



December 21, 2020

## Board of Finance Meeting, Monday, December 21, 2020, 4:30 pm **\*\*VIRTUAL MEETING\*\***

 [Click here to view the minutes for this meeting](#)

### 1. Agenda

**1.01 Motion to amend/adopt agenda**The Meeting Started at 4:35 PM.BOF Attendees - Mayor Weinberger, President Tracy, Councilor Paul, Councilor Pine, and Councilor DiengOthers:Others ☐ Katherine Schad, Chief Administrator Officer; Rich Goodwin, Director Financial Operations; Jordan Redell, Chief of Staff, Chapin Spencer, Director DPW; Tyeastia Green, Diversity Equity & Inclusion Director; Eileen Blackwood, City Attorney; Steve Locke, Director Fire; Luke McGowan, CEDO Director; Sophie Sauve, DPW; Amy Bovee, CT; Laura Wheelock, Kim Bleakley,,DPW; Luke McGowan. CEDO; Martha Keenan, DPW; Steve Locke, Chief of Fire; Brian Lowe, CIO; Scott Gustin; Richard Haesler, Assistant City Attorney; Daniel Cota, Human Resources; Grace Cioffi, CEDO; Jim Murad, Chief of Police; Munir Kastl, BED; Alina Korsak, Melanson; Sarah Carpenter, City Councilor; Eric Hoekstra; Joan Shannon, City Councilor; Jane Stomberg, City Councilor; Jack Hanson, City Councilor; Jeff Glassberg

Type: Action, Procedural

Recommended Action: motion to amend/adopt agenda

### 2. Public Forum (Verbal)

**2.01 No Public Speakers.**

Type: Action, Procedural

### 3. Consent Agenda

**3.01 motion to adopt the consent agenda and take the actions indicated**Katherine Schad Voted on behalf of the Mayor.

Type: Action (Consent), Procedural

Recommended Action: motion to adopt the consent agenda and take the actions indicated

**3.02 December 7, 2020 Draft Minutes**

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: approve the minutes

 [View Minutes from Board of Finance Meeting, Monday, December 7, 2020, 5:30 pm \*\*\\*\\*VIRTUAL MEETING\\*\\*\*\*](#)

### 4. For Approval and Recommendation to City Council



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### 4.01 Abridged Finances General Fund Only - C/T

**Type:** Action

**Recommended Action:** approve and recommend City Council approval

General Fund Financials and FB  
Classification 121620- FINALKS.xlsx

### 4.02 City of Burlington, Vermont Management Letter For the Year Ended June 30, 2020 - C/T

**Type:** Action

**Recommended Action:** to approve and recommend that the Council approve the FY20 Management Letter

1\_Memo \_ Management Letter Responses -  
KS\_FINAL.docx

1\_Master Checklist.docx

### 4.03 Chittenden Solid Waste District Contract Extension - BED

**Type:** Action

**Recommended Action:** to approve and recommend that the City Council authorize the General Manager of the Burlington Electric Department to execute a three-year contract extension, with the option to extend for an additional two years, with the Chittenden Solid Waste District to continue BED's operation and maintenance of the Wood and Yard Waste Depot at the McNeil Generating Station, subject to final review and approval by the City Attorney's Office

BOF City Council Memo 12.21.2020.docx

BOF & CC Checklist 12.21.2020.docx

### 4.04 Authorization to Amend University Place UVM-City Agreement - DPW

**Type:** Action

**Recommended Action:** to approve and recommend that the City Council authorize the Mayor to execute a Third Amendment to the Agreement Between the University of Vermont and The City of Burlington Regarding Participation In The City's Ten Year Capital Plan, substantially consistent with the draft submitted herewith, subject to final review and approval by the City Attorney's Office

1 - Memo - Amend 3 UVM Agreement.pdf

2 - Combined UVM Agreement with Amend 1  
and 2.pdf

3 - Third Amendment to UVM\_COB  
Agreement regarding 10 year CapitalPlan.pdf

4 - BOF CC Checklist\_UVM Agreement.pdf

### 4.05 Vermont Coronavirus Workforce Stabilization Grant Award - Fire

**Type:** Action

**Recommended Action:** to approve and recommend that City Council approve the acceptance of the Vermont Coronavirus EMS Workforce Stabilization grant award in the amount of \$121,107.00 and the funds be distributed to personnel through payroll as outlined in Chief Locke's memo dated, December 10, 2020

