BURLINGTON BOARD OF FINANCE
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
September 5, 2023

MEMBERS PRESENT:	Ali Dieng (via Zoom) Joe Magee (via Zoom) Mark Barlow Miro Weinberger
OTHERS PRESENT:	Jordan Redell Kyle Clauss Cindi Wight Max Madalinski Kim Bleakley Chapin Spencer Laura Wheelock

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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 5:03 PM.

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

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

2.0 PUBLIC FORUM

2.1 Verbal Comments
Sharon Bushor thanked Councilors for the agenda item that offers $15,000 in Council Initiative Funds for the Community Health Center to conduct a study for parking, given that some of the parking options in the Old North End are being eliminated. She also expressed appreciation for the Mayor’s prioritization of housing in his housing agenda. She suggested that more work could be done to try and make new housing units more affordable (such as with a higher inclusionary zoning percentage threshold). She requested that the administration looks at how to balance the needs of the business community with the need for housing in the City.

3.0 CONSENT AGENDA

3.1. August 7, 2023 Board of Finance Minutes, Draft - approve the minutes.
3.2 Calendar Year 2023 Crack-Sealing Program – Authorization to Award Construction Contract – DPW – approve and authorize the Director of Public Works to execute a contract with Sealcoating, Inc.—doing business as "indus"—for Calendar Year 2023 Crack-Sealing for a resulting contract of up to $83,954.00 with an additional $9,200.80 (~9.8%) in contingency, totaling $93,154.80; provided this authorization is contingent on the contract and any amendment thereto having the prior approval of the City Attorney and Chief Administrative Officer.
3.3 Approval of Final Development Budget for the Elmwood Emergency Shelter Community – CEDO – approve and retroactively authorize the Director of the Community and Economic Development Office to accept and execute all pertinent documents for the following grant funds for the completion of the Elmwood Emergency Shelter Community: 1. Additional grant funds in the amount of $4,620 from VLITE; 2. Grant funds in the amount of $9,900 from the Vermont Community Foundation; 3. Reimbursement funds in the amount of $81,278 from the Petroleum Cleanup Fund.
3.4 Security Camera Wiring and Installation – BPRW – approve and recommend that the City Council authorize the execution of a contract with The Royal Group, Inc., for a price not to exceed $86,243.71 to complete the installation of security cameras, and to authorize Cindi Wight, Director of Parks, Recreation, and Waterfront, to execute the contract and any related documents needed to carry out the project, subject to review by the City Attorney's Office.
3.5. Municipal Energy Resilience Program Mini-Grant – BED - move to approve and authorize the BED General Manager or their designee, subject to final review and approval by the City Attorney's Office, to accept and execute grant agreements for the State of Vermont Municipal Energy Resilience Program (MERP) Mini-Grant (Grant #:01155_A172_5401_C_DEPARTMENT_M) in the amount of $4,000 to fund translation into multiple languages of materials promoting BED's Energy Assistance Program.

MOTION by Councilor Magee, SECOND by Councilor Barlow, to adopt the consent agenda and take the actions indicated for items 3.1-3.5.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.1 Update on Initial Receipt and Obligation of Nationwide Settlement Opioid Money – CAO and Mayor
Mayor Weinberger said that this settlement money will flow to the City for around 20 years, and will be used for specific initiatives to address the opioid crisis. He said that additionally, $75,000 of the funding will be committed to support the Vermonters for Criminal Justice Reform (VCJR) program. He noted that funding for VCJR is needed and that there has been a dearth of funding at the State level at this juncture.

Councilor Barlow asked whether this funding could be used for crises related to other drugs (such as methamphetamine). Mayor Weinberger replied that the funding requirements are relatively flexible, and noted that many drug users co-use opioids and other drugs such as methamphetamines. He said that he would like to explore further other related uses for the funding.

MOTION by Councilor Magee, SECOND by Councilor Barlow to 1. Agree and recommend to the City Council that it authorize and approve moving all opioid settlement agreement money received to date and all forthcoming into assigned fund balance labeled 'Opioid Money' to be spent only as directed by such agreements, and to further authorize the Chief Administrative Officer or designee to affect all necessary budget amendments and transfers of funds to complete such allocation; and 2. Agree and recommend to the City Council that it authorize and approve earmarking and expenditure of $75,000 of opioid settlement agreement money to support VCJR, and further authorize the Chief Administrative Officer or designee to execute an agreement and all other necessary documents to memorialize such expenditure, subject to any necessary review by the City Attorney's Office.

