



Board of Finance Meeting, Monday, September 13, 2021, 5:00 pm
****In-Person at Bushor Conference Room, Room 102, 1st Floor,**
City Hall **
9/13/2021

Board of Finance Meeting, Monday, September 13, 2021, 5:00 pm **In-Person at Bushor Conference Room, Room 102, 1st Floor, City Hall ** (Monday, September 13, 2021)

Generated by Rich Goodwin on Tuesday, September 14, 2021

Members present

Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

BURLINGTON CITY COUNCIL MEETING REMOTE MEETING WITH CALL-IN NUMBER BURLINGTON, VERMONT MINUTES OF MEETING DRAFT Monday, September 13, 2021 MEMBERS PRESENT: Miro Weinberger Max Tracy Karen Paul Ali Dieng Not present Zoraya Hightower Others: Katherine Schad Rich Goodwin Jordan Redell Amy Bovee Brian Pine Chapin Spencer Cory Mimms Dan Richardson Darren Springer Emily Stebbins Wheelock Jeff Padget Joe Magee Kara Alnasrawi Kim Bleakley Martha Keenan Max Madalinski Megan Moir Megan Tuttle Munir Kasti Nick Longo Norm Baldwin Rachel Jolly Sarah Carpenter Sarah Katz Shelby Lozier Sophie Sauve Tony Berry

Meeting called to order at 5:17 PM

1. Agenda

Action, Procedural: 1.01 Motion to amend/adopt agenda

The meeting started at 5:12 PM

motion to adopt agenda

Motion by Karen Paul, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger



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2. Public Forum

Action, Information, Procedural: 2.01 Verbal Comments
No Public Speakers

3. Consent Agenda

Action (Consent), Procedural: 3.01 motion to adopt the consent agenda and take the actions indicated
Resolution: motion to adopt the consent agenda and take the actions indicated

motion to adopt the consent agenda and take the actions indicated

Motion by Karen Paul, second by Max Tracy.
Final Resolution: Motion Passes
Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action (Consent), Communication, Information, Minutes: 3.02 July 12, 2021 Board of Finance Draft Minutes
Resolution: approve the minutes

motion to adopt the consent agenda and take the actions indicated

Motion by Karen Paul, second by Max Tracy.
Final Resolution: Motion Passes
Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

4. Presentation Regarding Capital Plan Briefing

Information, Presentation: 4.01 Presentation: Mayor Miro Weinberger, re: Capital Plan Briefing

5. For Approval and Recommendation to City Council



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Action: 5.01 November 9, 2021 Special City Meeting--Issuance Of Revenue Bonds--For Burlington Electric Department Projects - BED

to recommend that the City Council approve the attached resolution

Motion by Karen Paul, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.02 Reclassification of Two (2) BCA Positions - BCA/HR

to recommend that City Council approve the:

- ☐ Reclassification of the Assistant Event Coordinator, a Limited Service, Part-time, Non-Exempt, Non-union, Grade 15, position to Event Manager, a Regular, Full-time, Non-Exempt, Nonunion, Grade 17, position.
- ☐ Reclassification of the Public Artist Coordinator, a Regular, Part-time (30 hours/week), NonExempt, Non-Union, Grade 14, position to Public Artist Coordinator, a Regular, Full-time (40 hours/week), Non-Exempt, Non-Union, Grade 14, position.

Motion by Max Tracy, second by Karen Paul.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.03 Reclassification of seven (7) positions and creation of one (1) position - CEDO-CJC/HR

To recommend that City Council approve the:

- ☐ Reclassification of the Manager of Court Diversion and Pretrial Services, a Limited Service, Full-time, Exempt, Non-Union, Grade 18, position to Manager of Court Diversion and Pretrial Services, a Regular, Full-time, Exempt, Non-Union, Grade 18, position.
- ☐ Reclassification of the DLS Case Coordinator and Program Assistant, a Regular, Full-time, Non-Exempt, AFSCME, Grade 13, position to DLS Case Coordinator and Program Assistant, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15, position. Please note this request also includes Retroactive pay of approximately \$270 due to being effective August 9, 2021.
- ☐ Reclassification of the Pretrial Services/Tamarack Case Coordinator, a Regular, Full-time, Exempt, AFSCME, Grade 14, position to Pretrial Services/Tamarack Case Coordinator, a Regular, Full-time, Exempt, AFSCME, Grade 16, position.
- ☐ Reclassification of the Court Diversion Services Coordinator, a Regular, Full-time, Exempt, AFSCME, Grade 14, position to Court Diversion Services Coordinator, a Regular, Full-time, Exempt, AFSCME, Grade 16, position.
- ☐ Reclassification of the Youth and Family Restorative Liaison position, a Limited Service, Part-time, Non-Exempt, Non-Union, Grade 14, position to Youth and Family Restorative Liaison position, a Limited Service, Full-time, Non-Exempt, Non-Union, Grade 15, position.
- ☐ Reclassification of the Youth Restorative Program Manager, a Regular, Full-time, Exempt, Non-Union, Grade 17,





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position to Youth Restorative Program Manager, a Regular, Full-time, Exempt, Non-Union, Grade 18, position.

