BURLINGTON BOARD OF FINANCE
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
August 7, 2023

MEMBERS PRESENT:	Karen Paul (via Zoom) Ali Dieng (via Zoom) Joe Magee Mark Barlow Katherine Schad (for Miro Weinberger)
OTHERS PRESENT:	Jordan Redell Kim Sturtevant Larry Lackey Nic Longo David Carmen Tim Clancy Brian Pine Kara Alnasrawi Mary Danko Corey Mims Laura Wheelock Jeff Padgett Melo Grant 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 amend/adopt the agenda as follows:

- **Remove agenda item 3.4 per Phillip Peterson**

VOTING: unanimous; motion carries (Councilor Dieng absent for vote).

2.0 PUBLIC FORUM

2.1 Verbal Comments

Sharon Bushor noted that Phase 3 of the Airport's home sound insulation installation project is on tonight's agenda, and asked if there have been updates on how Phases 1 and 2 progressed. She also asked about the life expectancy of the insulation once it's installed. She also asked whether the homes are owner-occupied, still owned by the Airport, or being rented at low or affordable rates to tenants. Also also asked about the parking revenue item on the agenda, and asked how the expected revenue has been adjusted. She suggested that the uses for the parking revenue fund be narrowed, if the fund is going to shrink.

3.0 CONSENT AGENDA

3.1. July 24, 2023 Board of Finance Meeting Minutes, Draft – approve the minutes.
3.2 Church Street Marketplace Winter Holiday and Winter Lights - Authorization to Award Contract – CSM - approve and recommend that the City Council authorize the Director of the Church Street Marketplace to execute a three-year contract with SavATree, LLC for Winter Holiday and Winter Light services for a total authorized amount not to exceed $101,445 subject to final review and approval by the City Attorney's Office.
3.3 Final Change Order - CY22 Sidewalk Reconstruction Program – DPW – 1. Approve and recommend that the City Council authorize the Chief Administrative Officer, or her designee, to affect all necessary budget amendments and transfers of funds, as described in the attached project budget, to a total of $1,110,031.34 for the projected construction costs to complete the CY22 Sidewalk Reconstruction Program; 2. Approve and recommend that the City Council retroactively authorize the Director of Public Works to execute a balancing change order for the construction contract for the CY22 Sidewalk Reconstruction Project with SD Ireland Brothers Corporation for a final amount of $1,110,031.34, subject to the final review and approval by the Office of the City Attorney.
3.4. Calendar Year 2023 Crack - Sealing Program - Authorization to Award Construction Contract - DPW **AGENDA ITEM REMOVED**
3.5 FY24 Recycling Truck Purchase Cost Increase – DPW - approve and recommend the City Council authorize the Department of Public Works to spend an additional $44,145.00, for a total of $309,145.00, for the FY24 Recycling truck purchase; and to further authorize the Director of the Department of Public Works to execute a purchase agreement and other associated documents necessary to effect such purchase with Allegiance Trucks for a total purchase price not to exceed $309,145.00 subject to the review of the City Attorney's Office.
3.6 Marketplace Garage Repair Cost Update - DPW - Division of Parking and Traffic - approve and recommend that City Council retroactively authorize the increase of the maximum limiting amount of the contract with Structural Preservation Systems, LLC from $545,955 by $23,564, resulting in a total authorized expenditure of $569,519 for repairs completed to the Marketplace Garage and further authorize the Director of the Department of Public Works to execute an amendment to such contract to reflect the increased maximum limiting amount, subject to review by the City Attorney's Office.
3.7 Acceptance of $26,000 grant from the VT Department of Labor – CEDO - approve the City's receipt of grant funding in the amount of $26,000 from the Vermont Department of Labor to launch a Personal Care Assistant Plus (PCA+) Workforce Training program to train approximately 25 Burlington residents from underserved populations to become home health and personal care aides, and to authorize CEDO Director Brian Pine to execute any and all formal agreements with the VT Department of Labor regarding said grant funding upon final review and approval of the City Attorney's Office.

MOTION by Councilor Magee, SECOND by Councilor Barlow, to adopt the consent agenda and take the actions indicated for items 3.1-3.7.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.1 Request to Execute a Federal Aviation Administration (FAA) grant and execute a Contract with Hoyle Tanner & Associates, Inc. to update the Airports Pavement Management Plan – Airport
Director Lackey said that this item is related to a pavement management plan, which is conducted every five years to determine the condition of the pavement at the airport, for safety reasons.

