



Board of Finance Meeting, Monday, October 18, 2021, 5:30 pm
****In-Person at Bushor Conference Room, Room 102, 1st Floor,**
City Hall OR remotely via ZOOM**
10/18/2021

BURLINGTON BOARD OF FINANCE

BUSHOR CONF. ROOM, 1ST FLOOR, CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

October 18, 2021

MEMBERS PRESENT: Max Tracy

Karen Paul

Ali Dieng

Zoraya Hightower

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Nic Longo

Laura Wheelock

Jeff Padgett

Kara Alnasrawi

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:37 PM.



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- i. Motion to amend/adopt agenda

MOTION by Councilor Dieng, SECOND by Councilor Hightower, to amend the agenda to remove item 4.09 and adopt the agenda.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

3.0 CONSENT AGENDA

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

3.02 September 27, 2021 Board of Finance Minutes – approve the minutes.

MOTION by Councilor Hightower, SECOND by Councilor Paul, to approve the consent agenda and take the actions indicated for items 3.01-3.02.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

4.01 Request to accept (1) Federal Aviation Administration (FAA) Grant for Taxiway K and RW 1 PAPI Construction & Inspection and to (2) accept FAA Grant for RW 1 PAPI Relocation FAA Oversight and Flight Check, Execute Contracts for Construction and Inspection Services for these Projects with SD Ireland and CHA Consulting, Inc., respectively – Airport

Interim Director Longo said that the City will be applying a grant, which will accomplish two construction items – one of which would construct a parallel taxiway, and the other of which would be a visual aid for aircraft to indicate whether they are too high or too low.

MOTION by Councilor Paul, SECOND by Councilor Dieng, 1. "To approve and recommend that the City Council authorize the Acting Director of Aviation to accept and execute a grant from the Federal Aviation Administration in an amount up to \$1,475,215.82 with a 15% contingency totaling up to \$1,696,498.82 as allowed under the grant for



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the construction of taxiway K and relocation of the RW 1 PAPI related to the Hot Spot Remediation Project, subject to review and approval of the City Attorney's Office."; 2. "To approve and recommend that the City Council authorize the Acting Director of Aviation to accept and execute a grant from the Federal Aviation Administration in an amount up to \$47,798.01 with a 15% contingency totaling \$54,967.71, as allowed under the grant for FAA oversight and flight check for the relocation of the RW 1 PAPI's related to the construction of taxiway K for the Hot Spot Remediation Project, subject to review and approval of the City Attorney's Office."; 3. "To approve and recommend that the City Council authorize the Acting Director of Aviation execute a contract with SD Ireland in the amount of up to \$1,273,715.82 with a 15% contingency, as allowed by the grant totaling \$1,464,773.19, for the construction of taxiway K and relocation of the RW 1 PAPI related to the Hot Spot Remediation Project, subject to review and approval of the City Attorney's Office."; and 4. "To approve and recommend that the City Council authorize the Acting Director of Aviation to execute a contract with CHA Consulting, Inc. in the amount of up to 151,500.00 with a 15% contingency totaling \$174,225.00, as allowed by the grant for construction oversight of the for the construction of taxiway K and RW 1 PAPI relocation related to the Hot Spot Remediation Project, subject to review and approval of the City Attorney's Office."

VOTING: unanimous; motion carries.

4.02 DCF-FSD Contract for RJ Law Enforcement Training (#03440-22FSD-582) - CEDO/CJC

Assistant Director Jolly noted that this is a contract put out by DCF to offer law enforcement training statewide to counties that have low diversion referrals, and that it would be diverting cases from the traditional system. She noted that it would focus specifically on youth, and using restorative justice training. She said that it is slated to start October 15 and is a yearlong contract and would involve using staff to design and execute that training.

Councilor Hightower asked about Chittenden County. Assistant Director Jolly replied that Chittenden County would be a lower priority because it has the highest diversion rate in the State. She noted that Burlington was awarded the contract because of its success in Chittenden County though.

