



Board of Finance Meeting, Monday, October 24, 2022, 5:00 pm
****Bushor Conference Room, Room 102, 1st Floor, City Hall OR**
remotely via ZOOM
10/24/2022

BURLINGTON BOARD OF FINANCE

REMOTE MEETING WITH CALL-IN NUMBER

OR

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

BURLINGTON, VERMONT

MINUTES OF MEETING

October 24, 2022

MEMBERS PRESENT: Karen Paul

Ali Dieng

Zoraya Hightower

Joe Magee

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Jordan Redell

Nic Longo

Shelby Lozier

Cindi Wight

Sophie Sauve

Brian Pine

Sarah Russell

Chapin Spencer



**Board of Finance Meeting, Monday, October 24, 2022, 5:00 pm
**Bushor Conference Room, Room 102, 1st Floor, City Hall OR
remotely via ZOOM
10/24/2022**

Megan Moir

Gene Bergman

Jeff Padgett

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:05 PM.

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

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

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

No public comment.

3.0 CONSENT AGENDA

3.01 Motion to adopt the consent agenda and take the actions as indicated.

3.02 Board of Finance Meeting Minutes, October 11, 2022, Draft – approve the minutes.

MOTION by Councilor Dieng, SECOND by City Council President Paul, to adopt the consent agenda and take the actions as indicated for items 3.01-3.02.

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

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.01 Greater Burlington Industrial Corporation (GBIC) Lease Amendment - Airport

Airport Director Longo said that as a result of an amendment to a separate lease there were impacts to this lease, which in



**Board of Finance Meeting, Monday, October 24, 2022, 5:00 pm
**Bushor Conference Room, Room 102, 1st Floor, City Hall OR
remotely via ZOOM
10/24/2022**

turn necessitates an amendment to this lease.

MOTION by City Council President Paul, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize a lease amendment to rectify the associated site plan at the Burlington International Airport with the Greater Burlington Industrial Corporation, subject to final review and approval by the City Attorney's Office.

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

4.02 VOREC grant agreement – BPRW

Director Wight said that this grant supports outdoor recreation in Vermont and that its focus is getting outdoor programming for diverse audiences. The areas included in the grant application include funding for the Burlington Community Sailing Center, Winooski Valley Park District, the Burlington Bike Path, the purchase of a mobile tool trailer and mobile outdoor equipment for BPRW, and marketing and grant support for BPRW.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to approve and recommend that City Council approve and authorize the acceptance of a \$300,000 VOREC grant from the State of Vermont, and to authorize Cindi Wight, Director of Parks and Recreation to execute the related grant agreement and any related documents needed to carry out the grant, subject to the review of the City Attorney's Office.

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

4.03 Creation of one new position – BPRW

Director Wight noted that her department was approached by CEDO to provide property maintenance for the Elmwood Community Emergency Shelter, resulting in this request for the creation of a new position within BPRW. She said that the position would include custodial cleaning, troubleshooting property repairs, coordinating contracts, and coordinating guests in assisting with on-site maintenance. Director Wight noted that this is a limited-service position and that they will review the position after 18 months.

MOTION by Councilor Dieng, SECOND by City Council President Paul, to approve and recommend that the City Council approve the creation of the Property Services Caretaker position, a limited-service, full-time, AFSCME Non-Exempt, Grade 15 to 17 position in the Parks, Recreation, and Waterfront Department.

VOTING: unanimous; motion carries.





**Board of Finance Meeting, Monday, October 24, 2022, 5:00 pm
**Bushor Conference Room, Room 102, 1st Floor, City Hall OR
remotely via ZOOM
10/24/2022**

4.04 Perpetual Care Income - Assigned Fund Balance (AFB) carryover - BPRW

Director Wight said that the BPRW has a Cemetery program that receives money annually from the Perpetual Care fund in order to help maintain the two cemeteries in the City that are closed. She said that they are requesting to roll over some of the assigned fund balance from the Perpetual Care Fund to a reserve fund.

MOTION by City Council President Paul, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize the Chief Administrative Officer to affect a budget amendment by rolling over \$15,000 of Assigned Fund Balance from Perpetual Care Fund income to reserve fund 110-23-104.4720_110, as further detailed in Attachment A.