MOTION by Councilor Barlow, SECOND by Councilor Magee, to 1. Approve and recommend that the City Council authorize the Director of Aviation to execute a grant from the Federal Aviation Administration to accept an amount up to $226,970.10, with a 15% contingency, totaling up to $261,015.62, as allowed under the grant, for the Pavement Management Plan (PMP) Update, subject to review by the City Attorney's Office; and 2. Approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Hoyle Tanner & Associates, Inc. in an amount up to $241,689.00 with a 15% contingency totaling $277,942.35, as allowed by the grant, for the update of the Pavement Management Plan, subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.2 Request to Accept and Execute a Federal Aviation Administration (FAA) Grant and Contract with Hoyle Tanner and Associates, Inc. for the planning, design, permitting, and bidding an expansion of the existing Cargo Apron – Airport
Director Lackey said that this is a grant application for the planning, design, and permitting of a cargo apron addition next to the current cargo apron.

MOTION by Councilor Magee, SECOND by Councilor Barlow, to 1. Approve and recommend that the City Council authorize the Director of Aviation to execute a grant from the Federal Aviation Administration to accept an amount up to $275,490.00, with a 15% contingency, totaling up to $316,813.50, as allowed under the grant, for the planning, design, permitting, and bidding of the cargo apron expansion, subject to review by the City Attorney's Office. 2. Approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Hoyle Tanner & Associates, Inc. in an amount up to $296.100.00, with a 15% contingency totaling $340,515.00, as allowed under the grant, for the planning, design, permitting, and bidding of the cargo apron expansion, subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.3. Request to Execute a Contract with Stantec Consulting Services Inc. for the Design, Permitting, and Bidding of Runway 15-33 Rehabilitation Project – Airport
Director Lackey said that the pavement condition index is such that this runway must be rehabilitated within the next two years, and this contract would hire a consultant to help with the design, permitting, and bidding process to secure grant funding for and line up a vendor to conduct the rehabilitation project. He noted that the actual rehabilitation won't start until the spring of 2025, as it must be conducted at night when nighttime temperatures are within a certain range.

MOTION by Councilor Barlow, SECOND by City Council President Paul, to approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Stantec Consulting Services Inc. in an amount up to $688,486.00, with a 15% contingency totaling $791,758.90, as allowed under the grant, for the planning, design, permitting, and bidding of the pavement management and rehabilitation of Runway 15-33, subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.4 Request to Accept a Federal Aviation Administration Grant and Execute a Contract for Design, Permitting and Bidding of the Snow Removal Equipment Building Project with Passero Associates – Airport
Director Lackey said that the funding for this item is from the Bipartisan Infrastructure Bill and that funding was allocated to the Airport for the construction of larger snow removal equipment storage facilities, as the current facilities are not large enough to house the equipment that the FAA deems necessary for snow removal at the airport. He said that this application is for preliminary design, permitting, and support on the bidding process. Aviation Director Longo noted that the Airport held public meetings with the City of South Burlington to determine where the facility should be most appropriately sited on the Airport campus.

Councilor Dieng asked why a more comprehensive approach was not taken on these various construction projects. Director Lackey replied that this is part of the Airport's comprehensive plan and that it is in the best suitable, available location. Aviation Director Longo said that this was the most appropriate siting based on the Airport's entire Master Plan.

