Board of Finance Meeting, Monday, December 12, 2022, 5:00 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall OR remotely via ZOOM 12/12/2022

BURLINGTON BOARD OF FINANCE

REMOTE MEETING WITH CALL-IN NUMBER

OR

CITY HALL, 1ST FLOOR: SHARON BUSHOR CONF. ROOM

BURLINGTON, VERMONT

MINUTES OF MEETING

DRAFT

December 12, 2022

MEMBERS PRESENT: Karen Paul

Ali Dieng (via Zoom)

Zoraya Hightower

Joe Magee (via Zoom)

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Jordan Redell

Brian Pine

Marcella Gange

Cindi Wight

Alec Kaeding

Chapin Spencer

Nic Longo

Shelby Losier

Marie Friedman

Scott Barker

Ashley Walenty

Phet Keomanyvanh

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:07 PM.

MOTION by Councilor Hightower, SECOND by City Council President Paul, to adopt the agenda.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

None.

3.0 CONSENT AGENDA

3.01 Board of Finance Minutes, November 28, 2022, Draft – approve the minutes.

MOTION by Councilor Hightower, SECOND by City Council President Paul, to approve the November 28, 2022 minutes as presented.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.01 Authorization to accept grant funds for the operation of the Elmwood Emergency Shelter Community Grant #03440-44063 - 23 - CEDO – CEDO

Director Pine said that this request was made to the State of Vermont for funding to operate the emergency shelter and the State was supportive and gave full approval. He said that this item is the agreement between the State and the City regarding the shelter.

Councilor Hightower asked how much of the operational costs for this project have been covered and for how long. Director Pine replied that the City is still working out how to fund operations. He said that they are receiving a pro-rated amount until June of 2023 and are meeting with the State's Agency of Human Services to work out an agreement for additional funding, which will hopefully address the project's funding needs. Mayor Weinberger noted that the City will be seeking funding from other agencies as well.

MOTION by Councilor Magee, SECOND by City Council President Paul, to approve and recommend that the City Council approve the acceptance of grant funds (Grant #03440-44063-23-CEDO) in the amount of $472,366 from the State of Vermont Housing and Opportunities Program for the operations of the Elmwood Emergency Shelter Community and authorize the Director of the Community and Economic Development Office to execute all documents necessary to accept the funding for the period to June 30th 2023, including retroactive approval for the period from October 1st 2022 to December 12th 2022, subject to the final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.02 Cain Overlook Improvements – BPRW

Director Wight said that this project will include improvements to Battery Park to repair stonework and mortar joints on the park's buttresses.

MOTION by Councilor Magee, SECOND by Councilor Hightower, to approve and recommend that the City Council approve and authorize Cindi Wight, Parks, Recreation and Waterfront Director, to execute a contract with Chevalier Stoneworks, in the amount of $100,915 and a project contingency of $10,092, for a total authorized expenditure in the amount of $111,007, subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.03 Lease of Vendor Space at North Beach for three seasons, 2023-2025 – BPRW

MOTION by Councilor Hightower, SECOND by City Council President Paul, to approve and recommend that the City Council approve and authorize the execution of a lease agreement with Jason Starr to perform Paddle board & kayak rentals at North Beach for the 2023 2025 seasons for the premises as detailed in Attachment A, and to

authorize Mayor Miro Weinberger, to execute the lease and any related documents, subject to the review of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.04 195-201 Flynn Avenue MOU and CSWD Drop-Off Center in Burlington – DPW

Director Spencer said that this is to improve solid waste management for the City and includes both a 6 month extension of a Memorandum of Understanding (MOU) with Chittenden Solid Waste District (CSWD) for the 195-201 Flynn Avenue parcel, and a 2 year extension with CSWD for 339 Pine Street, during which the City will plan a path to move from only composting to also handling trash at that site. He said that the Transportation, Energy, and Utilities Commission (TEUC) expressed support for this.

MOTION by City Council President Paul, SECOND by Councilor Hightower, to 1. Move to approve, and recommend the City Council approve, a six-month extension of the 2019 Chittenden Solid Waste District – City of Burlington Memorandum of Understanding through June 30, 2023 and authorize the Mayor to execute said agreement subject to the review and approval of the City Attorney's Office; and 2. Move to approve, and recommend the City Council approve, a second extension of the 339 Pine Street Lease Agreement with CSWD through December 31, 2024 with an allowance for CSWD to expand the drop of center footprint as shown on the attached map once the City's soil management activities are relocated from 339 Pine Street, and authorize the Mayor to execute the agreement subject to the review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.05 Property Lease, Aerodyme Corporation, 274 Valley Road – Airport

Aviation Director Longo said that this is a 3-year lease renewal with two optional one-year extensions with Aerodyme Corporation.

Councilor Dieng asked if the Airport has been approached by the TEUC regarding general aviation and leases. Aviation Director Longo replied that the TEUC has approached the Airport regarding status updates of leases at the Airport. He said that all tenants (except for one) in the Valley area have accepted and negotiated lease extensions.

MOTION by City Council President Paul, SECOND by Councilor Hightower, to approve and recommend that the City Council approve a property lease agreement at 274 Valley Road in South Burlington with Aerodyme Corporation, on the terms provided in and substantially in conformance with the attached lease, and to authorize the Mayor of Burlington to execute the lease, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.06 Request to Authorize a Budget Neutral Amendment to Burlington International Airport's Fiscal Year 2023 Budget in the Amount of $118,193 – Airport

Chief Financial Officer Friedman said that this is to transfer more funding for cleaning, given the increased square footage of the airport due to the Terminal Integration Project (TIP). She said that this is being transferred from construction/improvement work on the parking garage, which isn't slate to start until next year.

