Board of Finance - Monday, September 24, 2018 at 5:30 p.m.
Conference Room 12, City Hall
9/24/2018

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

September 24, 2018

APPROVED - 12/3/18

MEMBERS PRESENT: Mayor Weinberger

Kurt Wright

Sharon Bushor

Karen Paul

MEMBERS ABSENT: Jane Knodell

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Jordan Redell, Mayor's Office

Olivia LaVecchia, Mayor's Office

Eileen Blackwood, City Attorney

Stephanie Reed, HR

Gene Richards, Airport

Marie Friedman, Airport

Shelby Losier, Airport

Chapin Spencer, DPW

Jenna Olsen, DPW

Martha Keenan, DPW

Neale Lunderville, CEDO

Kirsten Merriman Shapiro, CEDO

Marcella Gange, CEDO

Gillian Nanton, CEDO

Steve Locke, BFD

Nathan Lavery, BSD Director of Finance

Yaw Obeng, BSD Superintendent

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 5:33 PM on September 24, 2018.

1.01 Agenda

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve the agenda as presented. VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

None.

3.0 MINUTES

3.01 August 13, 2018

3.02 May 21, 2018

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve the minutes of 8/13/18 and 5/21/18 as presented. VOTING: unanimous; motion carried.

4.0 BOARD OF FINANCE APPROVAL

4.01 Project Management Services Contract - CEDO

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve the project management services contract with Jeffry D. Glassberg, Renaissance Development Company, in the amount of $70,000 with an initial term of 9/1/18 through 6/30/19 for Burlington Town Center a/k/a CityPlace Burlington subject to prior approval by the City Attorney's Office and to authorize the Interim CEDO Director to execute the contract which will include coordinating and leading the city's effort to perform its responsibilities pursuant to the Development Agreement with CityPlace Burlington, and further, to approve the increase in expenditures for related costs by $70,000 and the increase in revenue by $70,000 per the voter approved TIF in 2016.

DISCUSSION:

- **Staff briefly reviewed the project management services to be provided by Jeff Glassberg per the contract for $70,000.**

VOTING: unanimous; motion carried.

4.02 Contract Amendment: Renaissance Development Company for Memorial Auditorium – CEDO

MOTION by Councilor Paul, SECOND by Councilor Bushor, to authorize the Interim CEDO Director to execute the contract amendment with Renaissance Development Company d/b/a Jeffry Glassberg Real Estate Development Services in the amount of $40,000 for Memorial Auditorium subject to prior approval by the City Attorney's Office, and to allow Renaissance Development Company to begin the next part of the Memorial Auditorium options analysis including an update to previously completed assessments, conceptual designs, and cost estimates for the building.

DISCUSSION:

- **Councilor Bushor asked if the options for Memorial Auditorium were based on the results of the survey. Interim CEDO Director Lunderville confirmed this, adding design, scope, and cost will be done.**

VOTING: unanimous; motion carried.

5.0 APPROVE AND RECOMMEND TO CITY COUNCIL

5.01 AmeriCorps Formula Grant Agreement - CEDO

MOTION by Councilor Wright, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the authorization of the Interim CEDO Director to execute the AmeriCorps formula grant and all documents necessary to accept $208,756 in funding from the Corporation for National and Community Service through SerVermont.

DISCUSSION:

- **Councilor Bushor said the focus areas are phenomenal. Interim CEDO Director Lunderville gave credit to CEDO staff.**

VOTING: unanimous; motion carried.

5.02 Contract for On-Call Storm Water Engineering & Design Services – DPW

MOTION by Councilor Paul, SECOND by Councilor Wright, to approve and recommend to City Council to waive the reading and adopt the resolution for the contract with VHB for on-call storm water engineering and design services.

DISCUSSION:

- **Councilor Bushor asked if the Board of Finance and City Council will be kept informed on the project list, cost, and completion dates. Staff indicated some projects will be in FY19, but most will be in FY20. The Board of Finance and City Council can be apprised of the project list as part of the budget presentation.**

VOTING: unanimous; motion carried.

5.03 Aviatron Building Roof at 25 Customs Drive, South Burlington - Airport

MOTOIN by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the authorization of the Aviation Director to execute a contract with James Wood, LLC in substantially the form attached and subject to final review and approval by the City Attorney's Office for roof replacement construction at 25 Customs Drive with the budget neutral budget amendment caps as noted in the memo. VOTING: unanimous; motion carried.

5.04 Update to City of Burlington Comprehensive Personnel Policy Manual – HR

MOTION by Councilor Paul, SECOND by Councilor Wright, to approve and recommend to City Council for approval the adoption of the resolution on updates to the City of Burlington Comprehensive Personnel Policy Manual. VOTING: unanimous; motion carried.

5.05 Replacement Radio Fire Alarm Equipment - Fire

MOTON by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval the authorization of the Fire Chief to purchase an updated radio fire alarm monitoring system at a cost not to exceed $105,000 from the capital budget as described in the memo from Fire Chief Locke, dated 9/4/18, subject to prior review and approval by the CAO and City Attorney's Office. VOTING: unanimous; motion carried.

5.06 Debt Policy – C/T

MOTION by Councilor Paul, SECOND by Councilor Wright, to approve and recommend to City Council for approval the adoption of the resolution on the debt policy.

DISCUSSION:

- **Councilor Paul stated the debt policy is a collaborative piece of work with the CAO and DFO doing the majority.**
- **Councilor Bushor asked what happens beyond FY28. CAO Anderson said if there is no new debt then the cost will go down. Mayor Weinburger stated projections will be updated regularly.**
- **There was discussion of TIF debt, Memorial Auditorium cost being projected at $15 million (not $25 million), the debt policy being amended by a future City Council, and the debt limit.**
- **Councilor Wright mentioned concern about the impact on taxpayers and the need to look for any tax breaks.**

VOTING: unanimous; motion carried.

5.07 Memorandum of Understanding for BHS ReEnvisioning Project - BSD

MOTION by Councilor Paul, SECOND by Councilor Wright, to approve and recommend to City Council for approval the authorization of the Mayor to execute the MOU relative to the BHS ReEnvisioning project.

DISCUSSION:

- **Superintendent Obeng said there is a consensus of support by the school board of the MOU. The board will take action at their next meeting.**

VOTING: unanimous; motion carried.

5.08 BHS Project Ballot Language – BSD

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval the resolution on the BHS Project with the proposed language for the November ballot. VOTING: 3 ayes, one nay (Councilor Wright); motion carried.

5.09 Resolutions for School Capital Improvement Bonds – BSD

There was explanation of the use of $8 million in funds for BSD capital improvements.

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Council for approval the proposed resolutions for school capital improvement bonds with the request the attachment be put on the agenda so the public can see how the dollars will be spent. VOTING: unanimous; motion carried.

6.0 COMMUNICATION

6.01 Sweep Report – C/T

Postponed.

7.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:26 PM.

RScty: MERiordan