



Board of Finance Meeting, Monday, November 15, 2021, 5:00 pm
****In-Person at Bushor Conference Room, Room 102, 1st Floor,**
City Hall OR remotely via ZOOM**
11/15/2021

BURLINGTON BOARD OF FINANCE

BUSHOR CONF. ROOM, 1ST FLOOR, CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

November 15, 2021

MEMBERS PRESENT: Max Tracy

Karen Paul

Ali Dieng

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Dan Richardson

Jordan Redell

Nic Longo

Larry Lackey

Cindi Wight

Danielle Cota

Chapin Spencer

Ron Jacobs

Megan Moir

Lee Perry

Darren Springer

Paul Alexander



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1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:06 PM.

1.
 - i. Motion to amend/adopt agenda

MOTION by City Council President Tracy, SECOND by Councilor Dieng, to adopt the agenda as presented.

VOTING: unanimous; motion carries (Councilor Hightower not present for vote).

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

None at this time.

3. FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

3.01 Request to Execute a Contract for Engineering Design, Permitting and Bidding Services with Hoyle, Tanner and Associates, Inc. (HTA) for the South Apron - Taxiway Golf Extension Project - Airport

Interim Director Longo said that this would be work conducted on the south end of the airfield to extend the taxiway golf into a quarry area and expand upon it.

MOTION by Councilor Dieng, SECOND by City Council President Tracy, 1. "To approve and recommend that the City Council authorize the Acting Director of Aviation to execute a contract with Hoyle, Tanner & Associates, Inc. in an amount of up to \$350,000.00 with a 15% contingency, totaling \$402,500.00, as allowed by a Federal Aviation Administration grant for Engineering Design, Permitting and Bidding Services, for the South Apron – Taxiway Golf Extension Project, subject to review and approval of the City Attorney's Office;" and 2. "To approve and recommend that the City Council authorize an amendment to the Fiscal Year 2022 Burlington International Airport budget for the South Apron – Taxiway Golf extension as described in the accompanying memorandum.

VOTING: unanimous; motion carries (Councilor Hightower not present for vote).



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3.02 Request to Execute a Contract for Engineering design, Permitting and Bidding Services with McFarland and Johnson, Inc. (MJ) for the Taxiway A Mill and Overlay Project – Airport

Interim Director Longo said that this is for the apron and taxiway right in front of the terminal. He noted that the taxiway is aged and needs a lot of crack filling and remediation annually. He noted that this project would rehabilitate the taxiway, refinish it, and expand it slightly to accommodate more lighting at the edges. He finished by noting that this is a highly-used taxiway for large aircraft.

MOTION by Councilor Paul, SECOND by Councilor Dieng, 1. "To approve and recommend that the City Council authorize the Acting Director of Aviation to execute a contract with McFarland and Johnson, Inc. in an amount of up to \$352,950.00 with a 15% contingency, totaling \$405,892.50, as allowed by a Federal Aviation Administration grant for Engineering Design, Permitting and Bidding Services for the Taxiway A Mill and Overlay Project, subject to review and approval of the City Attorney's Office;" and 2. "To approve and recommend that the City Council authorize an amendment to the Fiscal Year 2022 Burlington International Airport budget for the Taxiway A Mill and Overlay, as described in the accompanying memorandum."

VOTING: unanimous; motion carries (Councilor Hightower not present for vote).

3.03 Request to Execute a Contract for Engineering Design, Permitting and Bidding Services with Jacobs Engineering Group, Inc. (JEG) for the New Gate 12 Jet Bridge Project – Airport

Interim Director Longo said that this is a new terminal jet bridge which would be added to the new terminal integration project. He said that the Airport had been working with the FAA in installing the jet bridge previously, but that with new services and new airlines and large aircraft anticipated to use this, they are now working to build a new jet bridge.

City Council President Tracy asked if this would result in expanded capacity. Interim Director Longo said that it would increase capacity slightly, but it will mostly be used for existing airport capacity. He said that passengers at existing Gate 12 are walking directly onto the runway, and it is now an ADA and safety issue. He said that this would replace the existing Gate 12 with a different Gate 12.

MOTION by Councilor Paul, SECOND by Councilor Dieng, 1. "To approve and recommend that the City Council authorize the Acting Director of Aviation to execute a contract with Jacobs Engineering Group, Inc. in an amount of up to \$110,676.00 with a 15% contingency, totaling \$121,743.60, as allowed by a Federal Aviation Administration Airport Improvement Program grant for Engineering Design, Permitting and Bidding Services for the New Gate 12 Jet Bridge Project, subject to review and approval of the City Attorney's Office;" and 2. "To approve and recommend that the City Council authorize an amendment to the Fiscal Year 2022 Burlington International Airport budget for the Gate 12 Jet Bridge, as described in the accompanying memorandum."

VOTING: unanimous; motion carries (Councilor Hightower not present for vote).



