BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

September 14, 2020

MEMBERS PRESENT: Mayor Weinberger

Council President Tracy

Councilor Paul

Councilor Pine

Councilor Dieng

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Jordan Redell

Chapin Spencer

Tyestia Green

Cindi Wight

Laura Wheelock

Franklin Paulino

Sarah Carpenter

Lee Perry

Chip Mason

Darren Springer

Perri Freeman

Mary Danko

James Gibbons

Munir Kasti

Susan Molzon

Tony Berry

Kara Alnasrawi

Shelby Lozier

Nick Longo

Marie Friedman

Deryk Roach

Jeff Padget

Amy Bovee

Alex Burton

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:35 PM.

1.
    i. Motion to amend/adopt agenda

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

VOTING: unanimous; 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 March 9, 2020 Minutes - approve the minutes

3.03 March 23, 2020 Minutes - approve the minutes

3.04 April 13, 2020 Minutes - approve the minutes

3.05 April 27, 2020 Minutes - approve the minutes

3.06 May 11, 2020 Minutes - approve the minutes

3.07 May 18, 2020 Minutes - approve the minutes

3.08 June 1, 2020 Minutes - approve the minutes

3.09 June 15, 2020 Minutes - approve the minutes

3.10 June 22, 2020 Minutes - approve the minutes

3.11 June 29, 2020 Minutes - approve the minutes

3.12 July 13, 2020 Minutes - approve the minutes

3.13 August 10, 2020 Minutes - approve the minutes

3.14 August 24, 2020 Minutes - approve the minutes

MOTION by Councilor Dieng, SECOND by Councilor Pine, to adopt the consent agenda and take the actions indicated for items 3.01-3.14.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

4.01 Reclassification of Reference & Cataloging Librarian – Library

MOTION by Councilor Dieng, SECOND by City Council President Tracy, to approve and recommend that the City Council approve the reclassification of the Reference & Cataloging Librarian, Fletcher Free Library, a Regular, Full-time, Exempt, AFSCME, Grade 18, position to a Regular, Full-time, Exempt, AFSCME, Grade 17, position.

DISCUSSION:

- **Councilor Pine asked whether the change was discussed with the AFSCME local branch and whether they reviewed the change. Human Resources Manager Berry said he discussed this proposed reclassification with the AFSCME president who reviewed and approved the change.**

VOTING: unanimous; motion carries.

4.02 Parks, Public Buildings and Downtown Trash Receptacles - DPW/BPRW

Parks Superintendent Roach introduced the item, noting that the current lease on dual trash/recycling receptacles in public spaces will end in October and that several strong bids for a subsequent contract emerged from the RFP process. He noted that one of the bids offered the option to purchase instead of lease receptacles, and that this was also the lowest bidder.

MOTION by Councilor Pine, SECOND by City Council President Tracy, to approve and recommend that City Council approve and authorize the purchase of furnishings from Victor Stanley Receptacles for a price not to exceed $97,955, plus a contingency of $6,811 and to authorize Cindi Wight, Director of Parks and Recreation and Chapin Spencer, Director of Public Works to execute the purchase order and any related documents needed to carry out the project, subject to the review of the City Attorney's Office.

DISCUSSION:

- **Councilor Dieng asked if the communication technology works well in the winter, since it relies on solar power. Mr. Roach replied that this version of the receptacle does not rely on solar power for compacting.**

VOTING: unanimous; motion carries.

4.03 Approval Of Third Agreement With Burlington Business Association Re Downtown Parking And Transportation Management – DPW

Assistant Director Padgett provided background on the Downtown Parking and Transportation Management Plan. He gave an overview of the Fiscal Year 2021 work plan, which broadly consists of carryover of FY20 funding and tasks and FY21 work to transition tasks to the Dept. of Public Works and wind down the DPTM pilot.

Councilor Paul asked for more specific information around the carryover of FY20 funding. Assistant Director Padgett and Alex Burton provided more specific funding information for both the FY20 carryover funding and the FY21 transition and wind-down funding.

City Council President Tracy asked for clarity on expanded bicycle parking in downtown and whether that would include secure bicycle parking. Assistant Director Padgett replied that bicycle racks have been purchased and will be installed when traffic personnel have the bandwidth to do so. He further noted that the Dept. of Public Works is researching options for smart bicycle parking that are within budget. City Council President Tracy additionally suggested that wayfinding be installed leading to garages to indicate location. Assistant Director Padgett replied that wayfinding is currently being improved within garages and work is being done to install additional parking signage directing motorists to the garages.

Councilor Dieng asked whether signage would include more French language and Assistant Director Padgett replied in the affirmative. Councilor Dieng additionally asked about the correlation between the City and private parking lots downtown. Assistant Director Padgett noted that the City is working to foster collaborative relationships with private lot owners.

Councilor Pine requested a more thorough, transparent conversation around the removal of the "2 hours free" parking in the downtown area with the full City Council at a future meeting.

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

VOTING: unanimous; motion carries.

4.04 Increasing the Solid Waste Generation Tax for Fiscal Year 2021 – DPW

MOTION by Councilor Pine, SECOND by City Council President Tracy, to approve and recommend that the City Council adopt the corrected amendment to Chapter 14, § 14(2)(b) to reflect that the FY21 solid waste generation tax rate be retroactively applied to July 1, 2020.

VOTING: unanimous; motion carries.

4.05 Authorization for the FY21 Project Budget and to Amend the CY20 Paving Contract – DPW

Senior Engineer Wheelock provided a brief synopsis on the three recommended action items.

MOTION by Councilor Paul, SECOND by Councilor Dieng, 1. "To approve and recommend that the City Council authorize the Director of Public Works to execute an amendment to the CY20 Street Reconstruction Contract with S.D. Ireland Brothers Corp to increase the maximum limiting amount by $40,000.00, raising the total maximum limit amount to $1,980,298.00, for additional water patch repairs, 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.", and 2. "To approve and recommend that City Council authorize the FY21 Project Budget for the CY20 Street Reconstruction Contract with S.D. Ireland Brothers Corp with the total

maximum limiting amount of $1,980,298.00, with $1,867,377.11 of that contract appropriated to FY21." 3. "To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds to and from the above–referenced funding sources as needed to pay the above-referenced project expenses in FY21."

VOTING: unanimous; motion carries.

4.06 Authorization of Budget Amendment for CY20 Sidewalk Reconstruction Program – DPW

Senior Engineer Wheelock said that this funding was approved for use in Fiscal Year 2020 but that the project started later in the calendar year than anticipated and all funds had not been expended. She noted that this amendment would move unspent funding forward to Fiscal Year 2021.

MOTION by City Council President Tracy, SECOND by Councilor Dieng, 1. To approve and recommend that the City Council authorize a budget amendment to carry forward FY20 Capital funds to FY21 to be available for the construction contract with SD Ireland Brothers Corporation for the CY20 Sidewalk Reconstruction Program in the amount of $106,579. 2. To approve and recommend that the City Council the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds to and from the referenced funding sources as needed to pay the project expenses in FY21.

VOTING: unanimous; motion carries.

4.07 Approval Of Amendment No. 15 To Wood Fuel Transportation Agreement Between New England Central Railroad And Burlington Electric Department – BED

BED General Manager Springer outlined the amendment, noting that it will extend a contract with New England Central Railroad to deliver wood chips to the McNeil Plant. He noted that the amendment would extend the contract for an additional five years and that the terms are unchanged from the prior contract amendment.

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

DISCUSSION:

- **Councilor Dieng asked about the price of the contract. Mr. Pikna replied that the base price of the contract has remained the same but that increases are tied to national railroad indices less fuel costs.**

VOTING: unanimous; motion carries.

4.08 License Agreement for Solar Research Center at McNeil – BED

BED General Manager Springer detailed this item as a five year license agreement that would bring a solar research center to the McNeil plant in partnership with the University of Vermont.

Councilor Dieng suggested that information around the research center be shared with the NPAs and the Vermont Technical Centers. BED General Manager Springer welcomed the formation of that connection and partnership.

Councilor Pine commented that this is a great opportunity to build career ladders for young people to enter the solar industry.

MOTION by Councilor Dieng, SECOND by Councilor Paul, to recommend that the City Council approve licensing the use of space at the McNeil Generating Station for a term of 5 years for the purpose of constructing and operating a solar research center in partnership with University of Vermont, and to authorize the General Manager of BED to execute any documents necessary for the license of use of the space at McNeil for the solar research center subject to final review by the City Attorney's Office.

VOTING: unanimous; motion carries.

5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 Request Ratification of Approval for Executed Contract with Hagerty Consulting, Inc. for Full Scale Emergency Exercise Procurement Services and Approval of a $43,000 Budget Neutral Amendment – Airport

MOTION by Councilor Pine, SECOND by Councilor Paul, to 1. "To ratify and approve a second contract with Hagerty Consulting, Inc. for Full Scale Exercise management support services in the amount of $42,962 and executed by the Burlington International Airport Director of Aviation, Gene Richards, raising the total services contracted with Hagerty Consulting, Inc. to $92,712; and 2. "To approve a budget neutral amendment for $43,000 to increase the Airport Airfield cost center Professional Consultant account to support the Full-Scale Exercise consistent with the detail in this memorandum."

VOTING: unanimous; motion carries.

6.0 COMMUNICATION

6.01 COVID Report and update on FEMA and LGER grant applications – CAO

No discussion at this time.

7.0 ADJOURNMENT

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 6:32 PM.

RScty: AACoonradt