VOTING: unanimous; motion carries.

4.05 Oakledge Universally Accessible Playground Project: Budget Amendment - BPRW

Parks Comprehensive Planner Sauve noted that this is a budget amendment coming from the March bond vote in the parks category, reallocating it to the Oakledge Universally Accessible Playground, which had a small contingency. She said that this would allow the City to address any issues that come up and also conduct restroom renovation.

MOTION by Councilor Dieng, SECOND by Councilor Magee, to approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect the necessary budget amendment and transfer of \$200,000 in funds from the FY23 Go Bond, Parks Category to the Penny for Parks-Oakledge Park-Playground Project, as further detailed in Attachment B.

VOTING: unanimous; motion carries.

4.06 Elks - Quit Claim - BPRW

Director Wight said that as part of the process for accepting 11 acres of land donated from the Elks, the Elks are asking the City to provide legal assurance that it will not retain any rights to the Elks' property from North Avenue. She noted that the public sometimes uses a trail through the Elks property to reach the Burlington Greenway and that the Elks would like to close that down to limit their liability. She noted that there is still access from North Avenue to the Greenway through property it retains as well as Burlington School District property. She said that the City is not losing anything by agreeing with this request.

MOTION by Councilor Dieng, SECOND by City Council President Paul, to approve and recommend that the City



Board of Finance Meeting, Monday, October 24, 2022, 5:00 pm
****Bushor Conference Room, Room 102, 1st Floor, City Hall OR**
remotely via ZOOM
10/24/2022

Council authorize the release of any residual property interest to Benevolent and Protective Order of Elks that the City may have in the approximately five-acre parcel of land that the BPOE will retain after transferring an approximately eleven-acre adjacent parcel to the City for its ownership and use ('gifted parcel'), as further described in Attachment A.; and, to authorize the Mayor to execute a quit-claim deed formalizing the release of such interest and conveying such interest to the BPOE in order to facilitate the acceptance of the gifted parcel, subject to City Attorney's Office review and approval.

VOTING: unanimous; motion carries.

4.07 Authorization to execute contract for support services at Elmwood Community Emergency Shelter November 2022 - June 2023 - CEDO

Special Assistant Russell said that this position is for Champlain Valley Office of Economic Opportunity (CVOEO) to provide ongoing case management services to the guests of the shelter for housing navigation/advocacy. She said that the staff will be dedicated to the Elmwood location to help ensure that guests are moving toward permanent housing. She noted that the contract is for 36 weeks, and they will work to develop a renewed contract on July 1 when the City receives its full grant amount for the next year.

Councilor Hightower asked what exactly this contract with CVOEO would cover, and Special Assistant Russell replied that it would be for these two positions for 36 weeks. She said that the Champlain Housing Trust (CHT) contract is for significantly more, but includes 7 positions for a full 52 weeks.

MOTION by Councilor Hightower, SECOND by Councilor Magee, to approve and recommend that the City Council authorize the Director of the Community and Economic Development Office to execute a contract with Champlain Valley Office of Economic Opportunity for up to a maximum limiting amount of \$124,992 for the provision of service coordination and housing navigation at the Elmwood Community Emergency Shelter for the period October 17, 2022 – June 30, 2023, and subject to the final review and approval by the Office of the City Attorney.

VOTING: unanimous; motion carries.

4.08 Request for Approval to Execute Contract for Emergency Repairs to North Avenue Stormwater Outfall - DPW Water Resources

Director Spencer noted that this is an emergency request to repair a stormwater outfall that is deteriorating quickly. He said that it has eroded more quickly than anticipated and has the potential to impact North Avenue. Division Director Moir added that a sinkhole appeared in the area and was caused by a corrugated metal pipe which has leaked and eroded the ground around it. She noted that this pipe had previously been identified for relining. She noted that there will be a small amount of tree-felling activity, but that they have been in consultation with the City Arborist and will only remove what is absolutely necessary to conduct this work. She said that they are seeking to use stormwater fund balance to fund this.



