BURLINGTON BOARD OF FINANCE
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
June 10, 2024

MEMBERS PRESENT:	Ben Traverse Mark Barlow Sarah E Carpenter Joe Kane Emma Mulvaney-Stanak
OTHERS PRESENT:	Katherine Schad Nic Longo Dave Carman Marie Friedman Larry Lackey Zoe Richards Sophie Sauve Kara Alnasrawi

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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 Barlow, SECOND by City Council President Traverse, to adopt the agenda.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM

2.1 Verbal Comments
Caryn Long spoke in support of the potential proposal to tax vacant properties, which will raise revenue and improve the City. She also noted that she has never seen this many empty storefronts downtown in her four decades of living in Burlington. She spoke about the number of students moving out at the end of May in her neighborhood and how it negatively impacts how the neighborhood looks because they leave it in a poor condition. She spoke about the number of finable violations, such as parking on lawns, that student tenants carry out.

Sharon Bushor asked about the Open Space Plan contract, saying that the information about the other four proposals that bid for this contract were not included in the information for this agenda item. She said that she has a strong interest in the Open Space Protection Plan, since she brought this item to the Council many years ago and wants a strong candidate and organization to carry out this work.

3.0 CONSENT AGENDA

3.1 Motion to adopt the consent agenda and take the actions indicated.
3.2 Request to Accept and Execute a Federal Aviation Administration (FAA) Reimbursable Agreement (RA) Grant for the FA Technical Operations (Tech Ops) administrative oversight and review of design and construction related to a FAA-owned electrical conduit relocation required for the Airport’s Development of a new Snow Removal Equipment (SRE) Building – Airport – 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 $32,086.00, with a 25% contingency, totaling up to $36,898.90, as allowed under the grant, for FAA Technical Operations administrative oversight and review of design and construction aspects related to a FAA-owned electrical conduit relocation, subject to the review and approval by the City Attorney’s Office.
3.3 Microsoft Licensing Agreement – BED – approve and recommend that the City Council approve and authorize the BED General Manager or their designee to execute the three-year licensing agreement between BED and Microsoft commencing on July 15, 2024, subject to final review and approval of the City Attorney’s Office.
3.4 Use of Vendor Space at A-Dog Skatepark – BPRW **AGENDA ITEM REMOVED**

MOTION by Councilor Carpenter, SECOND by City Council President Traverse, to adopt the consent agenda and take the actions indicated for items 3.1-3.4.

VOTING: unanimous; motion carries.

4.0 DELIBERATIVE AGENDA

4.1 Request to Accept and Execute a Federal Aviation Administration (FAA) Grant for design and construction of one additional automated exit lane (exit lane breach control systems) at both the North and South Terminal areas – Airport
Deputy Director of Aviation Carman said that these automated exit doors prevent passengers from going back into the concourses after they exit them, and this item requests approval for a grant to increase the number of automated exit lanes in each concourse to two.

MOTION by Councilor Barlow, SECOND by City Council President Traverse, 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 $232,243, with a 15% contingency, totaling up to $267,079.45, as allowed under the grant, for design and construction of one additional automated exit lane (exit lane breach control systems) at both the North and South Terminal areas, subject to review and approval by the City Attorney’s Office.

VOTING: unanimous; motion carries.

4.2 Request to Accept and Execute a Federal Aviation Administration (FAA) Grant for the Terminal Integration Project (TIP) additional eligible items – Airport
Chief Financial Officer Friedman said that this relates to additional items in the Terminal Integration Project that were not previously eligible for grant funding from the FAA but are eligible now, so the request is to approve these additional grant amounts.

MOTION by City Council President Traverse, SECOND by Councilor Carpenter, 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 $349,248.00, for the Terminal Integration Project (TIP) additional eligible items, subject to review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.3 Request to accept a Federal Aviation Administration (FAA) Grant for the Residential Sound Insulation Project (RSIP) Phase 4 Project and Execute Contracts for Construction and Inspection Services for this Project with Strong Tower Construction, Inc. and Jones Payne Group, Inc. (JPG), respectively – Airport
Deputy Director of Aviation Carman said that Phase 4 of this project consists of construction improvements for 16 homes of the 50 that were designed in Phase 3. He said that the homes will be constructed by Strong Tower Construction and inspected by the Jones Payne Group. He said that this also includes outreach to 50 more homeowners to begin the design phase for them. He said that this item seeks approval for the grant funding to cover these costs.

Aviation Director Longo noted that there is a dedicated website about this project and its phases, and that the website is regularly updated by Airport.

MOTION by City Council President Traverse, SECOND by Councilor Barlow, to 1. Approve and recommend that the City Council approve and authorize the Director of Aviation to accept and execute a grant from the Federal Aviation Administration in an amount up to $3,563,164.00 with a 15% contingency totaling up to $4,097,638.60, as allowed under the grant subject to review and approval by the City Attorney's Office; 2. Approve and recommend that the City Council approve and authorize the Director of Aviation to execute a contract with Strong Tower in the amount of up to $1,954,186.00 with a 15% contingency totaling up to $2,247,313.90, as allowed by the grant for construction activities for 16 homes, subject to review and approval by the City Attorney's Office; and 3. Approve and recommend that the City Council approve and authorize the Director of Aviation to execute a contract with Jones Payne Group in the amount of up to $1,542,568.82 with a 15% contingency totaling $1,773,954.14 for noise program oversight, subject to the review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.4 Request to accept a Federal Aviation Administration (FAA) Grant for the Runway 15-33 Rehabilitation Project and Execute Contracts for Construction and Inspection Services for this Project with S.D. Ireland, Inc. (SDI) and Stantec Consulting, Inc. (Stantec), respectively – Airport
Planning Director Lackey said that this is for rehabilitation maintenance of the Airport's main runway. He said that it is a mill and overlay of three inches, which will be conducted at night between 11:30 PM and 5:30 AM, so as to not interfere with commercial activity. He noted that this was last done 13 years ago. Director Longo added that this is a complex project that requires significant oversight from the Airport team. He noted that this project will not occur this year, but the Airport is seeking to prepare by obtaining grant acceptance. He said that they anticipate the project beginning next spring, and that they will be conducting significant outreach to airport users, given that they will be closing the main runway every evening for construction once the project commences.

