Board of Finance Meeting, Monday, December 7, 2020, 5:30 pm
VIRTUAL MEETING
12/7/2020

BURLINGTON BOARD OF FINANCE

REMOTE MEETING WITH CALL-IN NUMBER

BURLINGTON, VERMONT

MINUTES OF MEETING

December 7, 2020

MEMBERS PRESENT: Max Tracy

Karen Paul

Brian Pine

Ali Dieng

Miro Weinberger

OTHERS PRESENT Katherine Schad

Rich Goodwin

Jordan Redell

Luke McGowan

Gene Richards

Larry Lackey

Nic Longo

Shelby Losier

Corey Mims

Laura Wheelock

Chapin Spencer

Martha Keenan

Norm Baldwin

Tony Berry

Katie Kinstedt

Steven Locke

Sophie Sauve

Cindi Wight

Kim Bleakley

Rachel Jolly

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:35 PM.

1.
    i. Motion to amend/adopt agenda

MOTION by Councilor Paul, SECOND by Councilor Pine, to amend and adopt the agenda as follows:

- **Add item 5.03: Communication: Megan J. Humphrey, re: Helping and Nurturing Diverse Seniors – Holiday Dinner for Seniors**

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

None at this time.

3.0 CONSENT AGENDA

3.01 motion to adopt the consent agenda and take the actions indicated

3.02 Board of Finance Draft Minutes, November 23, 2020 – approve the minutes.

MOTION by Councilor Pine, SECOND by Councilor Paul, to adopt the consent agenda and take the actions indicated for items 3.01-3.02.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

4.01 Authorization to Amend Champlin Associates Contract for Operation and Maintenance of Airport's Underground Injection Control Systems - Airport

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend that the City Council authorize the Director of Aviation to execute necessary amendments to the Burlington International Airport's current contract with Champlin Associates for the provision of operation and maintenance services for Underground Injection Control Systems by extending the term to end on December 31, 2022 and raising the maximum limiting amount by up to $113,238.00, from $47,182.50 to up to $160,420.50 total, subject to final review and approval by the City Attorney's Office.

DISCUSSION:

- **Director Richards provided an overview of the Underground Injection Control System's purpose and the Contractor's scope of work regarding operations and maintenance.**
- **Councilor Pine asked how the Airport staff will monitor and ensure that the glycol being stored by the Contractor doesn't migrate into waterways. Director Lackey replied that there are permit requirements for groundwater monitoring and that there is down-gradient monitoring of wells, which occurs three times per year. Director Richards added that testing is conducted to ensure that the airport remains within safe parameters with its glycol injection system.**

VOTING: unanimous; motion carries.

4.02 Authorization to Sign Contract for Window Washing Services with Home Window and Maintenance Service - Airport

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend that the City Council authorize the Director of Aviation to enter into a contract for window washing services with Home Window and Maintenance Service for an amount up to $108,157.50, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.03 VTrans Finance and Maintenance Agreement Burlington NH PC21(1) for US7/I-189 Concrete Pavement Repair - DPW

MOTION by Councilor Pine, SECOND by City Council President Tracy, to approve and recommend that the City Council authorize the Director of Public Works to execute the Finance and Maintenance Agreement State of Vermont and City of Burlington for Burlington NH PC21(1) Contract Number: FM0404 – subject to City Attorney Approval.

VOTING: unanimous; motion carries.

4.04 Budget Amendment for Carryforward of Capital from Fiscal Year 2020 to Fiscal Year 2021 – DPW

Project Manager Keenan introduced this item, saying that capital funds cover fiscal years, and that funding amounts are reconciled at the end of the year to determine what needs to be carried over into the next fiscal year. She said that this budget amendment outlines that carry-forward.

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend that the City Council approve and authorize a budget amendment in the amount of $3,983,880.13, to be transferred to and from the accounts described in the accompanying memo, to carryforward remaining Capital Budget funds from Fiscal Year 2020 to Fiscal Year 2021.

VOTING: unanimous; motion carries.