DISCUSSION:

- **Councilor Magee expressed appreciation that the City is stepping up and providing support for VCJR. He asked whether a full Council update on the areas in which the City is looking to invest when this funding starts flowing. Mayor Weinberger replied that he will continue to update the Council once the funds start flowing to the City.**

VOTING: unanimous; motion carries.

4.2 Champlain St. Park Renovations Construction, Contractor Contract – BPRW
Associate Project Manager Madalinski began by noting that this project is for the Champlain Street Park, and the scope is largely driven by input from the community on how they would like to see this green space put to use. He said that the contractor would clean up brush, replace the fence, add lighting, and enlarge the playground space. He provided more detail on the site plan design. He noted that the City put this work out to bid and received a number of competitive bids for the work. He said that they are proposing to move forward with the lowest-cost bidder, which would also provide the best playground options.

Councilor Barlow asked for clarification on the funding and whether Penny for Parks funding from previous years was allocated for this project. Director Wight replied that about $39,000 of Penny for Parks funding hasn't been allocated yet, and that they would propose using a portion of that for this project.

MOTION by Councilor Barlow, SECOND by Councilor Magee, to 1. Approve and recommend that the City Council approve and authorize the execution of a contract with Waterman Siteworks, LLC, for a price not to exceed $163,844.00 for the Champlain Street Park Renovations Construction project, plus a project contingency of $19,887.50, for a total authorized expenditure in the amount of $183,731.75, and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to review by the City Attorney's Office; and 2. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect the necessary budget amendment and transfer of $10,000.00 in funds from the Penny for Parks unallocated restricted fund balance to the Champlain St. Park Renovations Project as outlined on the Budget Amendment Request Form.

VOTING: unanimous; motion carries.

4.3 Lakeview Cemetery Exterior Restoration – BPRW
Facilities Manager Bleakley noted that there is a historic home at the Lakeview Cemetery that is currently being used as a City employee office, meeting area for the public, and that it acts as a secondary building to the adjacent chapel. She said that the building is used frequently and has had deferred maintenance on it. She said that the City is proposing to conduct restoration to the outside of the building to ensure that it is structurally sound and safe. She noted that the design work had been started several years prior.

MOTION by Councilor Barlow, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize the execution of a contract with Farrington Construction Company, for a price not to exceed $238,976.00, to complete exterior restoration at Lakeview Cemetery, plus a project contingency of $35,846.00 (total request including contingency not to exceed $274,882.00), 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.

4.4 North Winooski Avenue Project and Community Health Centers Parking – DPW
Director Spencer noted that the City has been coordinating with the State on a repaving plan, which includes a section of North Winooski Avenue that was repaved this year. He noted that the City has been working with the community on the implementation of the Winooski Avenue Corridor Study in 2018-2020 as well as the Parking Demand Management Plan for North Winooski Avenue, which seeks to achieve the City's multi-modal transit goals while limiting the impacts on parking on the Avenue. He noted a number of strategies put into place to minimize the impact of a recently-installed two-block section of bicycle lanes on part of the Avenue, including a grant program for businesses along the corridor, working with businesses to open up private off-street parking for public parking, reduction of parking fines for time-limited violations, and working with the Community Health Centers of Burlington (CHCB) to explore more off-street parking options. He noted that CHCB has spent around $13,000 with a design firm to determine whether off-street parking in adjacent parcels would be viable options for them, and noted that CHCB has asked the City to fund the next phase of this study and design work. He noted that this request was endorsed by the Transportation, Energy, and Utilities Committee (TEUC). He noted that the City and CHCB have looked at whether there are other federal or state funding sources for this project, but that they are acting in good faith with CHCB to request this use of Council Initiative Funding.

MOTION by Councilor Dieng, SECOND by Councilor Magee, to recommend the City Council approve the use of $15,000 of Councilor Initiative Funds for the Community Health Centers to conduct additional geotechnical study and design work for off-street parking adjacent to their facility and authorize the Director of Public Works to execute an agreement with Community Health Centers to facilitate transfer and terms of acceptance of such funds, subject to review by the City Attorney's Office.
DISCUSSION:

- **Councilor Barlow thanked Director Spencer for DPW's continued work to find off-street parking for CHCB.**

VOTING: unanimous; motion carries.

