BURLINGTON BOARD OF FINANCE
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
July 17, 2023

MEMBERS PRESENT:	Karen Paul Ali Dieng Joe Magee (via Zoom) Mark Barlow Miro Weinberger
OTHERS PRESENT:	Katherine Schad Jordan Redell Chapin Spencer Megan Moir Cindi Wight Melo Grant Nick Longo Dave Carmen Brian Pine Jon Murad Kim Bleakley

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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 5:35 PM.

MOTION by Councilor Barlow, SECOND by Councilor Dieng, to adopt the agenda as amended:
- **Add verbal update on BTV Cares to end of agenda (agenda item 5.16)**

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

2.0 WINOOSKI RIVER SEWER MAIN BREAK EXPENSES

2.1 Winooski River Sewer Main Break Expenses – Chapin Spencer and Megan Moir

Director Spencer said that this update is an opportunity for the Board of Finance to learn about the sewer main break, strategies around mitigation and repair, and asks that will come before the Board of Finance. He said that on July 12, a sewer main break was identified that affected the North Wastewater Treatment Plant, and DPW launched into an approach that involved reducing and rerouting the flows, as well as repairing the infrastructure. He spoke about contractor work that will commence to reduce and reroute the flows from the break with the use of pumper trucks (at a cost of $200,000 for 14 days). He also spoke about the construction of bypass piping for around 5,000 feet of piping (at a cost of around $500,000). He said that until the piping is constructed they will be running the pumper trucks around the clock. He said that DPW has been working with CAO Schad and FEMA in order to ensure reimbursement at the federal level. He acknowledged that they have been moving quickly due to the serious public health and environmental implications of this break.

Councilor Barlow asked if the pumper trucks have been effective at reducing flow. Division Director Moir replied that they are diverting around half of the leaked flow, but that they anticipate being able to divert all sewage once there are more dry-weather conditions. They also noted that once water levels have dropped and the water clears up, they will be deploying divers to inspect the wastewater infrastructure in the river and determine the exact location of the break.

Councilor Dieng asked about opportunities for system improvement once the acute situation is managed. Director Spencer replied that once a patch is in place, they will be able to evaluate better alternatives or solutions, and will take this as an opportunity to think critically about this particular area's wastewater infrastructure.

3.0 PUBLIC FORUM

3.1 Verbal Comments

Sharon Bushor spoke in support of CJC's Department of Corrections reentry grant and the legacy fund's increased distribution of funding to nature-based climate solutions. She spoke about being mindful of opportunities for small land-mass acquisition in addition to larger swathes of acreage. She also asked for resources to determine the discrepancy between the City's projected property tax increases and her actual property tax increase.

4.0 CONSENT AGENDA

4.1 Board of Finance Meeting Minutes, June 12, 2023, Draft – approve the minutes.

4.2 Special Board of Finance Meeting Minutes, June 26, 2023, Draft – approve the minutes.

4.3 Conservation legacy Fund Adaptations – BPRW – approve and recommend that the City Council amend the Conservation legacy Fund policy to create a new funding category for "Nature-Based Climate Solutions," and adjust the Conservation Legacy Fund's disbursement percentages to 30% for stewardship, 40% for acquisition, and 30% for nature-based climate solutions work, subject to review by the City Attorney's Office.

4.4 Department of Corrections Grant: "Safer Communities:" (Grant Amendment #03520-1542) – CEDO/CJC – approve and recommend that the City Council approve and 1) authorize the CEDO Director to accept and execute a second amendment to State Grant #03520-1542 in the amount of $347,805 for FY24, and 2) authorize the CAO or their designee to effectuate any budget amendments necessary to reflect the necessary changes to the FY24 budget lines associated with the grant.

4.5 Court Diversion Grant: #02100-FY24/25-CN – CEDO/CJC – approve and recommend that the City Council approve the acceptance of the State of Vermont Grant Award #02100-FY2023-CN, in the amount of $510,526, which will extend the court diversion and pretrial services being provided by the BCJC to June 30, 2024, and to authorize the CEDO Director, Brian Pine, to sign the grant agreement, and all other documents necessary to implement the grant, subject to the review and approval of the City Attorney's Office.