MOTION by Councilor Dieng, SECOND by Councilor Hightower, to approve and recommend that the City Council approve a budget neutral amendment in the amount of $118,193 to the Fiscal Year 2023 Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum.

VOTING: unanimous; motion carries.

5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 Request to Execute a Contract for Design and Bidding with Freeman French and Freeman, Inc. for the TSA Administrative Office Relocation – Airport

Aviation Director Longo said that the Airport has specific requirements to relocate the GSA offices at the Airport, as well as retrofit certain spaces for TSA administrative offices.

MOTION by Councilor Hightower, SECOND by Councilor Magee, to authorize the Director of Aviation to execute a contact with Freeman, French and Freeman, Inc. in an amount up to up to $58,995.00, plus a 10% contingency, totaling $64,895.00, for design and bidding with Freeman French and Freeman, Inc. for the TSA Administrative Office, subject to review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

5.02 Request to Execute a Contract for an Engineering Study with Passero Associates, Inc. for the Study of the Snow Removal Equipment (SRE) Building and Siting Alternatives Study and Budget Neutral Amendment to Fiscal Year 2023 budget – Airport

Aviation Director Longo said that this is an engineering study for a snow removal equipment storage building for FAA-required equipment. He said that they are looking to locate the building in the northwest quadrant of the Airport, away from any residential areas.

MOTION by City Council President Paul, SECOND by Councilor Magee, to 1. "To authorize the Director of Aviation to execute a contract with Passero Associates, Inc. in the amount up to $98,000.00, for the Snow Removal Equipment (SRE) Building and Siting Alternatives Study, subject to review and approval of the City Attorney's Office;" and 2. "To approve a budget neutral amendment in the amount of $98,000 to the Fiscal Year 2023 Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum."

VOTING: unanimous; motion carries.

5.03 CivicClerk Purchase - I&T

Chief Innovation Officer Barker said that this is to purchase a replacement program for BoardDocs. He said that it would include $20,00 for year 1, which includes maintenance, support, implementation, and migrating documents from the current system, and then $12,000 per year.

Councilor Hightower asked how many documents would be migrated. Chief Innovation Officer Barker said that they want to move all of the Councilor-related documents as well as documents from other boards and commissions that aren't currently in BoardDocs, and he does not have an exact figure yet.

City Council President Paul asked about the transition plan for migrating to CivicClerk from BoardDocs. Chief Innovation Officer Barker replied that they will not move anyone from BoardDocs until CivicClerk is ready, and that they anticipate running both systems for a time to avoid service disruption. He said that they are targeting transitioning in March or later.

MOTION by City Council President Paul, SECOND by Councilor Hightower, to approval and recommendation to the Board of Finance that the Chief Innovation Officer be authorized to execute a contract in an amount up to $45,000 (including purchase and two additional years of maintenance and support) to purchase the CivicClerk module from CivicPlus, subject to contract approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

5.04 Request for Approval to Execute Contract for Replacement of control panels for Queen City and Appletree Bay Pump Stations - DPW/Water Resources

Water Resources Engineer Walenty said that this is to install control panels to two of the City's pump stations. She said that these are significant upgrades.

**MOTION by Councilor Hightower, SECOND by Councilor Magee, to approve and authorize the Director of Public Works to execute a contract with Pratt
and Smith, Inc. to build and install the new control panels for Appletree Bay and Queen City Pump Stations for $69,231.00, with an additional $10,000 in contingency, for a total contract authorization of up to $79,231.00, subject to final review and approval by the City Attorney' Office.**

VOTING: unanimous; motion carries.

5.05 Approval 2022 Juneteenth Contracts and Salary Budget Amendment – REIB

Economic Equity Analyst Keomanyvanh said that these are for retroactive approvals related to the 2022 Juneteenth event contracts. She noted that these are the last of the amendments anticipated from REIB.

MOTION by Councilor Dieng, SECOND by Councilor Magee, to 1. To retroactively approve and authorize the expenditure of $60,000 for services performed by Nuwave Equity Corporation in furtherance of Juneteenth 2022, to include the Angela Davis Event and marketing services, and to authorize the Director of Racial Equity, Inclusion and Belonging to execute an accord and satisfaction agreement with Nuwave Equity Corporation to that effect, subject to final review and approval by the City Attorney's Office; 2. To retroactively approve and authorize the expenditure of $64, 251 for stage and audio services performed by Atomic Professional Audio in furtherance of Juneteenth 2022, and to authorize the Director of Racial Equity, Inclusion and Belonging to execute an accord and satisfaction agreement with Atomic Professional Audio to that effect, subject to final and review and approval by the City Attorney's Office; and 3. To approve and authorize the Chief Administrative Officer to effect a budget amendment to correct the FY22 REIB budget salary line items by transferring from 101.09.000.5000_105 GL Salaries and Wages Limited Service to Salaries $64,256 to Wages Seasonal/Temporary GL 101.09.000.5000_115.

VOTING: unanimous; motion carries.

6.0 ADJOURNMENT

6.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 5:56 PM.

RScty: AACoonradt