MOTION by Councilor Dieng, SECOND by Councilor Magee, to 1. Approve and recommend that the City Council authorize the Director of Aviation to execute a grant from the Federal Aviation Administration to accept an amount up to $1,160,011.80, with a 15% contingency, totaling up to $1,334,013.57, contingency as allowed under the grant, for the design, permitting, and bidding of the Snow Removal Equipment Building Project, subject to review by the City Attorney's Office; and 2. Approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Passero Associates, Engineering, Architecture & Surveying, D.P.C. in the amount up to $1,272,902.00, with a 15% contingency, totaling up to $1,463,337.30, contingency as allowed by the grant for the design, permitting, and bidding of the Snow Removal Equipment Building Project, subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.5. Request to accept a Federal Aviation Administration Grant for the Residential Sound Insulation Project FAA Phase 3 Project and Execute Contracts for Construction and Inspection Services for this Project with Strong Tower Construction, Inc. and Jones Payne Group, Inc. respectively – Airport
Director Lackey said that with regard to Phase 1 and Phase 2, they anticipate having those phases completed by Christmastime this year. Aviation Director Longo said that there has been no sound insulation installed in any properties yet, and that Phase 3 would do that. He said that monitoring of the life expectancy and insulation to make sure it's correctly working is part of the first two phases of this project. He said that they have a contractor who works closely with the homeowners. He noted that the Airport does not own any of the properties associated with the Noise Acquisition Program. He noted that the Airport Commission discusses this project and topic each month. Director Lackey said that this funding would conduct sound insulation and improvements for an additional 50 homes, as well as outreach and design to the next 50 homes. Aviation Director Longo noted that around 50% of the next 50 homes are located in Winooski, so the project is starting to move further out from the Airport.

Councilor Barlow asked whether data could be collected to track whether these properties are owner-occupied or rented. Aviation Director Longo said that that data collection is feasible.

Councilor Dieng asked how the 50 homes were identified. Aviation Director Longo said that each property is identified and prioritized with a decibel level, and that the property-owners are offered a number of options through this program. He noted that commercial building are not eligible for this, though educational facilities and places of worship are eligible.

MOTION by Councilor Dieng, SECOND by Councilor Magee, to 1. Approve and recommend that the City Council authorize the Director of Aviation to accept and execute a grant from the Federal Aviation Administration in an amount up to $5,511,621.34 with a 15% contingency totaling up to $6,338,364.54 as allowed under the grant for program management and development, community outreach, evaluation of structures, design services, bid and award activities, and construction activities for 52 homes, subject to review by the City Attorney's Office; 2. Approve and recommend that the City Council authorize the Director of Aviation execute a contract with Strong Tower Construction, Inc. in an amount of up to $4,780,947.00 with a 15% contingency totaling up to $5,498,089.05, as allowed under the grant, for construction activities for 52 homes, subject to review by the City Attorney's Office; and 3. Approve and recommend that the City Council authorize the Director of Aviation to execute a contract with The Jones Payne Group, Inc., in the amount of up to $1,325,076.71 with a 15% contingency totaling $1,523,838.22 as allowed under the grant, for program management and development, community outreach, evaluation of structures, design services, bid, award activities, and construction activities for approximately 50 homes, Design and Bid, subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.6 Reclassification of One (1) CEDO Position with No Adverse Impact to the City's General Fund - CEDO/HR
Director Pine said that this reclassification would have no adverse impact on the City's General Fund. He said that they are seeking to reclassify to one higher pay grade, noting that the position became more demanding and technical. He noted that findings from the federal government require that the City devote a higher level of attention to how it administers the CDBG program and other federal grants, and that this position holds much of the accountability and responsibility for that activity.

MOTION by Councilor Magee, SECOND by City Council President Paul to approve and recommend that the City Council approve the reclassification of the Community Development Specialist II – Grant Management position, from a Regular Service, Full-Time, Non-Exempt, Union, Grade 17 to the position of Senior Community Development Specialist – Grant Management, a Regular Service, Full-Time, Non-Exempt, Union, Grade 18.

VOTING: unanimous; motion carries.

4.7 Church Street Marketplace Snow Removal – Authorization to Award Contract – CSM
Executive Director Alnasrawi said that this plowing contract is put out to bid every three years. She noted that the apparently successful bid came in slightly higher than the previous year, but that it came in under the rate of inflation and that it is also the incumbent contractor for these services. She noted that the Church Street Marketplace funds itself through membership dues from abutting property-owners.

MOTION by City Council President Paul, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize the Director of the Church Street Marketplace to execute a three-year contract with J. Labrecque, LLC for snowplowing services for a total authorized amount not to exceed $173,100, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.8 Fletcher Free Library Security Guard Contract FY24 – Library
Councilor Barlow asked if this contract costs more than it did previously. Chief Administrative Officer Schad replied that the Chocolate Thunder contracts are around $2 more per hour than they were in the previous year, but that it is in line with inflation.

