Board of Finance Meeting, Monday, October 5, 2020, 5:00 pm. **VIRTUAL MEETING** 10/5/2020

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

October 5, 2020

MEMBERS PRESENT: Max Tracy

Karen Paul

Brian Pine

Ali Dieng

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Grace Ciffo

Richard Haesler

Jordan Redell

Chapin Spencer

Kara Alnasrawi

Laura Wheelock

Lynn Reagan

Martin Lee

Megan Moir

Tyeastia Green

Vanessa Santos Eugenio

Cindi Wight

Danielle Cota

Max Madalinksi

Kim Jordan

Sarah Carpenter

Robert Goulding

Martha Keenan

Lukas McGowan

Jack Hanson

Eileen Blackwood

1.0 CALL TO ORDER and AGENDA

Chief Administrative Officer Schad called the Board of Finance meeting to order at 5:05 PM.

1.
    i. Motion to amend/adopt agenda

MOTION by Councilor Pine SECOND by Councilor Paul, to adopt the agenda.

VOTING: unanimous (Mayor Weinberger not present for vote); motion carries.

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

None at this time.

3.0 CONSENT AGENDA

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

3.02 VT Center for Crime Victim Services "Victims of Crime Act" (VOCA) grant (Grant#02160VOCA19-40096-8) - CEDO/CJC - recommend to City Council to approve the acceptance of Grant #02160VOCA19-400968 in the amount of $140,164 for FY21 and to authorize Director McGowan or his designee to sign the grant acceptance and any necessary related documents.

3.03 VT Center for Crime Victim Services "Victims of Crime Act" (VOCA) grant (Grant#02160VOCA19-40096-8-SJ) - CEDO/CJC - recommend to City Council to approve the acceptance of Grant #02160VOCA19-40096-8-SJ in the amount of $34,106.45 for FY21 and to authorize Director McGowan or his designee to sign the grant acceptance and any necessary budget amendments and related documents.

MOTION by Councilor Pine, SECOND by Councilor Paul, to adopt the consent agenda and take the actions indicated for items 3.01-3.03.

VOTING: unanimous (Mayor Weinberger not present for vote); motion carries.

4.0 PRESENTATION REGARDING BURLINGTON DOWNTOWN TAX INCREMENT FINANCING DISTRICT: SUBSTANTIAL CHANGE REQUEST

4.01 Presentation Regarding Burlington Downtown Tax Increment Financing District: Substantial Change Request

Richard Haesler provided an overview of the request, characterizing it less as a request for substantive changes than housekeeping items.

Councilor Pine asked how much increment has been generated and how much is still available to service debt. Mr. Haesler replied that the increment that has been generated is around $45 to $50 million, and added that he projects an additional $30 million. Councilor Pine asked if that number included Memorial Auditorium, and Mr. Haesler replied that there are Main Street improvements projected but no projected improvements of the Memorial Auditorium building itself.

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve the City's substantial change request to VEPC for its Downtown TIF District and authorize City Council President Max Tracy and Chief Administrative Officer Katherine Schad to execute the attached formal request letter.

VOTING: unanimous; motion carries.

5.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

5.01 Church Street Marketplace Snow Removal - Authorization to Award Contract – CSM

MOTION by Councilor Pine, SECOND by City Council President Tracy, to approve and recommend that the City Council authorize the Director of the Church Street Marketplace to execute a three year contract with J. Labrecque, LLC for snowplowing services for a total of $153,515, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

5.02 Authorization to Award Contract for Queen City Park Road Reconstruction – DPW

MOTION by City Council President Tracy, SECOND by Councilor Pine, to approve and recommend that the City Council authorize the Director of the Department of Public Works to execute and amend a construction contract with Pike Industries, Inc. in the amount of $369,147.25 with an additional $50,000 in contingency funds for the Queen City Park Reconstruction for a total of $419,147.25, subject to the final review and approval by the Office of the City Attorney.

VOTING: unanimous; motion carries.

5.03 Reclassifications And Staffing Updates - Department Of Public Works – DPW

Director Spencer provided an overview of the results of DPW's comprehensive staffing adjustment plan, which they developed to ensure resiliency, given the number of initiatives and regulatory obligations for the City. He said that the department is proposing to transition one full-time DPW customer service position to part time and reclassify three limited service positions to regular positions, which would result in a net savings of $350 per year.

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

DISCUSSION:

- **Councilor Paul asked how long the limited service positions have been limited service. Director Spencer replied that one was three years, another was two, and the last position was between two and three years. Councilor Paul requested that any limited service positions approaching 36 months be brought forward in a**

timely manner.

VOTING: unanimous; motion carries.

5.04 Authorization For Temporary Easement For The College Street Congregational Church To Create An Egress Connecting To Memorial Auditorium Parking Lot – DPW

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

VOTING: unanimous; motion carries.

