Board of Finance Meeting, Monday, October 19, 2020, 5:30 pm.
VIRTUAL MEETING
10/19/2020

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

October 19, 2020

MEMBERS PRESENT: Max Tracy

Karen Paul

Brian Pine

Ali Dieng

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Jordan Redell

Chapin Spencer

Cindi Wight

Danielle Cota

Martin Lee

Susan Molzon

Olivia Darisse

Norman Baldwin

Brian Lowe

Lynn Reagan

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 adopt the agenda.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

None at this time.

Public forum closed at 5:36 PM.

3.0 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 – approve the minutes.

3.03 Board of Finance Draft Minutes, September 21, 2020 – approve the minutes.

3.04 Board of Finance Draft Minutes, October 5, 2020 – approve the minutes.

MOTION by Councilor Paul, SECOND by Councilor Pine, to adopt the consent agenda and take the actions indicated for items 3.01-3.04.

DISCUSSION:

- **Councilor Paul asked about posting meeting minutes within five calendar days of the meeting and whether the City is currently meeting that requirement. Director Goodwin replied that all motions and votes are captured and posted to BoardDocs within one day of the meeting, but that more detailed draft minutes are typically available later. Councilor Paul requested that detailed minutes be made available as soon as possible after the meeting.**

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

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

MOTION by Councilor Pine, SECOND by Councilor Paul, to recommend that the City Council approve the attached resolution.

VOTING: unanimous; motion carries.

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

MOTION by Councilor Pine, SECOND by City Council President Tracy, 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.

VOTING: unanimous; motion carries.

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

Public Works Engineer Molzon outlined the changes in the budget amendment being sought for this work, noting that construction was delayed due to COVID-19 and money was carried forward from Fiscal Year 2020 to Fiscal Year 2021, and that this funding increase request is necessary to finish construction.

Councilor Pine asked if the timing of this request is typical, and Engineer Molzon replied in the affirmative.

MOTION by Councilor Paul, SECOND by Councilor Pine, 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.

VOTING: unanimous; motion carries.

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

Director Spencer noted that this easement is a key piece of shifting the rail and moving the bicycle path to the east of the rail.

Councilor Pine asked if this is connected to the project to realign the bike path. Engineer Baldwin said that the projects are connected and stressed the importance of sequencing the events of the projects in such a way to minimize the impact to businesses adjacent to them.

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend that the City Council to adopt the attached resolution relating to authorization to execute an easement deed for the Pease Grain Parking Lot at 4 College Street to New England Central Railroad and CV Properties in support of passenger rail project for approximately three-hundred thirty-eight square foot area.

<u>DISCUSSION:</u>

- **City Council President Tracy asked about the term of the easement and whether it is permanent or temporary. He also asked if compensation would be changing hands. Engineer Baldwin replied that there would be no compensation, but that the easement is conditioned on the continued use of the railroad lines.**
- **Councilor Dieng asked if construction work related to this easement has already commenced, and Engineer Baldwin replied that preliminary work has been completed around the loading area, and that construction would begin in 2021 and run through the season.**
- **Mayor Weinberger noted that bike path work in the same area is intended to run parallel to the passenger rail project.**
- **Director Spencer noted that additional easements will need to be approved adjacent to College Street and that property rights will need to be acquired in future, and will be discussed at subsequent Board of Finance and City Council meetings.**

VOTING: unanimous; motion carries.

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

Councilor Paul asked why the position is being moved from the Police Department to the Innovation and Technology Department, and Mayor Weinberger replied that the Chief Innovative Officer has had success with overseeing similar initiatives and positions related to innovation and added that the position might ultimately be moved to another department altogether.

Councilor Dieng noted the broad scope of work for the position and suggested making a distinction between combatting racism as a public health crisis and combatting the opioid crisis. He further suggested consulting with the Burlington Board of Health, if the administration has not consulted with them already. Mayor Weinberger replied that the position will no longer have field responsibilities, which will be conducted by the newly-created community service liaisons, but will have added administrative responsibilities. He further noted that the position is structured to take a more holistic approach to the opioid crisis in the community than previously.

Councilor Dieng asked about the position in the context of the current City hiring freeze, and Mayor Weinberger confirmed that it was still ongoing, but that this was one of the exceptions made to the hiring freeze when its corresponding resolution with funding was passed in June.

Councilor Pine asked about the salary range for the position and Human Resources Manager Reagan replied that the range is $72,552-$86,600.

Chief Administration Officer Schad and Human Resources Manager Reagan both recommended changing the position from a limited service to a regular service position.

City Council President Tracy asked what percentage of the position would be dedicated to the opioid crisis versus other responsibilities and asked whether there is a breakdown of the different duties. Mayor Weinberger replied that roughly a third of the position would be dedicated to each the opioid crisis and coordination of policy with CommunityStat, working on initiatives to combat racism in the context of public health, and exploring the broader restructuring of the City's approach to public health. City Council President Tracy asked if this position would supervise or otherwise interact with the community service liaison positions. Mayor Weinberger replied that the decision has not yet been made about how the positions interact but that further information and clarity should be available soon.

MOTION by Councilor Paul, SECOND by Councilor Pine, 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.

VOTING: unanimous; motion carries.

5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 Wayfinding Project - Construction Contract Contingency - DPW

MOTION by Councilor Pine, SECOND by City Council President Tracy, 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.

VOTING: unanimous; motion carries.

6.0 ADJOURNMENT

6.01 Motion to Adjourn

MOTION by Mayor Weinberger, SECOND by Mayor Weinberger, to adjourn the Board of Finance meeting.

With no further business and without objection the meeting was adjourned at 6:44 PM.

RScty: AACoonradt