4.05 Reclassification of Housing Program Specialist I to Housing Program Specialist II - CEDO/HR

Director McGowan provided a brief summary of the item, which would entail combining two vacant roles into one new position. This position would assist CEDO with managing the additional federal programs that have come under CEDO's purview in the last number of months

Councilor Paul asked if the employee who had been in this position previously was doing this work for some time. Director McGowan clarified that the position has been vacant, and is being combined with another role that had been filled up until six months ago (but is now also vacant).

MOTION by Councilor Pine, SECOND by City Council President Tracy, to approve and recommend that the City

Council approve the reclassification of the Housing Program Specialist I, CEDO, a Regular, Full-time, Exempt, Non-Union, Grade 16 position to Housing Program Specialist II, CEDO, a Regular, Full-time, Exempt, Non-Union, Grade 17, position.

DISCUSSION:

- **Councilor Pine asked for the funding split between General Fund and non-General Fund. Director McGowan replied that the funding would be 95% non-GF and 5% GF for this position.**
- **City Council President Tracy asked if this position would have additional responsibilities related to the Resource and Recovery Center, or if their focus would be continuing existing functions that are necessary as part of CEDO's work. Assistant Director Kinstedt replied that the position would carry out pandemic-related activity, but was written using language regarding CEDO responsibilities so that it remains relevant once the pandemic is over with. City Council President Tracy asked what specific work this person would do with regards to Housing and the pandemic. Assistant Director Kindstedt replied that the position would be supporting a rental assistance program in 2021, as well as housing programs more generally.**

VOTING: unanimous; motion carries.

4.06 Local Government Expense Reimbursement (LGER) Grant Acceptance 01140CRF20LGE0132 - CEDO

Mayor Weinberger said that the City has worked to secure a full $2.5 million of COVID-19-related grant funding from the State. He said that this funding will make hundreds of frontline City employees eligible for one-time hazard payments, which has been requested by City employees throughout the pandemic. Mayor Weinberger noted that it has been difficult to be able to be responsive to this request, given current City budget pressures, but that this funding would allow for that recognition of hard work and sacrifice in high risk environments by the City's employees. CAO Schad thanked Katie Kinstedt, Lisa Roach, and the CEDO team for their hard work securing this grant funding.

Mayor Weinberger added that this grant will additionally allow the City to receive significant reimbursement for many of the innovative and impactful public health initiatives that have been rolled out by the City throughout this pandemic, such as the community mask initiative, the Resource and Recovery Center, the analytics team, wastewater surveillance costs, quarantine program costs, the Plant for the People program, and a broader food relief program.

MOTION by Councilor Pine, SECOND by City Council President Tracy, to approve and recommend that the City Council approve the acceptance of Local Government Expense Reimbursement (LGER) Grant number 01140CRF20LGE0132 and authorize the CEDO Assistant Director, Administration & Finance to take all necessary steps to effectuate the acceptance of the grant.

MOTION TO AMEND by Councilor Pine, SECOND by City Council President Tracy, to amend original motion to include "disbursement of hazard pay as indicated."

DISCUSSION:

- **Councilor Dieng asked if the grant includes reimbursement for the school system. Mayor Weinberger replied**

that the LGER covers reimbursements for municipal expenses, that finances between the schools and the City are separate, and that these are funds that can't be used for education expenses. He added that there are separate COVID-19-related funding streams that have been going through the Agency of Education.

- **Councilor Dieng asked if the City could share the grant with the school. CAO Schad added that the LGER funds were limited, so only considered municipal employees at this time.**

VOTING: unanimous; motion carries.

4.07 EMS & Ambulance Service Provider Stabilization Grant Award - Fire

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend that City Council approve the acceptance of the EMS and Ambulance Service Provider Stabilization grant award in the amount of $182,578.00 as outlined in Chief Locke's memo dated, November 20, 2020.

VOTING: unanimous; motion carries.

4.08 Burlington Bike Path Rehabilitation Phase 3b Design - Amendment - BPRW

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend that the City Council approve and authorize the execution of a contract amendment with Vanasse Hangen Brustlin, Inc. (VHB) for a price not to exceed $63,710 for the Burlington Bike Path Rehabilitation Phase 3b Design project, plus a project contingency of $9,557 for a total of $73,267, and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract amendment for a total of $183,207 and any related documents needed to carry out the project, subject to City Attorney's Office review.