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3.04 Request to Execute a Contract for Engineering Design, Permitting and Bidding Services with Jones Payne Group, Inc. (JPG) for the ongoing Noise Mitigation - House Insulation Project – Airport

Initiate an acoustical testing plan and outreach program, as well as select the ten houses for the sound insulation program, This is beyond that pilot program, would be adding new houses and designing and construction of additional 10 houses and design work into the next 50 houses for the grant for next year. He said that this is truly bringing Burlington one year ahead of time, as we anticipated the pilot to be extended for another year. Vermont Gas Systems continues to be a partner for this program.

MOTION by Councilor Paul, SECOND by City Council President Tracy, 1. “To approve and recommend that the City Council authorize the Acting Director of Aviation to execute a contract with JEG in an amount of up to \$1,200,000.00 with a 15% contingency, totaling \$1,380,000.00, as allowed by the Federal Aviation Administration noise program grant for Engineering Design, Permitting and Bidding Services for the ongoing ‘Noise Mitigation – House Insulation Project, subject to review and approval of the City Attorney’s Office;” and 2. “To approve and recommend that the City Council authorize an amendment to the Fiscal Year 2022 Burlington International Airport budget for the ‘Noise Mitigation – House Insulation project’ as described in the accompanying memorandum.”

VOTING: unanimous; motion carries (Councilor Hightower not present for vote).

3.05 Reclassification and retitling of the Recreation Manager position – BPRW

Director Wight noted that since it was created in 2015, the position has been managing three recreation specialists and that the position also oversees the Champlain Senior Center. She noted that they had come before the Board of Finance last year to rearrange the organization of recreational facilities versus recreational programming. She noted that this position now supervises 4.5 staff and oversees seasonal employees.

Councilor Paul cited concern about pay grade compression. Chief Administration Officer Schad noted that the City and the HR Committee will be reviewing the City’s pay grade structure over the next year in order to address some of these concerns. Councilor Paul requested that the administration report back to the Board of Finance in the next several months with an update on action steps moving forward.

MOTION by Councilor Paul, SECOND by City Council President Tracy, to approve and recommend that the City Council approve the reclassification and retitling of the Recreation Manager position, a Regular, Full-time, Exempt, Non-Union, Grade 18, position to Recreation Manager and CAPRA Coordinator, a Regular, Full-time, Exempt, Non-Union, Grade 20, position.

VOTING: unanimous; motion carries (Councilor Hightower not present for vote).





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3.06 Creation of two (2) new positions and a reclassification and retitling of one (1) existing position within Parks, Recreation & Waterfront – BPRW

Director Wight said that this would create two new positions (Urban Park Ranger and Lead Urban Park Ranger) and reclassify an existing position (North Beach Manager) to be the Waterfront & Parks Operations Manager. She noted that the Lead Urban Park Ranger would oversee seasonal hires and scheduling shifts.

Councilor Dieng asked about the Urban Park Ranger program. Director Wight replied that they work directly in the City's parks and don't work in areas where parks aren't located. She said that they also provide educational programming in the parks, ensure that park-related ordinances are being enforced, and assist campers at the parks if they have questions or issues.

MOTION by Councilor Dieng, SECOND by Councilor Paul, to approve and recommend that the City Council approve the · Creation of a Lead Urban Park Ranger within BPRW, a Regular, Full-time, non-exempt, AFSCME, Grade 16, position, · Creation of an Urban Park Ranger within BPRW, a Regular, Full-time, non-exempt, AFSCME, Grade 15, position, and · Reclassification and retitling of the North Beach Manager position, a Regular, Full-time, Exempt, Non-Union, Grade 18, position to Waterfront & Park Operations Manager, a Regular, Full-time, Exempt, Non-Union, Grade 20, position.

DISCUSSION:

- **City Council President Tracy asked if these positions were compared with the CSO positions, since there seems to be some overlap. Director Wight replied that they had not compared them, since these positions would be focused specifically in the parks. City Council President Tracy asked how compensation rates for these positions were determined, when compared to the CSOs. CAO Schad said that all positions are analyzed by Human Resources for grading. Human Resources Manager Cota said that the CSO position is graded less than these positions, but recently the HR Department was asked to reevaluate the CSO positions. She noted that they anticipate reclassifying them in the next several weeks.**

VOTING: unanimous; motion carries (Councilor Hightower not present for vote).

3.07 Proposed DPW Recruitment & Retention Strategies – DPW

Director Spencer noted that DPW has 30 open positions and they have struggled to recruit and retain positions. He expressed concern that there are so many vacancies especially with winter approaching, since there are upticks in maintenance issues (such as water main breaks) in the colder seasons. He said that in collaboration with other departments and the administration, as well as AFSCME, they developed three proposed actions codified in a Memorandum of Understanding (MOU) with AFSCME. He described the actions, which include reclassifying the Recycling Worker position and creating one additional Recycling Worker FTE, implementing a hiring bonus for DPW positions through March 31, 2022, and piloting an expanded on-call payment provision.



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Mr. Jacobs of AFSCME noted that these actions are responding to concerns of workers themselves, in addition to the concerns of union leadership.