MOTION by Councilor Barlow, SECOND by City Council President Paul, to approve and recommend that the City Council approve the execution of a Contract Agreement and any related documents needed to carry out said contract with Chocolate Thunder, LLC, for a 1 year contract of security guard services for the Fletcher Free Library at a rate of$45.00 per hour in an amount up to $135,720.00 with a contingency of $9,450.00 for a total maximum limiting amount of $145,180.00, and to authorize Mary Danko, Director of the Fletcher Free Library, to execute the contract and any related documents needed to carry out said contract, upon final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.9 CY23 Paving Contract Amendment for Additional Patching Work – DPW
Senior Engineer Mims said that this is an additional contract amendment for the CY23 paving contract. He said that this would account for conditions on Walnut Street, which require that the contract's contingency be replenished, and to add more street patching throughout the City to accommodate serviceability for roadways, as well as addressing speed hump conditions on South Prospect Street. He said that this amendment totals approximately $370,000.

Councilor Barlow asked if the enhanced patching list is set at this juncture or if it will change based on emerging need. Senior Engineer Mims replied that this is the list for the contractor for the season, and that the contract is basing their schedule around this list. Councilor Barlow asked what the confidence level is on achieving this enhanced patching work. Senior Engineer Mims replied that they have high confidence that this will be completed this season.

MOTION by Councilor Barlow, SECOND by Councilor Dieng, to 1. To approve and recommend that the City Council authorize the Director of Public Works to execute an amendment to the Calendar Year 2023 Paving Program contract with Engineers Construction Inc. in the additional amount of $337,254.00, bringing the total contract value up to $1,893,552.45, and authorize the use of $173,634.85 in contingency funds to be available to use toward any necessary future contract amendments, and further authorize execution of any such necessary amendments upon review and approval by the City Attorney's Office, for a total authorized amount of $2,067,187.30; and 2. Approve and recommend that the City Council authorize the Chief Administrative Officer or designee to affect all necessary budget amendments and transfers of funds, as described in the attached budget amendment form, for a total of $35,000 in street capital funds to be used to complete the CY23 Paving Program project.

VOTING: unanimous; motion carries.

4.10. Champlain Parkway - Design Contract Amendment No. 18 with Clough, Harbor & Associates – DPW
Senior Engineer Mims said that this is an amendment for the designer for the Champlain Parkway project. He said that as this project moves ahead on an accelerated schedule, there have been items that have arisen that require additional staff time. He said that there have been a number of change orders and design changes that have arisen, and this amendment would allow the City to get through this initial construction contract.

Councilor Barlow said that the Transportation, Energy, and Utilities Committee (TEUC) toured the project site and commended City staff and contractors for the work that has been done and the progress that has been made so far.

MOTION by Councilor Magee, SECOND by City Council President Paul, to approve and recommend that the City Council authorize the Director of Public Works to execute Contract Amendment Number 18 to the contract with Clough Harbour & Associates for engineering design services for the Champlain Parkway project, increasing the total contract amount by $520,826.34 and the local match obligation by $10,416.52, for a total authorized contract amount not to exceed $13,992,929.18 and a local match obligation in the amount of $279,858.59, subject to review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.11 Approving The Pledging Of The Credit Of The City In Anticipation Of The Receipt Of Revenue From The Parking & Traffic Division of The Public Works Department – CT
Chief Administrative Officer Schad began by noting that there was an item about a year ago where the City asked for a revenue anticipation note of $2.5 million. She noted that this item is also tied to the previously-approved $750,000 for garage repair. She said that the City is working to evaluate what its options are for combining these needs into a longer-term form of debt, since parking revenue is beginning to stabilize and become able to repay loans. She said that securing an instrument that does not have a prepayment penalty would afford the City the most flexibility in repayment.

Councilor Dieng asked about the ARPA funding that was received by the Parking and Traffic Division during Covid. Chief Administrative Officer Schad noted that the Division received $1 million in Revenue Replacement Funding to go toward operations during Covid.

Councilor Barlow asked about how construction and unavailability of parking is built into revenue projections. Division Director Padgett said that they are working with the legal team to understand how the costs of rebuilding the parking lot are related to the opportunity cost and lost revenue of construction. He said that they anticipate being reimbursed for the cost of the parking minus the costs of the improvements.

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

VOTING: unanimous; motion carries.

