item was postponed.

5.0 ADJOURNMENT
5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 5:31 PM.

RScty: AACoonradt