



Board of Finance Meeting, Tuesday, October 11, 2022, 5:00 pm
****Bushor Conference Room, Room 102, 1st Floor, City Hall OR**
remotely via ZOOM
10/11/2022

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 11, 2022

MEMBERS PRESENT: Karen Paul

Ali Dieng

Joe Magee

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Jordan Redell

Nic Longo

Samantha Dunn

Laura Wheelock

Olivia Darisse

Steve Roy

Mark Barlow

Chapin Spencer

Gene Bergman



Board of Finance Meeting, Tuesday, October 11, 2022, 5:00 pm
****Bushor Conference Room, Room 102, 1st Floor, City Hall OR**
remotely via ZOOM
10/11/2022

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:07 PM.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to amend/adopt the agenda as follows:

- **remove from the agenda item 4.07 and note that 4.08 is now agenda item 5.02 (per CAO Schad).**

VOTING: unanimous; motion carries (City Council President Paul not present for vote).

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

Sharon Bushor spoke about the City's agenda and policy when it comes to housing. She specifically asked if someone is monitoring the shift from commercial to residential real estate in the City, in light of the City's push to create more housing and house more people. She expressed concern that the residential part of the City will bear the burden of the property tax, if this is thrown too out of balance. Mayor Weinberger replied that there is a position within CECO who is monitoring business tax revenue and other indicators.

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, September 19, 2022, Draft – adopt the minutes.

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

VOTING: unanimous; motion carries (Councilor Dieng recused).

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.01 Request to accept a Federal Aviation Administration Grant for the North Terminal Renovation Project and Execute a Contract for Construction with Engelberth Construction Inc. – Airport

Aviation Director Longo said that the Airport team is now renovating their north terminal, which will allow additional seating at the gates in that terminal. He said that it will also grow a slightly larger footprint for concessions in that terminal.



Board of Finance Meeting, Tuesday, October 11, 2022, 5:00 pm
****Bushor Conference Room, Room 102, 1st Floor, City Hall OR**
remotely via ZOOM
10/11/2022

MOTION by Councilor Dieng, SECOND by Councilor Magee, to 1. "To approve and recommend that the City Council authorize the Director of Aviation to execute a grant from the Federal Aviation Administration and accept an amount up to \$1,684,917 with a 15% contingency, totaling up to \$1,937,654.55, as allowed under the grant, for the construction of the North Terminal Renovation Project, subject to review and approval of the City Attorney's Office;" and 2. "To approve and recommend that the City Council authorize the Director of Aviation execute a contract with Engelberth Construction Incorporated in a cumulative amount of up to \$1,715,430.00, with a 15% contingency, totaling up to \$1,972,744.50, as allowed by the grant, for construction of the North Terminal Renovation Project, subject to review and approval of the City Attorney's Office."

VOTING: unanimous; motion carries.

4.02 Request to accept a Federal Aviation Administration Grant for the South Apron and TW G Extension Project and Execute contracts for construction with Engineers Construction, Inc. and construction inspection services with Hoyle, Tanner and Associates and Budget Neutral Amendment to Fiscal Year 2023 Budget – Airport

Aviation Director Longo said that this is a relatively simple project, as it entails extending a taxiway and expanding the ramp area. He said that this is an approximately \$7 million project, and they are receiving a very significant amount of federal grant funding for it.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to 1. "To approve and recommend that the City Council authorize the Director of Aviation to execute a grant from the Federal Aviation Administration and accept an amount up to \$5,576,315.99, with a 15% contingency, totaling up to \$6,412,763.39, as allowed under the grant, for the construction of the South Apron and TW G Extension Project, subject to review and approval of the City Attorney's Office;" 2. "To approve and recommend that the City Council authorize the Director of Aviation execute a contract with Engineers Construction Inc. in a cumulative amount of up to \$6,149,517.50, with a 15% contingency, totaling up to \$7,071,945.12, as allowed by the grant, for construction of the south Apron and TW G Extension Project, subject to review and approval of the City Attorney's Office;" 3. "To approve and recommend that the City Council authorize the Director of Aviation execute a contract with Hoyle, Tanner and Associates in a cumulative amount of up to \$473,100.00, with a 15% contingency, totaling up to \$544,065.00, as allowed by the grant, for construction inspection services of the South Apron and TW G Extension Project, subject to review and approval of the City Attorney's Office;" and 4. "To approve and recommend that the City Council approve a budget amendment to the Fiscal Year 2023 Burlington International Airport for the South Apron Project, by increasing the accounts as set forth above."

VOTING: unanimous; motion carries.