□ Reclassification of the Victim Liaison and Panel Coordinator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16, position to Victim Services Manager, a Regular, Full-time, Exempt, Non-Union, Grade 18, position.

□ Creation of the Balanced and Restorative Justice (BARJ) Case Coordinator, a Limited Service, Full-time, NonUnion, Grade 16, position

Motion by Max Tracy, second by Karen Paul.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.04 Authorization For Short Term Public Improvement Bonds For Fiscal Year 2022 - CT
to recommend that the City Council approve the attached resolution

Motion by Zoraya Hightower, second by Karen Paul.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.05 Authorization For Refunding Public Improvement Bonds - CT
to recommend that the City Council approve the attached resolution

Motion by Zoraya Hightower, second by Karen Paul.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.06 Authorization for Contract with Avenu Insights and Analytics for Digitization of Land Records and Budget Amendment - CT/REIB

1. To approve and recommend that the City Council authorize the Chief Administrative Officer to execute a contract with Avenu Insights and Analytics for land records digitization, subject to review by the City Attorney's Office.

2. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect the necessary budget amendment and transfer \$355,758 in funds from the Preservation/Restoration (GL 110-04-000.4200) to C/T Professional and Consultant Services (101-04-000.6500_118)





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Motion by Max Tracy, second by Zoraya Hightower.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.07 Authorization For \$1,095,700 Step II Loans From Vermont Clean Water State Revolving Fund And Contract With Wright Pierce For \$995,700 For Design Of Phase II Wastewater Treatment Facility Improvements - DPW - Water Resources

to recommend that the City Council approve the attached resolution

Motion by Zoraya Hightower, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Max Tracy, Miro Weinberger

Not Present at Vote: Karen Paul

Action: 5.08 Consultant Contact Amendment for PLC Upgrade at Water Plant - DPW - Water Resources

to approve and recommend that the City Council authorize the Director of the Department of Public Works to amend the contract with Hallam-ICS, increasing the amount from \$46,081 by up to \$55,000, totaling up to \$101,081, to upgrade Programmable Logic Controllers at the Water Plant, subject to the final review and approval of the City Attorney's Office

Motion by Zoraya Hightower, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Max Tracy, Miro Weinberger

Not Present at Vote: Karen Paul

Action: 5.09 Champlain Parkway - Design Contract Amendment No. 17 with Clough, Harbour & Associates - DPW

to approve and recommend that the City Council authorize the Director of the Department of Public Works to execute Contract Amendment Number 17 to the contract with Clough Harbour & Associates for engineering design services for the Champlain Parkway project, including developing contract plans and bid documents for a two-contract construction approach consistent with the South End Construction Coordination Plan, increasing the contract amount by \$1,054,733.65, raising the total from \$12,417,369.19 to \$13,472,102.84, and extending the contract term from October 1, 2021 to July 1, 2025, subject to the review and approval by the City Attorney's Office





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Motion by Zoraya Hightower, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.10 Acceptance of VTRANS Highway Planning & Construction Grant #CA0672 Lake Street Shared-Use Path - DPW to approve and recommend that the City Council authorize the Director of Public Works to accept and execute the Highway Planning & Construction Grant #CA0672 from the Vermont Agency of Transportation, in an amount up to \$300,000, for the Lake Street Shared-Use Path design and construction, subject to approval by the City Attorney's Office

Motion by Karen Paul, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.11 Parking Smart Meter Modem Upgrade and Repair - DPW

to approve and recommend that the City Council authorize the Director of Public Works to execute a contract with IPS Group, in an amount up to \$140,000, for the upgrades and repairs and parking meter in the Burlington Downtown District, subject to approval by the City Attorney's Office

Motion by Karen Paul, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.12 Request for Authorization for the Airport to Accept Two FAA Airport American Rescue Plan Act Grants - Airport

1. "To approve and recommend that the City Council authorize the Mayor of Burlington to execute the Airport Rescue Grant Program - Primary Airport Grant with the Federal Aviation Administration in the amount of \$7,011,809, with a 10% contingency of \$701,181, totaling \$7,712,990, subject to final review and approval of the City Attorney's Office."

