Board of Finance - Monday, October 7, 2019, Immediately following BCDC meeting, Conference Room 12, City Hall 10/7/2019

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

October 7, 2019

APPROVED – 11/4/19

MEMBERS PRESENT: Mayor Miro Weinberger

Council President Wright

Councilor Paul [arrived 5:55 PM]

Councilor Bushor

Councilor Pine

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Jordan Redell, Mayor's Office

Olivia Lavecchia, Mayor's Office

Deanna Paluba, HR

Lynn Reagan, HR

Stephanie Reed, HR

Gene Richards, Airport

Nic Longo, Airport

Marie Friedman, Airport

Shelby Losier, Airport

Larry Lackey, Airport

Cindi Wight, Parks & Rec

Chapin Spencer, DPW

Laura Wheelock, DPW

Rachel Jolly, CEDO

Sarah Parks, Parks & Rec Commission

Adam Roof, City Council

John Bossange, citizen

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:41 PM on October 7, 2019.

1.01 Agenda

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve the agenda with the addition of the sale of school property as Item 6.02. VOTING: unanimous [Councilor Paul not; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public at this time.

3.0 MINUTES

3.01 September 9, 2019

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve the minutes of 9/9/19 as presented. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

4.0 BOARD OF FINANCE APPROVAL

4.01 Burlington Greenway Rehab: Maple-College Realignment – Parks & Rec

Parks & Rec Director Wight explained the bike path realignment approved by the voters.

MOTION by Council President Wright, SECOND by Councilor Bushor, to authorize the Parks & Rec Director to execute the contract with Vanasse, Hangen & Brustlin, Inc. for a price not to exceed $50,000 for the Burlington Bike Path Rehabilitation Amtrak Realignment Project plus a project contingency of 15% ($7,500) and to execute any related documents needed to carry out the project subject to review by the City Attorney. VOTING: unanimous

[Councilor Paul not present for vote]; motion carried.

4.02 Building and Events Maintenance Worker Position – Parks & Rec

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve the reclassification of the Building and Events Maintenance Worker position in the Department of Parks, Recreation and Waterfront from Limited Service, full time, non-exempt, AFSCME, Grade 14 to Regular, full time, non-exempt, AFSCME, Grade 14. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

4.03 Access Control and Security Surveillance Systems – Airport

Deputy Aviation Director Longo explained the contract is for work in the terminal and on the fence gates. Hardware for the current system needs upgrade to maintain the high level of security required.

MOTION by Councilor Bushor, SECOND by Councilor Pine, to authorize the Director of Aviation to execute a contract with AECOM Technical Services, Inc. in the amount of $80,123.96 with a 20% contingency of $16,024.80 for a total authorization of up to $96,148.76 for the design, construction documents, and bidding for the rehabilitation of the airport's existing access control and security surveillance systems subject to final review and approval by the City Attorney. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

4.04 Operations & Maintenance of Underground Injection Control Systems – Airport

Director of Airport Engineering Lackey explained the glycol collection system and the contract to have an operator while in-house staff is trained to operate the system. Aviation Director Richards added the one year measure is to determine if the approach is working. The contract was advertised for three years.

MOTION by Councilor Pine, SECOND by Councilor Bushor, to authorize the Aviation Director to execute a contract with Champlin Associates in the amount of $47,182.50 with a 20% contingency of $9,436.50 for a total authorization of up to $56,619 for a term of one year for the operation and maintenance of the airport underground injection control system subject to final review and approval by the City Attorney. VOTING: unanimous; motion carried.

5.0 APPROVE AND RECOMMEND TO CITY COUNCIL

5.01 Terminal Apron Construction South Phase 7 and Glycol Treatment Project - Airport

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend to City Council for approval the authorization of the Aviation Director to execute a contract with HTA in the amount of up to $382,321 with a 15% contingency of $57,348 for a total authorization of up to $439,669 for design, permitting and bidding services for the construction of the Terminal Apron South Phase 7 and Glycol Treatment Project subject to final review and

approval by the City Attorney.

DISCUSSION:

- **Mayor Weinberger commented on the impressive amount of apron work being done at the airport.**
- **Deputy Aviation Director Longo said the work is outside the terminal area for larger aircraft to overnight at Burlington. All overnight space is currently filled. Aviation Director Richards added the overnight space is important for future service from the airlines.**
- **Councilor Bushor said a show-and-tell of new projects at the airport would be helpful in understanding how the projects fit together. Councilor Bushor asked about the percentage of glycol in the runoff and who monitors environmental impacts and remedies problems. Director of Airport Engineering Lackey said the glycol system is sized to handle the amounts at the airport. The amounts are reported to the state. A consultant handles water quality monitoring. If needed the huge storage tanks can be pumped out. Aviation Director Richards said the long term goal is to build a system to recycle the product.**

VOTING: unanimous; motion carried.

5.02 Contract for Parking Garage Repairs - Airport

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend to City Council to authorize the Aviation Director to execute a contract with Krisha Construction, Inc. in the amount of $265,820 with a 10% contingency of $26,582 for a total authorization of up to $292,402 for parking garage repairs subject to review and approval by the City Attorney. VOTING: unanimous; motion carried.

5.03 Terminal Integration Project RFP Design/Build Construction - Airport

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend to City Council to authorize the Aviation Director to execute a contract with Jacobs Engineering Group in the amount of $429,780 with a 10% contingency of $42,978 for a total authorization of $472,758 for design services for the Terminal Integration Project (TIP) subject to final review and approval by the City Attorney, and to approve a budget amendment to the FY20 Burlington International Airport budget for the Terminal Integration Project by increasing/decreasing the following accounts: 425-35-700 9500_110 "AIP_TIP" – Capital Expenditures Expense $472,758 and 425-35-700 4990_400 "AIP_TIP" – Interfund Transfer Revenue $472,758.