4.5 Acceptance of VTrans Town Highway Class 2 Roadway Program Grant #P02156 for North Avenue Road Surfacing – DPW
Director Spencer said that this is for a contract to surface a section of North Avenue that is in poor shape.

MOTION by Councilor Barlow, SECOND by Councilor Magee, to approve and recommend that the City Council authorize the Director of Public Works to accept and execute the Town Highway Class 2 Roadway Program Grant #P02156 from the Vermont Agency of Transportation, in an amount up to $200,000, for the mill and fill of asphalt on North Avenue between Plattsburg Avenue and Staniford Road, where such acceptance includes commitment of local matching funds which equal 20% of the grant award, with such execution of grant documents being subject to the prior review of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.6 Budget Amendment for 79 Pine Street Salex Tax Reallocation Funds for the BTC Public Improvements Project – DPW
Senior Engineer Wheelock noted that this is a sales tax reallocation as an opportunity to invest in large public improvements projects. She said that this amendment would allow for expenditure and receipt of these funds. She noted that this item is for the public improvements projects being conducted by the CityPlace Partners.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize the use of $480,052 in 79 Pine St Sales Tax Reallocation funds towards the BTC Public Improvements Project Budget - Great Streets Bank

and Cherry Street Project Budget and authorize the Chief Administrative Officer or designee to effectuate all necessary budget amendments and transfers of funds in substantial conformance with Attachment 1 in furtherance of securing this reimbursable state funding.

VOTING: unanimous; motion carries.

4.7 Acceptance of Grant Agreement (CA0811) for the Congressionally Directed Spending Church Street Side Street – Cherry Street associated with the BTC Public Improvement Project – DPW
Councilor Barlow asked whether sidewalk reconstruction is in scope for this project. Senior Engineer Wheelock said that there is one block of on Cherry Street that isn't eligible for Waterfront TIF for local funds, and that the City has needed to find that $600,000 elsewhere. She said that they are using General Obligation Bond funding that was going to be used to replace sidewalks to pay for this portion of the project (which includes sidewalks and other streetscaping).

Councilor Magee asked how this is being paid for, given that it is a tight budget year. Senior Engineer Wheelock replied that for the grant funding, it is reimbursable once the City incurs the expense, and that the turnaround time between expenditure and reimbursement is around 3 months.

MOTION by Councilor Dieng, SECOND by Councilor Barlow, to 1. Approve and recommend that the City Council authorize the Director of Public Works to execute the Cooperative Agreement from the Vermont Agency of Transportation to accept a grant amount of $12,000,000 for construction of the Church Street Side Street (Cherry) Project, with project costs to be paid upfront by the City of Burlington and then reimbursed by the Vermont Agency of Transportation, with a local match of $3,000,000 in City funds (20%), for a total project budget of $15,000,000, subject to approval by the City Attorney's Office; 2. To approve and recommend that the City Council approve the necessary amendments to the BTC Public Improvements Project Budget – Great Streets Bank and Cherry Street Project Budget by adjusting the accounts as described in the affiliated memorandum and attachments and further authorize the Chief Administrative or designee to effect all necessary transfer of funds in furtherance of such amendments; and 3. To approve and recommend that the City Council approve and authorize the use of the VTrans At-the-Ready process for Professional Design Consultant Procurement.

VOTING: unanimous; motion carries.

4.8 Authorization to Amend Project Budget and Execute the Construction Contract for East Avenue Traffic Calming – DPW
Senior Engineer Wheelock said that this is to install two raised intersections as part of traffic calming.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to 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 from Transportation Capital as needed to create the Traffic Calming project budget in the amount of $396,320.10 in accordance with the attached Budget Amendment (Attachment 1) for the East Avenue Traffic Calming Project; and 2. To approve and recommend that the City Council authorize the Director of Public Works to execute a contract with S.D. Ireland Brothers Corp. in an amount up to $360,291.00, and any necessary future change orders using up to $36,029.10 (10%) in available contingency funds, for a total authorized amount of $396,320.10, for the construction of the East Avenue Traffic Calming project, subject to the review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT

5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:00 PM.

RScty: AACoonradt