4.03 Request to Execute a Contract for Construction with McFarland Johnson, Inc. (MJ) for the Siting, Preliminary Design and Permitting of the Burlington Technical Center (BTC) at BTV – Airport

Aviation Director Longo said that this will help the School District site areas for the Burlington Technical Center at the Airport. He noted that the funding comes from a NASA earmark from Federal Fiscal Year 2012-2013, with the provision that



Board of Finance Meeting, Tuesday, October 11, 2022, 5:00 pm
****Bushor Conference Room, Room 102, 1st Floor, City Hall OR**
remotely via ZOOM
10/11/2022

it must be used for high school-level education.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize the Director of Aviation to execute a contract with McFarland Johnson, Inc. for an amount up to \$547,427.33, with a 15% contingency, totaling up to \$629,541.43, for the design and permitting of the Burlington Technical Center at BTV, subject to review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.04 Request to Execute a Contract for Construction with Jacobs Engineering Group, Inc. for the Design and Permitting of the North Concourse Replacement Project and Budget Neutral Amendment to Fiscal Year 2023 budget – Airport

Aviation Director Longo noted that this is another congressionally directed spending opportunity for the Airport, though it is still going through legislation at the federal level. He said that they are on track to receive the \$35 million in funding next year, but that they must be ahead of the game in terms of preparing for the project that this would fund. He said that the initial concept for the project would be to remove a portion of the North concourse and replace it with a new terminal building. He said that this contract would ensure that the Airport performs some of the design pre-work to meet the Federal Aviation Administration (FAA)'s expectations.

MOTION by City Council President Paul, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Jacobs Engineering Group Inc. for an amount up to \$908,200.00, with a 15% contingency, totaling up to \$1,044,430.00, as allowed under a potential FAA grant, for the design and permitting of the North Concourse Replacement Project, subject to review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.05 Authorization to Update Contracts for the Elmwood Emergency Shelter Community – CEDO

Assistant Director Dunn said that CEDO is seeking authorization to amend a contract to remove an oil tank and remediate the surrounding soil and site, as an oil tank was discovered on the site during construction.

Councilor Dieng asked for more detail about the Petroleum Cleanup Fund. Assistant Director Dunn replied that it's federal funding that's been around since the 1980s to help remove and remediate old oil tanks and surrounding contaminated soil. Councilor Dieng asked what precautions are in place to ensure safety around the site as the tank is removed and the soil remediated. Assistant Director Dunn replied that this is now being monitored by the State's Department of Environmental Conservation, which is ensuring the safe removal of the tank and remediation of the site.



Board of Finance Meeting, Tuesday, October 11, 2022, 5:00 pm
****Bushor Conference Room, Room 102, 1st Floor, City Hall OR**
remotely via ZOOM
10/11/2022

MOTION by Councilor Dieng, SECOND by Councilor Magee, to approve and recommend that the City Council approve Contract Amendment No. 1 to the GoliathTech of Vermont contract for site work services for the Elmwood Shelter Community, to increase the maximum limiting amount from \$147,195 to \$213,635.00, and to authorize Brian Pine, Director of the Community Economic Development Office, to execute this Contract Amendment No. 1 (subject to the review and approval of the City Attorney), for a total contract amount of \$203,635 with a contingency of \$10,000.

VOTING: unanimous; motion carries.

4.06 Great Streets Main Street Design Contract Amendment #5 with Vanasse Hangen Brustlin, Inc. DPW

Public Works Engineer Darisse said that this amendment would allow additional work on the parking study, ravine sewer work, and provide more contingency funding to cover engineering costs that were not included in the original agreement or previous amendments. Senior Water Resources Engineer Roy spoke in more detail about the ravine sewer work. He noted that the sewer is 130 years old and has held up well, but it should be dealt with soon. He said that they are pursuing an option that would reroute the flow to take pressure off the ravine.

MOTION by Councilor Magee, SECOND by Councilor Paul, to approve and recommend that the City Council authorize the Director of Public Works to execute Amendment #5 to the design contract, subject to City Attorney review and approval, with Vanasse Hangen Brustlin, Inc. (VHB) in the amount of \$462,130.00, bringing the total contract value up to \$2,125,795.00, and authorize the use of an additional \$319,000.00 (15%) in contingency funds to be available to use toward any necessary future contract amendments, and further authorize execution of any such necessary amendments upon review and approval by the City Attorney's Office, for a total authorized amount of \$2,444,795.00 for the development of the design of the Great Streets Main Street project.

VOTING: unanimous; motion carries.

4.07 Request to Apply Market Factor Adjustment to City Attorney Compensation - HR/Mayor's Office **AGENDA ITEM REMOVED**

No discussion.