DISCUSSION:

- **Councilor Bushor asked about the assumptions on topographic survey or subsurface investigation, stressing that any hidden costs found in the site, such as soil contamination, should be known ahead of time. Deputy Aviation Director Longo said the contract brings the project known as "TIP" to a 30% design stage. A bid will go out for the construction manager contract to do the site investigation. Director of Airport Engineering Lackey added the area is well known. Soil borings were done for the hotel. Doing a design/build will minimize costs.**
- **Councilor Pine asked if the design phase is reimbursed at the 90% federal rate. Deputy Aviation Director Longo confirmed this, adding there are two streams of funding – the grant application for next year's work and funding from the airlines.**

VOTING: unanimous; motion carried.

5.04 Lease with Mirabelles, Inc, 3060 Williston Road - Airport

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve and recommend to City Council to authorize the Mayor to execute a lease agreement with Mirabelles, Inc. subject to final review and approval by the City Attorney.

DISCUSSION;

- **Councilor Bushor asked if the lease is the amended version. Aviation Deputy Director Longo said the first lease was not signed.**

VOTING: unanimous; motion carried.

5.05 Conservation Legacy Fund Disbursement Request – Parks & Rec

Parks & Rec Director Wight explained the Rock Point east and west acquisitions have been moved off to the side, but the rest of the property needs to move forward (Arms Forest, BHS land, Diocese land). Sarah Parks added the Legacy Fund is critical. The coalition raised $931,000 for the project as a whole to preserve land for future generations.

Councilor Bushor said using the money from the Legacy Fund for maintenance of a parcel is a concern. The fund is for acquisition and conserving property, not maintenance though cleaning up the trails and such on the parcel is good. It is hoped the Parks & Rec Director and Conservation Board ensure the funds are being allocated carefully.

MOTION by Council President Wright, SECOND by Councilor Paul, to approve and recommend to City Council for approval the use of the Conservation Legacy Fund in the amount of $5,820 to pay back the Parks Foundation of Burlington for the land survey that was performed in January 2018 and to authorize the Department of Parks, Recreation and Waterfront to use up to $40,168 of the balance in the Conservation Legacy Fund toward improvements to the Arms Forest for a total of $45,988 from the Conservation Legacy Fund.

DISCUSSION:

- **Council President Wright said it is nice to see the project coming to fruition. Sarah Parks and John Bossange are thanked for their efforts.**
- **Councilor Pine asked about control of bikes on the property. Parks & Rec Director Wight said the scoping study and public outreach are being finalized. Aspects of biking, visitors, dogs are being considered. There will be an interpretive kiosk at the entrance.**
- **Councilor Bushor said Centennial Woods is a good example of what can happen without controls in place.**

VOTING: unanimous; motion carried.

5.06 AmeriCorps Formula Grant - CEDO

MOTION by Council President Wright, SECOND by Councilor Paul, to approve and recommend to City Council to authorize the CEDO Director to execute the AmeriCorps Formula Grant and all documents necessary to accept $161,824 in funding from the Corporation for National and Community Service through SerVermont.

DISCUSSION:

- **Councilor Bushor asked for a further explanation of the grant and match amounts. CEDO Assistant Director Jolly said the match amount comes from the set aside by AmeriCorps paid to the city. The match is 50% of the federal funded amount. The city has been fortunate to have received federal grants for the past 10 years.**

VOTING: unanimous; motion carried.

5.07 Office Assistant II Position – CEDO, Community Justice Center

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend to City Council to approve the reclassification and retitling of the Office Assistant II position from Regular, part-time, non-exempt, non-union, Grade 12 to DLS Case Manager and Program Assistant position as a Regular, full time, non-exempt, non-union, Grade 13.

DISCUSSION:

- **Councilor Bushor asked if the position will return to part-time after the court diversion pretrial contract expires. CEDO Assistant Director Jolly said the court diversion contract is expected to continue for decades.**

VOTING: unanimous; motion carried.

5.08 Public Restroom Procurement – DPW

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve and recommend to City Council to authorize the DPW Director to execute a Purchase Order Agreement with Madden Fabrications for the purchase of a Portland Loo public restroom unit for City Hall Park for an amount not to exceed $125,000 subject to final review and approval by the City Attorney. VOTING: unanimous; motion carried.

5.09 Senior Capital Project Accountant Position – C/T, HR

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approve the retitling and reclassification of the Regular, full time, non-exempt, AFSCME, Grade 16 Capital Project Accountant position to a Regular, full time, non-exempt, AFSCME, Grade 18 Senior Capital Project Accountant position. VOTING: unanimous; motion carried.

6.0 COMMUNICATION

6.01 Investment Summary Performance Fiscal Year Ending 6/30/19 – C/T

DFO Goodwin reported the investment portfolio includes Certificates of Deposit (CDs) and Treasury Bills (T-bills). Interest earning for the year averaged 1.88% compared to 1.35% last year. Staff is working through the process for an RFP for an investment advisor. Quarterly updates on the investment performance will be provided. The 1st Quarter Report will be available the last week of October.

Councilor Paul questioned if an investment advisor is needed at this point in time. CAO Anderson said the investment advisor being hired for BERS can assist with the numbers.

Councilor Bushor asked how it will be known if the investment advisor is doing better with the city's funds than staff. CAO Anderson said the advisors have expansive knowledge and can offer other investments for consideration.

6.02 Sale of School Property – Councilor Bushor

Councilor Bushor said the Board of Finance and City Council should be informed of any sale of schools or school property, and asked the Administration to follow up on the matter. Mayor Weinberger said additional information to the minutes from the school board meeting will be gathered.

7.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:40 PM.

RScty: MERiordan