4.6 Contract Renewal for ESRI GIS Services – I&T – approve and recommend that the City Council approve the authorize the Chief Innovation Officer to execute a three-year contract with Environmental Systems Research Institute, Inc. in an amount not to exceed $120,000 for Geographic Information System services, subject to final review and approval by the City Attorney's Office.
4.7 Reclassification of Emergency Communications Specialist – BPD/HR – recommend that the City Council approve the reclassification of the Emergency Communications Specialist position, a Regular, Full-time, Non-Exempt, AFCSME, Grade 15 to Emergency Communications Specialist, a Regular, Full-time, Non-Exempt, AFCSME, Grade 17 position.
4.8 Approval for MuniCap, Inc., FY24 TIF District Administration Consultant Contract – CT/Capital Program – recommend that the City Council approve and authorize the Chief Administrative Officer to enter into an agreement with MuniCap, Inc., for a one-year contract not to exceed $100,000 for the purposes of providing administrative support fort he City's Downtown and Waterfront TIF Districts, subject to final review and approval by the City Attorney's Office.
4.9 Completion of City Hall Fountain Repairs – BPRW (Board of Finance Approval Only) – approve and recommend that the City Council authorize the execution of a contract with Farrington Construction Company, for a price not to exceed $73,819.00 to complete fountain repair at City Hall, plus a project contingency of $7,381.00 (total request including contingency not to exceed $81,200.00), and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office.

MOTION by Councilor Barlow, SECOND by Councilor Dieng, to adopt the consent agenda and take the actions indicated for items 4.1-4.9.

VOTING: unanimous; motion carries (City Council President Paul recused from item 4.2).

5.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

5.1 1. Creation of two (2) new Water Distribution Field Technician positions – DPW/Water Resources/HR; 2. Reclassification of the Water Distribution Working Foreman position – DPW/Water Resources/HR
Division Director Moir said that this is a request for staffing revisions in the Water Resources Division, including the creation of two new positions as well as a reclassification/retitling.

MOTION by City Council President Paul, SECOND by Councilor Magee, to recommend that the City Council approve the 1. Creation of two (2) Water Distribution Field Technician positions, Regular, Full-time, Non-Exempt, AFCSME, Grade 15, roles in the Department of Public Works; and 2. Reclassification and retitling of the two (2) Water Distribution Working Foreman, Regular, Full-time, Non-Exempt, AFCSME, Grade 16, roles to Water Distribution Working Foreperson, Regular, Full-time, Non-Exempt, AFCSME, Grade 17, roles in the Department of Public Works, retroactive to January 24, 2023 and further authorize associated retroactive pay not to exceed $5,500.

VOTING: unanimous; motion carries.

5.2 Authorization For Public Improvement Bonds for School District Capital Improvements – March 7, 2017 Voter Authorization – CT
Chief Administrative Officer Schad spoke about the next four items (5.2-5.6). She noted that the first is for regular $7 million in annual borrowing, the second is for a short-term note, the third is for part of the $23.8-million capital improvement bonds, and the fourth is for $2 million of a voter-approved $19 million school bond from 2017 for the Integrated Arts Academy, and the fifth is for the latest school bond, which was authorized at $165 million, but noted that the school district only needs $130 million (which includes refinancing of an already-approved $40 million).

City Council President Paul asked whether the $130 million is the final school bond amount, and Mayor Weinberger clarified that they may not need the entire $130 million but are still working through their latest calculations. City Council President Paul requested that the Board of Finance be updated on the final number for the school bond when the full final amount is known.

MOTION by City Council President Paul, SECOND by Councilor Dieng, to recommend that the City Council approve the attached resolutions for items 5.2 through 5.6 as a slate.

VOTING: unanimous; motion carries.

5.3 Authorization For Capital Public Improvement Infrastructure Bonds – March 1, 2022 Voter Authorization – CT
See above; moved as slate.

5.4 Authorization For School District Capital Improvement Bonds For Burlington High School – November 8, 2022 Voter Authorization – CT
See above; moved as slate.

5.5 Authorization For Refunding Public Improvement Bonds – CT
See above; moved as slate.

5.6 Authorization For Public Improvement Bonds For Fiscal Year 2024 – CT
See above; moved as slate.

5.7 Re-classification/Retitling of One (1) Position – BPRW/HR
City Council President Paul noted that there are 4 or 5 events planner positions in the City and asked the City to consider a more coordinated approach to updating these positions or potentially organizing them in the same department.

MOTION by Councilor Dieng, SECOND by Councilor Magee, to recommend that the City Council approve the reclassification and retitling of the Event Planner, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15, role to Event Manager, a Regular, Full-time, Non-Exempt, AFCSME, Grade 17, role in the Department of Parks, Recreation, and Waterfront.

VOTING: unanimous; motion carries.