FD Memo on EMS Workforce Grant  
Acceptance Final.pdf

BOF CC Checklist Fire - Grant  
Acceptance.docx



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### 4.06 Re-Classification of BTVStat Analyst Position as Senior Policy & Data Analyst - IT/HR

**Type:** Action

**Recommended Action:** to approve and recommend to the City Council the re-titling and re-classification of the current Regular, Full-time, Exempt, Non-Union, Grade 19, BTVStat Analyst position to the Regular, Full-time, Exempt, Non-Union, Grade 20, Senior Policy & Data Analyst position

 I & T BTVStat to Senior Policy and Data Analyst Final Packet.pdf

### 4.07 Authorization To Apply To Downtown Sales Tax Reallocation Program Re: Redstone Development Project - 54 South Winooski Avenue - CEDO

**Type:** Action

**Recommended Action:** to recommend that the City Council approve the attached resolution

 CEDO - Apply to Downtown Program for Reallocation of Sales Tax reRedstone Development Project at 54 South Winooski Avenue - 121420.pdf

 BoF\_CC\_Checklist - Sales Tax Reallocation\_12.15.20 pdf.pdf

 Communication re Application to Vermont Downtown Program - SalesTax Reallocation Program - 121420.doc

### 4.08 Approval to Amend Contracts for City Hall Renovations - Capital Committee

**Type:** Action

**Recommended Action:** 1. To approve and recommend that the City Council authorize the Director of the Department of Public Works to execute amendments to the contract with Farrington Construction Company to increase the maximum limiting amount by up to \$723,928, and allotting \$104,460.50 of contingency, for a new total of up to \$2,058,088.00.2. To approve and recommend that the City Council authorize the Director of the Department of Public Works to execute amendments to the contract with Vermont Integrated Architecture to increase the maximum limiting amount by up to \$38,066.50, for a new total of up to \$173,066.50.3. To approve and recommend that the City Council authorize the Chief Administrative Office to transfer \$50,000 from the Unassigned Fund Balance Facility Reserves (110-00-000-000.4259\_101 GF Dedicated Fundings, Non-Departmental, Admin, Admin) to the 811 City Hall renovation project (811-19-700.4990\_100) to cover approximately 47% of the contingency funding for the additional construction work.

 BoF-CC City Hall Contract Amendments\_Farrington-VIA\_final rev .pdf

 BoF\_CC\_Checklist Farrington-VIA contract amendments 12-21-20.pdf

### 4.09 Open Space Addendum Contract/Conservation Legacy Fund Disbursement Request - Burlington Conservation Board

**Type:** Action

**Recommended Action:** to recommend that the City Council approve the use of the Conservation Legacy Fund, an amount not to exceed \$25,000, for the purposes of contracting with Resilience Planning & Design, LLC for professional planning services to assist in creating the Open Space Addendum and authorize William Ward, Director of Permitting & Inspections, to execute all necessary documents relative to that contract, subject to the review and approval of the City Attorney

 City Council funding memo.pdf

 BoF\_City Council\_Checklist.fillable pdf.pdf



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### 5. Board of Finance Approval Only

#### 5.01 Burlington Police Department - Reclassification of the Limited Service, Training & Special Project Coordinator to a Regular, Full - Time position - BPD/HR

**Type:** Action

**Recommended Action:** to approve the reclassification of the Training & Special Project Coordinator position from a Limited Service, Full-Time, Non-Union, Exempt, Grade 18 position to a Regular, Full-Time, Non-Union, Exempt, Grade 18 position, retroactive to June 26, 2020

 Training and Special Projects Coordinator

Final Packet.pdf

### 6. Adjournment

#### 6.01 Motion to adjourn

**Type:** Action, Procedural

**Recommended Action:** motion to adjourn