Board of Finance Meeting, Monday, October 24, 2022, 5:00 pm
****Bushor Conference Room, Room 102, 1st Floor, City Hall OR**
remotely via ZOOM
10/24/2022

MOTION by Councilor Magee, SECOND by Councilor Dieng, to 1. "To approve and recommend that the City Council authorize the Director of Public Works to execute a contract with Engineers Construction Inc. for emergency outfall repair work to the North Avenue stormwater outfall for an amount not to exceed \$324,200, subject to the prior review and approval of the City Attorney;" and 2. To approve and recommend that the City Council authorize CAO Schad to execute a budget amendment to increase the FY23 GL 245-19-000.110 by an amount not to exceed \$324,200 using Fund 245 fund balance.

DISCUSSION:

- **City Council President Paul said that they are paying a high premium to do this in an unplanned way, and that it's worth noting that if this had been planned, it would cost significantly less than the \$324,000 that is being requested. Division Director Moir replied that had the pipe been able to be relined, it would have cost between \$21,000 and \$25,000. She said that the division is playing catch-up with the corrugated pipes in the water system to ensure that they are relined in time.**

VOTING: unanimous; motion carries.

4.09 Market Factor Adjustment for City Attorney - Mayor's Office

Mayor Weinberger said that the City continues to search for a City Attorney and is still pursuing a model whereby it secures an in-house general counsel. In trying to attract qualified candidates for the position, they are requesting a market factor adjustment to the salary range for the City Attorney. He also noted that they will be returning to the Board of Finance and City Council in November to additionally request market factor adjustments for Assistant City Attorney positions.

Councilor Bergman suggested that this action be deferred until the market factor adjustments for Assistant City Attorneys go through. He said that this increase to almost \$200,000 is too much, and believes that the City can obtain sufficient legal resources without having to conduct this adjustment. He said it sends a bad message to other staff who are performing essential work for the City. He said he would like to see this proposed salary range in the context of other executive salaries for the City. He suggested that this vote be postponed and that this item be removed from the City Council's consent agenda later tonight.

Councilor Hightower said she supports moving salaries in an upward trajectory to be more competitive, but having the proposed low end of the range being higher than the current high end of the range is a difficult sell. She said that she would like to see overlap between the previous and current ranges.

City Council President Paul said that it would be helpful to see the market factor analysis study that was conducted so that they have the opportunity to understand how this salary range was arrived at. She also expressed support for the current Assistant City Attorneys, who have a heavy workload and should be recognized and shown that they are valued.



Board of Finance Meeting, Monday, October 24, 2022, 5:00 pm
****Bushor Conference Room, Room 102, 1st Floor, City Hall OR**
remotely via ZOOM
10/24/2022

MOTION by City Council President Paul, SECOND by Councilor Hightower, to postpone this item until the next Board of Finance meeting, so that the Board may better understand the market factor analysis that went into the proposed salaries for the City Attorney's Office.

DISCUSSION:

- **Councilor Dieng asked how many candidates applied and requested an increase in the salary. Mayor Weinberger replied that he and his team have interviewed between 8 and 10 candidates for the position. Chief of Staff Redell noted that two qualified candidates withdrew their applications due to the low compensation.**
- **Councilor Magee said that he would like to see overlap between the previously and current ranges.**

VOTING: unanimous; motion carries.

5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 Traffic Signal Modernization Main Street and University Heights - DPW Parking & Traffic

Division Director Padgett said that this request is for 1 new traffic control system at Main Street and University Heights (in addition to the previously approved 4 systems installed on Riverside Avenue).

MOTION by City Council President Paul, SECOND by Councilor Hightower, to approve and authorize the Director of the Department of Public Works to execute a sole-source contract with Granite Traffic Solutions for the purchase and installation of one (1) modern traffic control system at the Main Street and University Heights intersection for a total cost not to exceed \$26,916.60, subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries.

6.0 ADJOURNMENT

6.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 5:52 PM.

RScty: AACoonrad



Board of Finance Meeting, Monday, October 24, 2022, 5:00 pm
****Bushor Conference Room, Room 102, 1st Floor, City Hall OR**
remotely via ZOOM
10/24/2022