5.8 Authorization to Execute a Contract With Alert Enterprises For Identity Management Software Suite and Associated Professional Services – Airport
Deputy Director of Operations Carmen noted that this contract would be for identity management software and services for 5 years, and allows the Airport to be more efficient in badge processing, as well as allow for badge auditing to ensure compliance with TSA and FAA inspections.

MOTION by Councilor Barlow, SECOND by Councilor Dieng, to approve and recommend to the City Council that the Director of Aviation be authorized to execute a contract with Alert Enterprise, Inc. for $277,020 over a five-year term with a 20% contingency for a maximum limiting amount of $332,424 for the provision of and professional services related to an identity

management software suite for the Airport Operations Department, subject to the final review and approval by the Office of the City Attorney.

VOTING: unanimous; motion carries.

5.9 Authorization To Accept Grant Funds For The Operation of the Elmwood Emergency Shelter Community – Housing Opportunity Grant Program SFY 2024 $1,250,257.00 – CEDO
Director Pine noted that the City's request for funding to the State was for $1,452,000, so acknowledged that this is a slight shortfall from that, but noted that this is extremely good news. He noted that the Council allocated ARPA funds for this, so they are able to cover this shortfall.

MOTION by Councilor Magee, SECOND by City Council President Paul, to approve and recommend that the City Council approve the acceptance of SFY2024 grant funds in the amount of $1,250,257 from the State of Vermont Housing and Opportunities Program for the operations of the Elmwood Emergency Shelter Community and authorize the Director of CEDO to execute all contracts and documents necessary to accept the funding through the period of June 30, 2024, including retroactive approval for the period of July 1 to July 24, 2023, subject to the final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

5.10 Approval to Accept Planning Grant Continuum of Care VT-501 & Permanent Supportive Housing Grant Agreements in FY24 VT0030L1T012213 - $306,080 Shelter Plus Care – New Horizons, September 1, 2023; VT0053L1T012207 - $248,364 Beacon Place Apartments, September 1, 2023 CoC Planning Grant VT0501 $32,776 January 1, 2024 – CEDO
Director Pine said that this is focused on serving individuals who are experiencing homelessness, and includes both planning activities and permanent supportive housing activities. He said that one of the biggest challenges around increasing permanent supportive housing is the lack of housing supply.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to approve and recommend that the City Council approve the acceptance of three U.S. Dept. of Housing and Urban Development Continuum of Care grants (VT0030L1T012213, VT0053L1T012207, and CoC Planning Grant VT-501), to begin in FY24 and authorize the Director of CEDO to execute all documents necessary to accept the total funding of approximately $600,000 from HUD, subject to the review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

5.11 Creation of Executive Manager for the Police Department – Police/HR
Mayor Weinberger noted that this position was included in his public safety plan. Chief Murad added that this will address the shift from majority sworn to majority non-sworn positions within the Police Department.

Councilor Magee asked about the funding for this position, noting that the grade is coming in higher than was budgeted for. Chief Murad replied that he is confident that this position will be funded for at least the next two to three fiscal years. He also spoke about vacancy savings that could be used to staff this position.

Councilor Dieng asked about the grading coming in higher than was originally anticipated. Chief Administrative Officer Schad noted that the position included in the budget was more of a placeholder and that when the grading committee graded the position they determined that it was less administrative and more project management-oriented than had originally been thought. Chief Murad noted that it is more of an executive manager that is playing a chief-of-staff role within the Police Department, and is a broader role than originally anticipated.

MOTION by Councilor Dieng, SECOND by Councilor Barlow, to approve and recommend that the City Council approve the creation of the position of Executive Manager for the Police Department, a Regular, Full-time, Exempt, Non-Union, Grade 21 position.

VOTING: unanimous; motion carries.

5.12 City Hall Elevator Modernization – BPRW
Central Facilities Manager Bleakley said that this request is for modernization of the elevator in City Hall, noting that it has not been modernized or renovated in 29 years. She noted that though there have not been major issues with the elevator, this modernization would ensure that it continues to run safely and smoothly.

Mayor Weinberger spoke about the workaround for when the elevator won't be in operation. Central Facilities Manager Bleakley said that staff will work with the City Hall team to determine the timeline for renovating the elevator and when it would make the most sense to implement the workaround, in terms of timing for the facility.

MOTION by Councilor Dieng, SECOND by City Council President Paul, to approve and recommend that the City Council approve and authorize the execution of a contract with Mack Brothers Elevator LLC, for a price not to exceed $135,609.45, to provide services related to the modernization of City Hall's elevator, plus a project contingency of $13,560.00 (total request including contingency not to exceed $149,169.45), and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, to execute the contract and any related documents needed to carry out the project, subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries.