4.08 Contract with Vermont State Police for Police Presence in Downtown - Police **NOW AGENDA ITEM 5.02**

No discussion.

5.0 BOARD OF FINANCE APPROVAL ONLY



Board of Finance Meeting, Tuesday, October 11, 2022, 5:00 pm
****Bushor Conference Room, Room 102, 1st Floor, City Hall OR**
remotely via ZOOM
10/11/2022

5.01 Request for Approval to Execute Contract for Underwater Infrastructure Inspection, Cleaning & Repair Services - DPW/Water Resources

Senior Water Resource Engineer Roy said that there is a water intake pipe and an outflow pipe in the lake, and a number of sewer crossings in the Winooski River. He said that historically, these have been inspected by local divers, but those divers are aging and so they have issued an RFP for commercial divers. He said that the apparently successful bidder had the lowest bid and is a Vermont company. He said that this agreement would be through 2026.

Councilor Dieng asked what role the Public Works Commission has in water and wastewater utilities. Director Spencer said that the Commission has some oversight in water and wastewater utilities. He said that DPW engaged with the Commission to obtain their input specifically around the Water Resiliency Plan, but not due to any oversight role on the part of the Commission.

MOTION by City Council President Paul, SECOND by Councilor Magee, to approve and authorize the Director of Public Works to execute the Underwater Infrastructure Inspection, Cleaning & Repair Services Main Agreement and any subsequent on-call agreements as necessary to carry out the scope of the Main Agreement with a cumulative maximum limiting amount not to exceed \$90,000 with M&K Commercial Diving, LLC, subject to the prior review and approval of the City Attorney.

VOTING: unanimous; motion carries.

5.02 Contract with Vermont State Police for Police Presence in Downtown - Police **WAS AGENDA ITEM 4.08**

Mayor Weinberger said that in response to recent public safety events, the Acting Chief of Police has requested additional patrols from the Vermont State Police for a thirty-day period. Acting Chief Murad said that the VSP would be conducting are high-visibility violence prevention patrols in specific areas including City Hall Park, and would largely be on foot. He noted that the VSP is experiencing its own staffing challenges, so this may not be continued indefinitely.

Councilor Dieng asked what the contract amount represents. Acting Chief Murad said that the patrols will bill for hours worked on patrol and travel time. He said that troopers will not be deployed outside the location specified in the contract, and that they will connect with a Burlington police officer if they observe incidents outside the scope of their location.

Councilor Magee asked about the 4 troopers who have accepted shifts so far and what the shifts were. Acting Chief Murad replied that the shifts are 4 hour blocks on Thursdays from 4:00 to 8:00 PM and 8:00 PM to 12:00 AM, and then on Fridays and Saturdays from 8:00 PM to 12:00 AM, and 12:00 AM to 4:00 AM. He said that the officers who have had shifts so far have been solo officers on post. Councilor Magee asked if BPD receives advance notice from VSP. Acting Chief Murad replied that they don't normally get advance notice, but supervisors are aware that they arrive, since the officer on patrol needs to pick up a BPD radio prior to their shift.



Board of Finance Meeting, Tuesday, October 11, 2022, 5:00 pm
****Bushor Conference Room, Room 102, 1st Floor, City Hall OR**
remotely via ZOOM
10/11/2022

Councilor Bergman thanked the Acting Chief and the Mayor for this initiative. He said he would like to hear more about collaborations with the University of Vermont public safety department, in addition to VSP. He expressed surprise that the Police Commission was not informed of this, and said that this type of collaboration should be discussed with the Police Commission going forward. Acting Chief Murad replied that the UVM public safety department is also very short staffed, but they respond to mutual aid requests when needed. He said that the Police Department will also extend this type of offer to them, if they are interested in pursuing it.

Councilor Magee agreed with Councilor Bergman about involving the Police Commission. He requested that if any other area agencies accept offers to conduct patrols, the Board of Finance and City Council be informed of that.

City Council President Paul said that it is essential that the Board of Finance approve this, to demonstrate its commitment to public safety and also demonstrates Burlington's appreciation for good officers.

Mayor Weinberger noted the comments about involving the Police Commission and agreed that the administration will connect with them more strongly on initiatives like this.

MOTION by City Council President Paul, SECOND by Councilor Dieng, to approve and authorize the Acting Chief of Police to execute a contract with Vermont State Police for the period Oct 5 – Nov 5, 2022 for up to a maximum limiting amount of \$69,168, for Police Presence in Downtown.

VOTING: unanimous; motion carries.

6.0 ADJOURNMENT

6.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:05 PM.

RScty: AACoonrad

