



October 19, 2020

Board of Finance Meeting, Monday, October 19, 2020, 5:30 pm. ****VIRTUAL MEETING****

 [Click here to view the minutes for this meeting](#)

1. Agenda

1.01 The meeting started at 5:35 PM. Present for Meeting: Board of Finance Members ☐ Mayor Weinberger, President Tracy, Councilor Paul, Councilor Pine, and Councilor Dieng **Others** ☐ Katherine Schad, Chief Administrator Officer; Rich Goodwin, Director Financial Operations; Jordan Redell, Chief of Staff, Lynn Reagan, Human Resource Manager Danielle Cota, HR; Sarah Carpenter, City Council; Chapin Spencer, Director DPW, Susan Molson, DPW; Cindi Wight, Director Parks & Recreation; Tyeastia Green, Diversity Equity & Inclusion Director; Danielle Cotta, HR; Jack Hanson, City Councilor; Eileen Blackwood, City Attorney; Brian Lowe ☐ Director Innovation & Technology; Zoraya Hightower. City Councilor; Chip Mason, City Councilor; Martin Lee, DPW, Jeff Glassberg; Jane Stromberg, City Councilor; Marc Heath, Olivia Darisse; Perri Freeman, City Councilor; Joy Hovestadt

Type: Action, Procedural

Recommended Action: motion to adopt agenda as amended as follows: note written materials for agenda item 4.05 Retitling and Reclassification of Opioid Policy Manager to Public Health Equity Manager position - CIO (per COS Redell); note updated redlined version re: JD for this agenda item (per COS Redell)

2. Public Forum (Verbal)

2.01 There was no public speakers for Public Forum.

Type: Action, Procedural

3. Consent Agenda

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

3.02 Board of Finance Draft Minutes, September 14, 2020

Type: Action, Information, Minutes

Recommended Action: approve the minutes

 View Minutes from Board of Finance Meeting, Monday, September 14, 2020, 5:30 pm. Please click the link below to join the webinar: <https://us02web.zoom.us/j/81403681383> Or iPhone one-tap : US: +13017158592,,81403681383# or +13126266799,,81403681383# Or Telephone: Dial(for higher quality, dial a number based on your current location): US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 Webinar ID: 814 0368 1383 International numbers available: <https://us02web.zoom.us/j/81403681383> . CCTV link: https://www.youtube.com/playlist?list=PLljLFn4BZd2PwCge7INoKug676jlf_iUA. Here is the link to sign up for public forum: <https://www.burlingtonvt.gov/citycouncil/publicforum>



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3.03 Board of Finance Draft Minutes, September 21, 2020

Type: Action, Information, Minutes

Recommended Action: approve the minutes

 View Minutes from Board of Finance Meeting, Monday, September 21, 2020, 5:00 pm. Please click the link below to join the webinar: <https://us02web.zoom.us/j/88381844769> Or iPhone one-tap : US: +13017158592,,88381844769# or +13126266799,,88381844769# Or Telephone: Dial(for higher quality, dial a number based on your current location): US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 Webinar ID: 820 6235 7336. CCTV link: https://www.youtube.com/playlist?list=PLljLFn4BZd2PwCge7INoKug676jlf_iUA. Here is the link to sign up for public forum: <https://www.burlingtonvt.gov/citycouncil/publicforum>

3.04 Board of Finance Draft Minutes, October 5, 2020

Type: Action, Information, Minutes

Recommended Action: approve the minutes

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4. For Approval and Recommendation to City Council

4.01 Reclassification Of One (1) Custodian I Position - Burlington Parks, Recreation And Waterfront - BPRW

Type: Action

Recommended Action: to recommend that the City Council approve the attached resolution

 HR - Parks - Reclassification of One (1) Custodian I Position.pdf

 Custodian 1 Final Packet.pdf

4.02 Authorization to Execute Contracts with On-Call Water Resources Excavation Contractors - DPW-Water Resources Division

Type: Action

Recommended Action: to recommend that the City Council authorize the Director of Public Works to execute on-call contracts with five qualified water resources excavation contractors (Courtland Construction Company, Dirt Tech Company, Engineers Construction, Parker Excavation, and SD Ireland Companies), each with a maximum limiting amount of \$200,000.00, with a maximum limiting amount of \$500,000.00 for all contracts in total, subject to review and approval by the Chief Administrative Officer and City Attorney

 1 - BOF CC Memo 10-19-2020 - Construction Contractor On CallServices.pdf

 BOF CC Checklist 10-19-2020 - Construction Contractor On CallServices.pdf



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4.03 Colchester Avenue Sidepath Project - Authorization to Amend Project Budget - DPW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Chief Administrative Officer, or her designee, to affect all necessary budget amendments and transfers of funds from the above-referenced funding sources as needed to carry over the unused FY20 funds into FY21, which will increase the approved FY21 budget by \$102,440.63, from \$342,000.00 to \$444,440.63

01 DPW Memo Colchester Ave Budget Amendment.pdf

Colchester Ave Sidepath_Project Cost Summary_table.pdf

00 BOF_CC Checklist_2020-10-19 Colchester Avenue BudgetAmendment.docx

4.04 Authorization To Execute An Easement Deed For The Pease Grain Parking Lot At 4 College Street To New England Central Railroad & CV Properties In Support Of Passenger Rail Project For Approximately A Six-Hundred Thirty-Five Square Foot Area - DPW

Type: Action

Recommended Action: to recommend that the City Council approve the attached resolution

DPW - Easement Deed - Pease Grain Parking Lot, 4 College St. to N.E. Central Railroad & CV Properties in Support of Passenger Rail Project_v4 (REVISED).pdf

BOF CC Cover Memo Conveyance of Easement Right to CV Properties_corrected.docx

CC Checklist CV Properties-NECR Easement Rights Request 10_15_20.docx

Easement Deed, Pease Grain Lot to NECR_corrected.docx

NECR_CV Properties-Pease Grain Easement Plat_corrected.pdf

4.05 Retitling and Reclassification of Opioid Policy Manager to Public Health Equity Manager position - CIO

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the reclassification and retitling of the Opioid Policy Manager position, a Regular Service, Full-time, Exempt, Non-Union, Grade 21, position to a Public Health Equity Manager position, a Regular Service, Full-time, Exempt, Non-Union, Grade 21, position and, 2. To approve and recommend that the City Council authorize the Chief Administrative Officer to move the associated reallocation of funding from the Police Department to the Innovation & Technology Department, and 3. To change the job description to add ☐ must be self-motivated and self-directed ☐ to the list of essential job functions.

note written materials for this agenda item per COS Redell, posted on Saturday, October 17, 2020, at 12:54 pm, LO

note updated red-lined version re: JD for this agenda item, posted on Monday, October 19, 2020, at 4:22 pm, LO

10-14-20 Public Health Equity Manager Re-Title and Reclassification (Final).pdf

Public health manager JD redline - updated.pdf

Public Health Equity Manager - JD (Clean).pdf

Public Health Equity Manager redline.pdf



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5. Board Of Finance Approval Only

5.01 Wayfinding Project - Construction Contract Contingency - DPW

Type: Action

Recommended Action: to authorize the Director of Public Works the use of an additional \$4,995.00 in contingency funds (10%) for the construction contract with Waterman Siteworks, for a total of \$54,945, subject to review and approval of the City Attorney's Office

 DPW Memo Wayfinding Electric_Contract Contingency.pdf

 BOF CC Checklist_Wayfinding10-19-2020.pdf

6. Adjournment

6.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn