



**Board of Finance - Monday, September 18, 2017 at 5:00 p.m.
Conference Room 12, City Hall
9/18/2017**

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

September 18, 2017

MEMBERS PRESENT: Mayor Miro Weinberger
Jane Knodell [arrived 5:31 PM]
Sharon Bushor
Karen Paul
Kurt Wright

OTHERS PRESENT: Beth Anderson, Interim CAO
Rich Goodwin, DFO
Eileen Blackwood, City Attorney [arrived 5:20 PM]
Katie Vane, Mayor's Office
Chapin Spencer, DPW
Martha Keenan, DPW
Laura Wheelock, DPW
Rob Green, DPW
Patrick Mulligan, Traffic
Megan Moir, Water Resources
Noelle Mackay, CEDO
Kirsten Shapiro, CEDO
Doreen Kraft, BCA
Nate Lavery, Burlington School District



Board of Finance - Monday, September 18, 2017 at 5:00 p.m. Conference Room 12, City Hall 9/18/2017

Richard Deane, City Council

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 5:09 PM on September 18, 2017 and announced Beth Anderson is the interim CAO.

1.01 Agenda

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve the agenda as presented. VOTING: unanimous [Councilor Knodell not present for vote]; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 MINUTES

3.01 August 28, 2017

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve the minutes of 8/28/17 with correction of the spelling of "Mary Danko" and clarification that the CEDO Director is the direct link to the Town Center Project. VOTING: unanimous [Councilor Knodell not present for vote]; motion carried.

4.0 BOARD OF FINANCE APPROVAL

4.01 Amend Waterfront Access North Project Budget - DPW

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve the budget amendment for the Waterfront Access North project. VOTING: unanimous [Councilor Knodell not present for vote]; motion carried.

5.0 APPROVE AND RECOMMEND TO CITY COUNCIL

5.01 Contract with A. Marcelino & Co., Inc. for Snow Removal on Church Street Marketplace (FY18-FY20) - CSM

Postponed to next meeting.

5.02 Contract with D.C. Energy Innovations for Roof Solar at 645 Pine Street - DPW

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council for approval



**Board of Finance - Monday, September 18, 2017 at 5:00 p.m.
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9/18/2017**

the contract with D.C. Energy Innovations for roof solar at 645 Pine Street.

DISCUSSION:

- **Councilor Bushor asked when the project will begin. Martha Keenan, DPW engineer, said the work will begin as soon as the contract is signed.**
- **It was noted there is a 10% contingency in the contract.**
- **It was noted the number of solar installations in the city has increased from 25 to 160.**

VOTING: unanimous [Councilor Knodell not present for vote]; motion carried.

5.03 Lease Agreement Renewal with Resource, 339 Pine Street - DPW

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval renewal of the lease agreement with Resource at 339 Pine Street. VOTING: unanimous [Councilor Knodell not present for vote]; motion carried.

5.04 Construction Contract Amendment for Gazo Avenue Outfall Repair Project - DPW

MOTION by Councilor Wright, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the amendment to the construction contract for the Gazo Avenue outfall repair project. VOTING: unanimous [Councilor Knodell not present for vote]; motion carried.

5.05 Contract with Parkmobile – DPW

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the contract with Parkmobile.

DISCUSSION:

- **Councilor Bushor asked if the app must be used for parking. Patrick Mulligan, DPW Traffic, said coins, credit card, or the app can be used with the meters.**
- **Councilor Paul asked if the amount is down to 25 cents rather than 30 cents. Patrick Mulligan said the amount is 30 cents with 10 cents going back to the city for fees. The amount was reduced from 35 cents to 30 cents. Chapin Spencer, DPW Director, added the city is the merchant of record and can reduce the 10 cents if wanted.**

There were no further comments.

VOTING: unanimous [Councilor Knodell not present for vote]; motion carried.

5.06 Use Water Fund 460 Balance for VOSHA Penalty – DPW

DPW Director Spencer said an unannounced inspection by VOSHA found safety violations at the excavation work on Ferguson Avenue. DPW's response led to a decrease in the citation and fines. Staff is working on a job description for a



Board of Finance - Monday, September 18, 2017 at 5:00 p.m. Conference Room 12, City Hall 9/18/2017

safety officer focused on the activities being done. The citation is being taken very seriously.

Assistant DPW Director Moir said this was the first surprise inspection. The inspector had no issues on another location. The citation will help avoid violations in the future and keep people safe.

Councilor Paul noted there were no issues with another inspection done a few weeks later.

Councilor Bushor said unannounced inspections are the best to see how the job is being done and to make the place of business better and safer. Councilor Bushor asked if City Council is made aware of the fine. Attorney Blackwood said City Council is notified of violations which are posted and become public information.

Mayor Weinberger assured DPW and BED focus on safety statistics.

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council for approval use of the Water Fund 460 balance for the VOSHA penalty. VOTING: unanimous [Councilor Knodell not present for vote]; motion carried.

5.07 AmeriCorps Formula Grant - CEDO

MOTION by Councilor Wright, SECOND by Councilor Paul, to approve and recommend to City Council for approval the execution of the AmeriCorps formula grant. VOTING: unanimous [Councilor Knodell not present for vote]; motion carried.

5.08 Hooker & Holcombe Proposal as Actuarial Vendor - BERS

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval the proposal by Hooker & Holcombe as actuarial vendor.

DISCUSSION:

- **Mayor Weinberger commented a new set of eyes will help with the administration of the Retirement Fund.**

VOTING: unanimous [Councilor Knodell not present for vote]; motion carried.

5.09 Contract Amendment for Great Streets Initiative Phase 2b City Hall Park – CEDO, DPW, P&Z

DPW Assistant Director Moir said the City Hall Park project became part of the Great Streets Initiative to ensure design



Board of Finance - Monday, September 18, 2017 at 5:00 p.m. Conference Room 12, City Hall 9/18/2017

compatibility around the park. The contract amendment is for 100% design development of City Hall Park.

There was brief description of the pedestrian wall, fountain, and kiosk. Councilor Bushor asked about public input on the plan. Assistant Director Moir said there was feedback on the concept plan. Staff is looking at comments relative to the planning goals. There was unanimous approval of moving forward with the contract amendment by the Parks, Rec, and Culture Committee and the Parks Commission.

Councilor Wright questioned why the label "Great Streets" is being used for the project. DPW Engineer, Laura Wheelock, said technically it is the same project. Mayor Weinberger clarified the work is for City Hall Park alone. There will be another vote in the future on moving forward with redesign of Main Street.

MOTION by Councilor Wright, SECOND by Councilor Paul, to approve and recommend to City Council for approval the contract amendment for the Great Streets Initiative Phase 2b City Hall Park. VOTING: 4 ayes, one nay (Councilor Bushor); motion carried.

5.10 Interim CAO Appointment - Mayor

MOTION by Councilor Paul, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the appointment of Beth Anderson as Interim CAO.

DISCUSSION:

- Councilor Wright asked about the impact on the CIO role held by Ms. Anderson. Interim CAO Anderson said temporary help will be brought in to keep projects moving forward.

VOTING: unanimous; motion carried.

5.11 Allocate Surplus Funds to Expand Green Mountain Transit Services - Mayor

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Council for approval the allocation of surplus funds to expand Green Mountain Transit services.

DISCUSSION:

- Nate Lavery, Burlington School District, thanked the Mayor and his staff for the support.

VOTING: unanimous; motion carried.

5.12 Use of Council Initiative Funds for Trails and Natural Lands Conservation and Connection Initiative – City Council

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval



Board of Finance - Monday, September 18, 2017 at 5:00 p.m. Conference Room 12, City Hall 9/18/2017

use of Council initiative funds in support of the Burlington Trails and Natural Lands Conservation and Connection initiative.

DISCUSSION:

- **Councilor Bushor asked when the public will have opportunity to interact. Councilor Deane explained the first step is the summit to gain consensus of the stakeholders who control the land then public comment will be solicited.**
- **Councilor Knodell asked if the summit is a public meeting. Attorney Blackwood said the summit is with stakeholders and likely not public. Councilor Knodell said the summit should be conducted in accordance with the public meeting law if possible. Councilor Bushor concurred the public should be able to hear the information.**
- **Councilor Knodell asked the status of the initiative fund. It was reported there is \$47,000 not committed and \$10,000 committed funds.**

There were no further comments.

VOTING: unanimous; motion carried.

6.0 COMMUNICATION

6.01 Allocation of FY18 Special Projects – Emerging Needs Funding - Mayor

Mayor Weinberger gave an update on the effort to amend the retirement ordinance. Attorney Blackwood said the Ordinance Committee will deal with the matter at the end of October.

7.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 5:49 PM.

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