VOTING: unanimous; motion carries.

5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 Contract with Farrington Construction Company for Plumbing Remodel at Fire Station One - DPW

MOTION by Councilor Pine, SECOND by Councilor Dieng, to authorize the Director of the Department of Public Works to execute a contract for an amount of $ 62,538.00 with a 10% contingency of $6,253.00 for a total of $68,791.00 with Farrington Construction Company for the plumbing remodel Fire Station One, subject to final review and approval by the City Attorney.

DISCUSSION:

- **Councilor Pine noted that only one bid was received for this work and asked if there had been other candidates interested in bidding. Assistant Project Coordinator Bleakley replied that a formal Request For Proposals (RFP) process occurred in October, and that in addition to posting the RFP on the website and the Vermont Business Registry, she directly sent it to 7 different plumbing contractors and invited them to the Fire Station for a walkthrough. Despite this, only one bid was received.**

VOTING: unanimous; motion carries.

5.02 CEDO, Community Justice Center - Creation of Limited Service Position, Youth and Family Restorative Liaison - CEDO, CJC/HR

Assistant Director Jolly provided a description of the position, saying that it would be funded through a grant from the Department for Children and Families (DCF) that is going to the Burlington School District. She said that the City, along with Up For Learning, would be subcontractors, and that this would be a part time position. She said that the main objective for the grant is to decrease racial disparities in suspensions and expulsions and that the position would be based in middle schools to start with and be liaisons around conflict and discipline.

MOTION by Councilor Dieng, SECOND by Councilor Paul, to approve the creation of a Youth and Family Restorative Liaison, a Limited Service, Part-Time, Non Exempt, Non-Union, Grade 14, position in CEDO's Community Justice Center.

DISCUSSION:

- **Councilor Pine asked how this position would dovetail with the staff at the middle and high schools to ensure a unified restorative approach to behavior issues that happen in the middle school and high school. Assistant Director Jolly replied that staff have been partnering with Burlington school district for the past 6 years. Councilor Pine asked if there would be a peer-to-peer element in this model. Assistant Director Jolly replied that yes, the position would be responding mostly to middle school, but training high school and middle school youth to be restorative practitioners in response to the discipline issues.**
- **Councilor Dieng said this is an example where grants can strengthen collaboration between Burlington School District and the City. He said that the City should look into more grants that would entail this collaboration. He asked how families interact in this model. Assistant Director Jolly said that there has been a lack of communication to families, and as a result, a lack of family engagement. This grant would involve some retreats with family and youth, to truly make this a more youth and family led initiative.**

VOTING: unanimous; motion carries

5.03 Communication: Megan J. Humphrey, re: Helping and Nurturing Diverse Seniors – Holiday Dinner for Seniors

Councilor Paul shared an email received from Megan J. Humphrey from the Helping and Nurturing Diverse Seniors (HANDS) program. The email thanked the City for its past support of the program and noted that HANDS was planning on delivering 850 meals and gift bags to seniors in Burlington and Chittenden County this Christmas instead of its traditional sit-down dinner at the Elks Club. It asked the City to please continue its support for the program in the amount of $500.

MOTION by Councilor Paul, SECOND by City Council President Tracy, to allocate an additional $500 from the emerging needs budget to the HANDS program, for a total allocation of $1,000.

DISCUSSION:

- **Council President Tracy said that the need for this kind of funding and action has only grown this year, and that it makes sense for the City to support these programs. CAO Schad noted that the City has already budgeted $500 in the regional program budget, and that adding another $500 from the emerging needs budget would increase the support to $1,000. CAO Schad clarified that a Board of Finance vote was only needed to add the additional $500 since $500 was already approved in the budgeting process.**

VOTING: unanimous; motion carries.

6.0 ADJOURNMENT

6.01 Motion to Adjourn

MOTION by Councilor Pine, SECOND by Councilor Dieng, to adjourn the Board of Finance meeting.

With no further business and without objection the meeting was adjourned at 6:28 PM.

RScty: AACoonradt