Councilor Paul asked if current workers are in agreement with bonuses for new hires. Mr. Jacobs confirmed that they are.

MOTION by Councilor Paul, SECOND by City Council President Tracy, to approve and recommend that the City Council approve the □ Mayor Miro Weinberger to execute the Memorandum of Understanding between AFSCME Local #1343 and the City of Burlington re: DPW Recruitment and Retention; □ Reclassification of the Recycle Truck Driver, a Regular, Full-time, Non-exempt, Union, Grade 12, position to a Regular, Full-time, Non-exempt, Union, Grade 14, position; and □ Creation of a new Recycle Truck Driver position, a Regular, Full-time, Non-exempt, Union, Grade 14, position. Increasing our FTE count for this position from three (3) to four (4).

VOTING: unanimous; motion carries (Councilor Hightower not present for vote).

3.08 Budget Amendment for Street Maintenance Salaries and Wages Seasonal/Temporary – DPW

Director Spencer noted that this amendment would correct an error in the budget, and would fully staff what is anticipated to be needed for the winter.

MOTION by Councilor Dieng, SECOND by City Council President Tracy, to approve and recommend that the City Council authorize a budget amendment transferring \$87,000 from account 101-00.4875 (Grants Miscellaneous) to account 101-19-152-481.5000_115 (Street Maintenance, Salaries and Wages Seasonal/Temporary).

VOTING: unanimous; motion carries (Councilor Hightower not present for vote).

3.09 Creation of a Tiered Water Plant Operator Position - DPW - Water Resources

Assistant Director Moir said that the creation of this FTE would allow the Senior Water Plant Mechanic to move to a shift during regular business hours, and would also ensure that there are at least two staff members on site at all times. They noted that this position was included in this current year's budget.

MOTION by Councilor Paul, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize the creation of a Plant Operator in Training I, Regular, Full-time, Non-Exempt, Union, Grade 15, Plant Operator in Training II, Regular, Full-time, Non-Exempt, Union, Grade 16 and Plant Operator I, Regular, Fulltime, Non-Exempt, Union, Grade 17 position.





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3.10 Proposed Final Agreement for Two Historical Water Billing Errors - DPW - Water Resources

Assistant Director Moir said that the department continues to work on correcting historical water billing errors, and these two involve an underbilling at the Burlington Country Club and an overbilling at the University of Vermont Medical Center (UVMCMC). They noted that instead of reimbursing the Medical Center, they have been working collaboratively with them to implement projects around advanced metering and a study on hospital water supply resiliency.

MOTION by Councilor Dieng, SECOND by Councilor Paul, 1. "To approve and recommend that the City Council authorize the Mayor to execute a Settlement Agreement and Release between the Burlington Country Club and the City of Burlington in

substantial conformity with the attached version, subject to the final review by the City Attorney's Office;" and 2. "To approve and recommend that the City Council authorize the Mayor to execute a Memorandum of Understanding and Agreement for Resolution for Overbilling of UVMCMC by the City of Burlington in substantial conformity with the attached version, subject to the final review by the City Attorney's Office."

VOTING: unanimous; motion carries (Councilor Hightower not present for vote).

3.11 B.E.D.'s Property Boiler and Machinery (B&M) 2021-2022 Insurance renewal - BED

Safety & Risk Manager Alexander said that the Electric Department's current insurance policy is set to expire on November 20, 2021 at its current premium level of \$644,506. He said that BED is looking to extend its policy and anticipates the renewal premium to be an amount not to exceed \$676,755 (which is within what was budgeted for Fiscal Year 2022).

Councilor Paul noted that the insurance premium for this policy has increased significantly from 2018 to now and asked why this increase has occurred and whether BED anticipates further significant increases. Safety & Risk Manager Alexander said that a number of factors have driven an increase in premiums, including climate change, increasing material costs, related supply chain issues and reinsurance costs. He said that BED has implemented a number of recommendations from the carriers to keep the premium costs from increasing further.

MOTION by Councilor Paul, SECOND by City Council President Tracy, to approve and recommend that the City Council authorize the General Manager of the Burlington Electric Department to execute the Property, Boiler & Machinery insurance coverage renewal contract with AIG/ZURICH/STARR TECH/AEGIS for the policy period 11/20/2021 through 11/20/2022 with a not to exceed premium of \$676,755, as outlined in this memo, subject to review and approval of the City Attorney's Office.





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3.12 Position Elimination and Creation - BED/HR

MOTION by Councilor Paul, SECOND by City Council President Tracy, to approve and recommend that the City Council eliminate an Enterprise Data & Integration Specialist, a Regular, Full-time, Exempt, Union, Grade A2, A4, and A6 (depending on tiered level) position and create a Systems & Network Engineer, a Regular, Full-time, Exempt, Union, Grade A2, A4, and A6.5 (depending on tiered level) position.

VOTING: unanimous; motion carries (Councilor Hightower not present for vote).

4.0 ADJOURNMENT

4.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:17 PM.

RScty: AACoonrad