MOTION by Councilor Paul, SECOND by Councilor Dieng, to recommend to City Council to approve the acceptance of Grant #03440-22FSD-582, in the amount of \$100,000, which will support the work of youth and Restorative Justice training to law enforcement state-wide, and to authorize Director Pine or his designee to sign the grant, and all other documents related to implementation of the grant, subject to the review and approval of the City Attorney.

VOTING: unanimous; motion carries.





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4.03 Great Streets Main Street Design Consultant Contract Approval and Project Budget - DPW

MOTION by City Council President Tracy, SECOND by Councilor Hightower, 1.) To approve and recommend that the City Council authorize the Director of Public Works to execute a contract, subject to City Attorney approval, with Vanasse Hangen Brustlin, Inc. (VHB) in the amount of \$1,213,923.00, and further authorize the Director of Public Works to execute any necessary future amendments using up to \$182,100.00 (15%) in available contingency funds, for a total authorized amount of \$1,396,023.00 for the development of the design of the Great Streets Main Street project; and 2.) To approve and recommend that the City Council authorize a total project budget of \$1,775,000.00, which includes design contract and contingency funds, funds for lighting design costs to be used by the Burlington Electric Department (BED), and funds for public art procurement and design costs to be used by Burlington City Arts (BCA).

VOTING: unanimous; motion carries.

4.04 Authorization to Award Contract for Towing Services in the Amount of \$140,000 Annually for a Five-Year Term – DPW

Assistant Director Padgett noted that this item relates to awarding a contract for dependable, accessible towing services. He described the changes made to parking laws and penalties for infractions, noting an increase in the scoff threshold and making scoff a secondary ordinance violation.

MOTION by Councilor Hightower, SECOND by Councilor Dieng, to approve and recommend to the City Council that it authorize the Director of Public Works to enter into a contract with Spillane's Towing and Recovery for up to \$140,000 annually for a five-year term, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.05 Acceptance of VTrans Town Highway Class 2 Roadway Program Grant #P02002 for North Avenue Road Surfacing - DPW

MOTION by Councilor Dieng, SECOND by Councilor Paul, to approve and recommend that the City Council authorize the Director of Public Works to accept and execute the Town Highway Class 2 Roadway Program Grant #P02002 from the Vermont Agency of Transportation, in an amount up to \$175,000, for the mill and fill of asphalt on North Avenue between Ethan Allen Parkway and Shore Road.

VOTING: unanimous; motion carries.



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4.06 Reclassification And Retitling Of One Full Time Position, Creation of One Full Time Position, And elimination of One Full Time Position For The Parking And Traffic Division – DPW

MOTION by City Council President Tracy, SECOND by Councilor Dieng, to recommend that the City Council approve the attached resolution.

VOTING: unanimous; motion carries.

4.07 Use of ARPA Funds to clear BED customer arrearages - CAO

Chief Administrative Officer Schad said that this was included in the FY22 budget, but that it is coming to you again because the auditors want it in our files. Something to give to the federal government for our deliverables. The rate case for BED was built on the understanding that we would help them out with this \$1.3 million. However, BED is already \$1.5 in arrearages, and is engaged with the State to get as much help as possible. This would be for more assistance for Burlington customers.

MOTION by Councilor Hightower, SECOND by City Council President Tracy, to approve and recommend to City Council the utilization of ARPA funds to Burlington Electric Department for \$1.3 million to eliminate customer arrearages and fund the temporary energy assistance program as stated above.

VOTING: unanimous; motion carries.

4.08 Church Street Marketplace Executive Director Reclassification - Mayor/HR

MOTION by Councilor Dieng, SECOND by City Council President Tracy, to recommend that the City Council approve the attached resolution.

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT

5.01 Motion to Adjourn





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With no further business and without objection the meeting was adjourned at 6:25 PM.

RScty: AACoonrad