4.12 FY24 Parking Garage Security Contract - DPW - Division of Parking and Traffic
Division Director Padgett said that bids came back for parking garage security much higher than they were budgeted for, and so they are coming back to the Board of Finance to ask for an increase in this line item.

City Council President Paul asked about the status of the installation of previously-approved camera equipment (though noted that this question is not directly related to this item on the agenda). Chief Administration Officer Schad said that she will follow up with more information in the next several days.

Councilor Grant asked where the active cameras in the garages are located, and asked if further information on that could be provided. Chief Administrative Officer Schad said that she will also follow up with information on this in the next several days.

Councilor Barlow asked whether the City's various security contracts have similar rates or could be combined in some way that is more efficient. Chief Administration Officer Schad said that they conducted an analysis on this and saw that the services are all pretty varied, and that they were worried that they would not be able to find a single security provider who could meet all the City's security needs under one contract.

MOTION by Councilor Barlow, SECOND by City Council President Paul, to approve and recommend that City Council authorize: 1) the Director of Public Works to execute a contract for FY24 with Green Mountain Concert Services for security services at the Marketplace Garage and Downtown Garage for a total authorized contract value not to exceed $280,000, subject to review and approval by the City Attorney's Office and approval by the Chief Administrative Office for compliance with the City's procurement and expenditure policies; and 2) an FY24 budget amendment for Fund 265 – Parking Facilities for general ledger line item 19-205-451- 6500_103 (Marketplace Garage) from 90,000 to $140,000 and line item 19-205-455-6500_103 (Downtown Garage) from $90,000 to $140,000, for a total budgeted expenditure of $280,000; to be drawn against currently budgeted net revenues.

VOTING: unanimous; motion carries.

4.13 Request for approval of three contracts related to the River Siphon Break emergency response - DPW - Water Resources
Division Director Moir noted that they are seeking retroactive approval for the pump rental, but the remainder of the contract amounts, scopes, and structures remain consistent with when the Board of Finance was last briefed on this work.

MOTION by City Council President Paul, SECOND by Councilor Dieng, to 1. Approve and recommend that the City Council retroactively authorize and ratify the Director of Public Works' execution of a contract with BP Wastewater for sewage pumping and hauling services, for an amount up to $232,200, subject to the review and approval of the City Attorney's Office. 2. Approve and recommend that the City Council retroactively authorize and ratify the Director of Public Works' execution of the following agreements related to the construction of the temporary bypass pumping system: i. an amendment to the Main Agreement for On-Call Services with Engineers Construction Inc. for on-call repair services for an amount up to $775,000; and, ii. a Work Assignment Agreement for On-Call Services with Engineers Construction Inc. for construction of a temporary bypass pumping system, assigned pursuant to the above-referenced Main Agreement for On-Call Services for an amount up to $550,000 inclusive of the Main Agreement limit; Provided that both such agreements shall not exceed a total authorized amount of $775,000 combined and shall be subject to the prior review and approval of the City Attorney's Office; and 3. Approve and authorize the Director of Public Works to execute an agreement or a series of agreements with Rain For Rent for pump rental services in furtherance of emergency pumping related to the temporary bypass of flows from the Winooski River wastewater pipe failure; and, to retroactively authorize and ratify all such rental costs incurred retroactive to July 24, 2023, provided that the total authorized expenditure under all such agreements shall not exceed $82,980, inclusive of such rental costs incurred retroactive to July 24, 2023, and that execution of the same shall be subject to the prior review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.14 Authorization to Execute Contracts with On-Call Water Resources Excavation Contractors - DPW - Water Resources
Chief Administration Officer Schad said that DPW has had some more emergent needs arising and that having contractors on call allows for a more rapid response to deal with emergent issues. She noted that they were able to begin addressing the Winooski River sewage break relatively quickly because they had these contractors lined up and on call.

MOTION by Councilor Magee, SECOND by Councilor Barlow, to approve and recommend that the City Council authorize the Director of Public Works to execute Main On-Call Agreements with three (3) water resources excavation contractors (BP Wastewater Services LLC, Engineers Construction, Inc. and S D Ireland Brothers Corporation), each with a maximum limiting amount of $200,000, for a total authorized expenditure of $600,000, subject to review and approval by the City Attorney.

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT

5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:06 PM.

RScty: AACoonradt