Councilor Barlow asked how this impacts commercial users in terms of airline schedules. Director Longo replied that because there is a hard closure at 11:30 PM, this will impact the airline schedules for the Airport and that they are working with airlines to accomplish an earlier arrival time for those late flights for the duration of the anticipated 60 days of construction for this project.

Councilor Kane noted that one of the contractors, S.D. Ireland, is involved in an issue with tree clearing in one of the City's parks where they'd acted inappropriately. He said that the City should be aware of this when selecting contractors, given that they actively working on this issue with this contractor. City Council President Traverse said that while he recognizes the ongoing work being done with S.D. Ireland and the Parks Department to rectify the situation that Councilor Kane referenced, he also expressed appreciation for S.D. Ireland's partnership, particularly around the CityPlace development.

MOTION by Councilor Carpenter, SECOND by City Council President Traverse, to 1. Approve and recommend that the City Council approve and authorize the Director of Aviation to accept and execute a grant from the Federal Aviation Administration in an amount up to $10,445,434.00 with a 15% contingency totaling up to $12,012,249.10 for Runway 15-33 Rehabilitation, subject to review and approval of the City Attorney's Office; 2. Approve and recommend that the City Council approve and authorize the Director of Aviation to execute a contract with S.D. Ireland, Inc. in the amount of up to $10,227,000.00 with a 15% contingency totaling up to $11,761,050.00 for the Runway 15-33 Rehabilitation construction, subject to review and approval of the City Attorney's Office; and 3. Approve and recommend that the City Council approve and authorize the Director of Aviation to execute a contract with Stantec Consulting in the amount of up to $534,651.00 with a 15% contingency totaling $614,848.65, as allowed by the grant for project scope that includes project inspection fees, subject to review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.5 Open Space Plan Contract – DPI
Conservation Board Chair Richards said that this seeks approval to execute a contract with the selected consultant for a rewrite of the Open Space Plan. She noted that the original Open Space Plan was released in 2000 and has not been updated since 2014. She said that the original plan created the City's Conservation Legacy Fund, which helps the City purchase valuable natural areas for conservation uses. She said that it also created the Conservation Team within the Parks Department. She said that they would also incorporate the Urban Forestry Plan into this plan, as well as incorporate additional content related to combatting climate change.

Parks Comprehensive Planner Sauve said that five proposals were submitted during the RFP process. She said that out of these five, Agency Landscape + Planning was the successful bidder based on the criteria outlined in the RFP (including budget, schedule, experience, and qualifications). She noted that this contractor has also worked with the City on projects before, including the siting of the Perkins Pier project. She noted that their cost proposal came in at the stated budget, and that two of the proposals came in below budget and two came in above budget.

Councilor Barlow asked how the budget for the project was set at $100,000. Parks Comprehensive Planner Sauve replied that based on the current comprehensive plan for Roosevelt Park, for example, which was $55,000, and Leddy Park, which was around $62,000, they estimated that a much larger, Citywide plan like this proposal would cost more than that.

MOTION by Councilor Barlow, SECOND by City Council President Traverse, to approve and recommend that the City Council approve and authorize the DPI Director or their designee, subject to final review and approval by the City Attorney's Office, to execute the contract with Agency Landscape + Planning for a comprehensive rewrite of the Open Space Plan.

VOTING: unanimous; motion carries.

4.6 Resolution: Allocation Method and Standards for Common Area Fee Formula, and Establishment of Common Area Fees for the Church Street Marketplace for Fiscal Year 2025 (Board of Finance)
Executive Director Alnasrawi began by noting that charter regulations require annual updates to the Common Area Fees for the Church Street Marketplace. She said that the Church Street Marketplace Commission issues to the Board of Finance and City Council a recommendation for the Common Area Fees for the Marketplace. She said that for FY25, the fees were raised by 5% for the first time in six years. She said that the Commission is recommending that the fees remain at FY24 levels for FY25. She said that there will be a public hearing during the City Council meeting on this recommendation. She noted that all property-owners have been notified and that there was a published warning in Seven Days for the meeting. She noted that the Common Area Fees are assessed on the ground floor square footage that abuts the 4 blocks that make up the Church Street Marketplace (between Main and Pearl Streets). She said that current fees are $3.02 per square foot, which equals around $730,000 annually and comprises three quarters of the Church Street Marketplace budget. She said that the fees are used for full maintenance of the street, including brickwork, street plowing, salting, repair work, utilities, and water. She said that they also cover advertising and branding, as well as cover staff time.

Councilor Barlow expressed support for not increasing the fees.

City Council President Traverse asked about feedback from businesses around the fees being level-funded, or other feedback. Executive Director Alnasrawi replied that there are some street-level challenges in the downtown, including retail theft, which is negatively impacting businesses. She said that by not raising fees, they are raising the fundraising goal that the Church Street Marketplace has. She said that many merchants wish that this funding did not go toward maintenance of the street but rather toward enhanced street maintenance and decoration, but said that this is required by charter.

MOTION by Councilor Barlow, SECOND by Councilor Carpenter, to recommend that the City Council approve the attached resolution.

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT
5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 5:42 PM.

RScty: AACoonradt