5.05 Authorization For Acceptance Of Streets - Franklin Square And Red Maple Lane – DPW

Director Spencer noted that the City Council accepted the street as public right of way in 1975, but that the owner of the street had never dedicated the street (which is required). He further noted the uncertainty over ownership of the street and that as a result, there has been an underinvestment in the assets at Franklin Square. He said that once it is dedicated, DPW is prepared to reinvest and put work into the assets at Franklin Street to bring them back up to a decent standard.

City Council President Tracy asked how the costs to work on the street will be fit into the capital plan, since the costs are quite high. Director Spencer acknowledged that the paving costs put constraints on the capital budget, but that the stormwater elements of upgrades will come from stormwater utility, that lighting evaluation and upgrades would come from Burlington Electric Department, and that the Parks department would handle any issues with vegetation.

MOTION by Councilor Dieng, SECOND by Councilor Pine, to recommend that the City Council approve the attached resolution relating to the authorization for acceptance of streets for Franklin Square and Red Maple Lane.

<u>DISCUSSION:</u>

- **Councilor Pine asked whether the street would be named Franklin Square or Red Maple Lane. Director Spencer replied that the entire street will be known as Franklin Square, for the sake of simplicity and clarity.**

VOTING: unanimous; motion carries.

5.06 33 North Avenue Slope Repair and Stormwater Rehabilitation Project Authorization to Award as well as Authorization to Approve and Easement - DPW/Water Resources

MOTION by Councilor Pine, SECOND by City Council President Tracy, 1. "To approve and recommend that the City Council authorize the Director of the Department of Public Works to execute an amendment to the construction agreement with Engineers Construction Inc. to increase the maximum limiting amount to $244,000 for stormwater infrastructure improvements in the right-of-way and upon private property at 33 North Ave, and to execute any necessary related change orders and amendments to the contract term, subject to the prior review and approval of the City Attorney." 2. "To approve and recommend that City Council accept easements in substantial conformity with the attached easements affecting the 33 North Avenue parcel thereby allowing the Department of Public Works to both access and conduct necessary stormwater infrastructure improvements, subject to approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

5.07 Authorization For $1,663,802 Loan From Vermont Clean Water State Revolving Fund And Construction Contract With SD Ireland For $1,227,765 For The Upgrade Of The Flynn Avenue And Fletcher Place Pump Stations - DPW/Water Resources

Assistant Director Moir noted that this loan is part of the $30 million bond and that it had previously been approved in March. She said that the prices had come back higher through the RFP processes than originally anticipated, which is why the loan is up for approval again.

MOTION by Councilor Pine, SECOND by Councilor Dieng, to recommend that the City Council approve the attached resolution relating to authorize a $1,663,802 loan from Vermont Clean Water State Revolving Fund and construction contract with SD Ireland for $1,227,765 for the upgrade of the Flynn Avenue and Fletcher Place pump stations.

VOTING: unanimous; motion carries.

5.08 Authorization For $350,000 Planning Loan From Vermont Clean Water State Revolving Fund And Contract With Hoyle Tanner & Associates For $300,000 For Planning Of Upgrade Of Nine Pump Stations - DPW/Water Resources

MOTION by Councilor Pine, SECOND by Councilor Paul, to recommend that the City Council approve the attached resolution to authorize a $350,000 planning loan from the Vermont Clean Water State Revolving Fund and contract with Hoyle Tanner & Associates for $300,000 for planning of upgrade of nine pump stations.

VOTING: unanimous; motion carries.

6.0 BOARD OF FINANCE APPROVAL ONLY

6.01 Purchase of additional modules for NeoGov Dat Management System - REIB/HR

MOTION by Councilor Paul, SECOND by Councilor Dieng, to approve the purchase by the Departments of Human Resources and Racial Equity, Inclusion & Belonging of one year of three modules for the NeoGov Data Management System for a cost of $64,462 plus the initial set up and training cost of $15,000, for a total of $79,462.

VOTING: unanimous; motion carries.

6.02 Reclassification of the Limited Service HVAC Technician to Regular, Full Time - BPRW/HR

MOTION by Councilor Paul, SECOND by Councilor Dieng, to approve the reclassification of the Department of Parks, Recreation and Waterfront, HVAC Technician position, to a Regular, Full-Time, Non-Exempt, Union, Grade 15, position.

VOTING: unanimous; motion carries.

6.03 North Beach Campground Pump-out and Turnaround – BPRW

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and authorize the execution of a contract with Bread Loaf Corporation, for a price not to exceed $53,274 for the North Beach Pump Out and Turnaround construction project, plus a project contingency of $6,726, and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office.

VOTING: unanimous; motion carries.

7.0 BOARD OF FINANCE APPROVAL ONLY

7.01 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 5:56 PM.

RScty: AACoonradt