Board of Finance - Monday, October 29, 2018 at 5:45 p.m.
Conference Room 12, City Hall
10/29/2018

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

October 29, 2018

APPROVED - 12/10/18

MEMBERS PRESENT: Mayor Weinberger

Council President Kurt Wright

Councilor Jane Knodell

Councilor Karen Paul

Councilor Sharon Bushor

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Jordan Redell, Mayor's Office

Olivia LaVecchia, Mayor's Office

Eileen Blackwood, City Attorney

Chapin Spencer, DPW

Rachel Jolly, CEDO

Gene Richards, Airport

Marie Friedman, Airport

Larry Lackey, Airport

Adam Roof, City Council

Kelly Devine, Burlington Business Association

Brad Segal, PUMA

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 5:48 PM on October 29, 2018.

1.01 Agenda

MOTION by Councilor Knodell, SECOND by Councilor Wright, to approve the agenda as presented. VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

None.

3.0 BOARD OF FINANCE APPROVAL

3.01 Contract for Underground Injection Control Permit Management Services - Airport

MOTION by Councilor Paul, SECOND by Councilor Knodell, to authorize the Aviation Director to execute a contract with Stantec Consulting Services, Inc. as detailed in the August 30, 2018 proposal for underground injection control (UIC) permit management services subject to final review and approval from the City Attorney's Office.

DISCUSSION:

- **Staff explained only one proposal was received because the UIC process is unique. There are few contractors who can do the work.**

VOTING: unanimous; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Contract for Roof Replacement at 1150 Airport Drive - Airport

MOTION by Councilor Paul, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the authorization of the Aviation Director to execute a contract with James Wood, LLC for roof replacement construction at 1150 Airport Drive as detailed in the October 12, 2018 proposal for construction services subject to final review and approval by the City Attorney's Office. VOTING: unanimous; motion carried.

4.02 Contract for Storm Water Permit Management Services – Airport

Councilor Bushor asked about the proposal being less than the amount the previous year. Larry Lackey explained efficiencies with maintenance and reduction in the scope of work reduced the proposal. All state and federal specifications are met or exceeded with the specifications in the proposal.

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the authorization of the Aviation Director to execute a contract with Stantec as detailed in the August 30, 2018 proposal for storm water permit management services subject to final review and approval by the City Attorney's Office. VOTING: unanimous; motion carried.

4.03 Easement Deed for Hydrant at 444 Pine Street - DPW

MOTOIN by Council President Wright, SECOND by Councilor Paul, to approve and recommend to City Council to accept a signed easement deed from DDC Holdings for the purpose of allowing DPW to construct and maintain a fire hydrant at 444 Pine Street on a portion of the lands owned by DDC Holdings for a cost of one dollar. VOTING: unanimous; motion carried.

4.04 Amend Construction Contingency for 2017 Waterline Replacement Project - DPW

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council for approval the authorization of the DPW Director to expend $110,000 of additional contingency funds for the 2017 waterline replacement project and execute an amendment to the construction contract subject to City Attorney approval reflecting a total cost not to exceed $2,578,733. VOTING: unanimous; motion carried.

4.05 VOCA Grant - CEDO

MOTON by Council President Wright, SECOND by Councilor Paul, to approve and recommend to City Council for approval the acceptance of Grant #02160VOCA17-2-400968 in the amount of $140,164 for FY19 and to authorize Interim CEDO Director Lunderville or the designee to sign the grant acceptance and any necessary related documents. VOTING: unanimous; motion carried.

5.0 COMMUNICATION

5.01 Interfund Loan Policy – C/T

It was noted staff updated the interfund loan policy. Councilor Bushor requested the Board of Finance be updated quarterly on interfund loans. DFO Goodwin said the information will be part of the monthly sweep report.

5.02 FY20 Budget Process Discussion – C/T

Mayor Weinberger mentioned it has been four years since the city had a tax increase related to the operating budget. This will be discussed with the Board of Finance.

Councilor Bushor suggested the Board of Finance be involved earlier in the budget process to better understand the challenges and what the department heads are seeking. An inclusionary process with the Board of Finance and City Council is good. Mayor Weinberger said by December the changes to the baseline being considered and if a tax increase will be sought can be laid out. Feedback from the Board of Finance on what their constituents are thinking is welcomed.

5.03 Burlington Downtown Improvement District (DID) – Councilor Roof

The documents from PUMA posted on BoardDocs were reviewed. There was discussion with Brad Segal (PUMA), Kelly Devine (BBA), and Councilor Roof on the boundaries of the DID. Feedback from the public indicates an interest in having authority over a larger area and making people feel safe in Burlington. Brad Segal said the key recommendations cover:

- How residents in the DID are treated by assessment (it is recommended residential participation in the DID be voluntary).
- The variety of service adjustments and income sources therefore the budget should be reformatted.
- The base level of services and how the city participates in the new district (department heads are assisting in drafting a base level agreement).
- Capital repairs and replacement policy (Church Street improvements eligible for citywide capital improvement funding).
- Governance (expansion of the board structure to include several ex officio members representing police, public works, parks).
- Application for similar districts throughout the city (a charter revision is recommended to allow this).

Councilor Paul questioned someone volunteering to pay into the DID. Brad Segal said residents would like a seat at the table and representation/participation in the governing structure of the district.

Councilor Bushor asked who would make the final decision if the autonomous DID board of directors wants to go in a different direction from City Council. Brad Segal assured the city does not lose any regulatory capacity.

Council President Wright asked who will pay for the ambassador program. Brad Segal said the members of the DID will cover the cost. The ambassador program is a third of the budget. The ambassadors will coordinate with other groups in the city for services. Ambassadors are there for safety enhancement, to assist people in navigating across the city, help employees, work with the Howard Center, and help people on the street. Council President Wright asked for clarification on the option not to pay the fee to be in the DID. Brad Segal said the values and culture of Burlington point to not having a mandatory assessment for residential members in the DID. There was further discussion of the various models and the assessment. The map illustrating the study area was reviewed. Since 1999 there has been some additional commercial development so the map boundaries need to be finalized.

There was discussion of the public hearing and vote process for a charter change. By December 17th a decision and vote is needed on the language for the charter change. A public hearing will then be held and amendments can be made if necessary. The Board of Finance is asked to identify points of consensus and direction then work into the details. The Board of Finance generally supports Scenario 2 (stakeholder and City Council determine the board of governance for the district) and Scenario 3 (stakeholders appoint the DID board). An ideal list of provided services from the DID will help with decisions on governance. Councilor Knodell requested the Mayor and CAO develop a timeline and list of issues to discuss.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 7 PM.

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