5.13 City Hall Exterior Restoration – BPRW
Central Facilities Manager Bleakley noted that this is an item for restoration of the exterior of City Hall. She spoke about painting, saying that the CEDO Lead Team has tested the paint (and it is positive for lead). She said that the RFP includes metal refinishing, lead paint abatement, restoring the arch windows on the third floor, and restoring the wooden doors on the exterior of the building. She noted that they have selected a very fair bid from a local Vermont company that has worked with CEDO previously, adding that the contract would include both an three-year warranty and an extended five-year warranty for the work.

MOTION by Councilor Magee, SECOND by Councilor Barlow, to approve and recommend that the City Council authorize the execution of a contract with Heritage Environmental Projects, Inc., for a price not to exceed $128,870.00 to complete exterior restoration at City Hall, plus a project contingency of $12,887.00 (total request including contingency not to exceed $141,757.00), and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, to execute the contract and any related documents needed to carry out the project, subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries.

5.14 Replacement Remote Sump Tank for City Hall – BPRW
Central Facilities Manager Bleakley said that in the basement of City Hall there is a tank that holds hundreds of gallons of water and that it is starting to fail and rust, and needs to be replaced. She said that the City has been working with a contractor to do energy performance analyses, to ensure that upgrades are as efficient as possible.

MOTION by Councilor Dieng, SECOND by City Council President Paul, to approve and recommend that the City Council approve and authorize the execution of a contract with Energy Efficient Investments, Inc., for a price not to exceed $182,662.00, to replace the remote sump tank in City Hall, plus a project contingency of $18,662 (total request including contingency not to exceed $200,928.00) and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, to execute the contract and any related documents needed to carry out the project, subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries.

5.15 Exterior Temporary Fencing for Memorial Auditorium – BPRW
Central Facilities Manager Bleakley said that the roof at Memorial Auditorium has been stabilized and that the next step is to put up exterior fencing around the building in order to keep the work site safe.

Councilor Barlow noted previous break-in incidents at Memorial Auditorium and asked whether this fencing would prevent future break-ins. Central Facilities Manager Bleakley replied that it would.

Councilor Dieng asked whether alternatives to this bid were considered and noted that the cost of the contract is expensive. Central Facilities Manager Bleakley replied that they did post an RFP and invite local fencing companies to bid, though they did receive one response to the RFP, and the bidder has worked with the City in the past. She acknowledged that the contract is expensive, but that the safety of those around Memorial Auditorium is worth it. She said that the City worked hard to come up with options to ensure that the building is kept safe. Councilor Dieng asked about installing art around the fence to make it look like less of an eyesore, and Central Facilities Manager Bleakley replied that that is a possibility.

Councilor Grant asked about the specifications of the fence. Central Facilities Manager Bleakley replied that it will be 8 feet tall. Councilor Grant asked what will discourage people from climbing the fence. Central Facilities Manager Bleakley replied that any fence or structure can be scaled if someone is determined enough, and said that though they had looked into installing barbed or razor wire on top of the fence to discourage climbers, they did not want to introduce that aesthetic into the City.

City Council President Paul said that it is only a matter of time until the fence will need to be repaired, and asked if repair costs are factored into the contingency of this contract. Central Facilities Manager Bleakley replied that repairs would fall under the overall Memorial Auditorium repair budget. She said that the fencing is less to deter graffiti or vandalism and more to keep people away from the edge of the building and risk having something fall on them.

MOTION by City Council President Paul, SECOND by Councilor Barlow, to approve and recommend that the City Council authorize the execution of a contract with Waterman Siteworks, LLC, for a price not to exceed $119,750.00, to complete exterior temporary fencing at Memorial Auditorium, plus a project contingency of $11,975.00 (total request including

contingency not to exceed $131,725.00), and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, to execute the contract and any related documents needed to carry out the project, subject to review by the City Attorney's Office.

VOTING: 4-1 (Councilor Dieng dissenting); motion carries.

5.16 Discussion: BTV Cares
Mayor Weinberger said that the City is likely to call a short Board of Finance meeting next week prior to the City Council meeting to present the staff positions that will be proposed for the BTV Cares program. He said that they anticipate formalizing the agreement with UVM Medical Center related to this soon, as well.

Councilor Grant asked whether the proposed job descriptions for the positions are available. Mayor Weinberger replied that the documents will be available later this week.

6.0 ADJOURNMENT

6.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 7:10 PM.

RScty: AACoonradt