2. "To approve and recommend that the City Council authorize the Mayor of Burlington to execute the Airport Rescue Grant Program - Concession Relief Grant with the Federal Aviation Administration in the amount of \$588,924, with a 10% contingency of \$58,892, totaling \$647,816, subject to final review and approval of the City Attorney's Office."

Motion by Karen Paul, second by Max Tracy.

Motion Passes





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Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.13 Request to Accept/Ratify Amendment Letter No. 1 Regarding Airport Improvement Program (AIP) Grant - AIP-127 in the Amount of \$992 - Airport
to approve and recommend that the City Council ratify and accept Amendment Letter No. 1 for AIP-127 under the Airport Coronavirus Response Grant Program - Primary Airport Grant with the Federal Aviation Administration in the amount of \$992, increasing the total grant to \$3,858,191, and to authorize the Mayor of Burlington to execute the amendment to effectuate this increase, subject to final review and approval of the City Attorney's Office

Motion by Karen Paul, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.14 CityPlace Burlington Project Management Services Contract - White+Burke - CEDO

We respectfully request the Board of Finance approve the following motion: To approve and recommend the City Council approve, subject to prior approval of the City Attorney's Office, the authorization of Brian Pine, CEDO Director, to execute a contract for the provision of project management services, which will include coordinating and leading the City's effort to perform its responsibilities pursuant to the Amended and Restated Development Agreement (ARDA) with CityPlace Burlington, with David G. White, White+Burke Real Estate Advisors, with the maximum limiting amount of \$100,000 for an initial term, July 21, 2021 through July 31, 2022.

We respectfully request the Board of Finance approve the following motion: To approve and recommend the City Council approve, an increase in expenditures for related TIF project costs by \$100,000 and increase revenue by \$100,000, as per voter approved Waterfront TIF in 2016.

Motion by Max Tracy, second by Karen Paul.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.15 Request For \$1.795 Million Of ARPA Funds To Address Ongoing Health Response, Negative Impacts Of Reappraisal And Water Main Replacement - CEDO
to recommend that the City Council approve the attached resolution



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Motion by Karen Paul, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.16 VT Center for Crime Victim Services "Victims of Crime Act"(VOCA) grant (Grant#02160-VOCA20-40096-8) - CEDO/CJC

to recommend to City Council to approve the acceptance of Grant #02160-VOCA20-40096-8 in the amount of \$140,164 for FY22 and to authorize Director Pine or his designee to sign the grant acceptance and any necessary related documents

Motion by Karen Paul, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.17 Resolution: November 9, 2021 Special City Meeting -- Issuance of General Obligation Bonds for Capital Projects (Board of Finance)

No vote taken

6. Board of Finance Approval Only

Action: 6.01 Schifilliti Park Softball Field Conversion - BPRW

to approve and authorize the execution of a contract with Land and Rock Works, LLC, for a price not to exceed \$48,785 for the Schifilliti Softball Field Renovation project, plus a project contingency of \$5,000 (total request including contingency not to exceed \$53,785), 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

Motion by Karen Paul, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger



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Action: 6.02 Calendar Year 2021 Crack - Sealing Program - Authorization to Award Construction Contract - DPW
to approve and authorize the Director of Public Works to execute a contract and Change Order #1 with Sealcoating Inc
(doing business as "indus") for Calendar Year 2021 Crack-Sealing, for up to \$92,995.29 with an additional \$6,997.06 (~7.5%)
contingency, totaling \$99,992.35, subject final review and approval by the City Attorney's Office

Motion by Karen Paul, second by Zoraya Hightower.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action: 6.03 Request for Contingency Budget Approval for Maintenance Lights Upgrades - DPW
to approve and authorize the Director of Public Works to amend as necessary the contract Sequentric for improvements to
the control system for the maintenance lights located in the right-of-way, to increase the contract amount from \$87,490 up
to \$97,490, subject final review and approval by the City Attorney's Office

Motion by Zoraya Hightower, second by Karen Paul.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action: 6.04 Window Replacement at 200 Church Street - DPW
to approve and recommend that the Board of Finance authorize the Director of Parks, Recreation and Waterfront to sign a
contract with ACME Glass for the contract amount from \$59,950.00, with a contingency of \$ 5,995.00 for an amount not to
exceed \$65,945.00, subject to final review and approval by the City Attorney

Motion by Karen Paul, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

Action: 6.05 Budget Amendment to Regional Programs Budget - CEDO
to approve the payment of \$61,000 to ANEW Place and execution of budget amendment adding \$110,000 to the Regional
Programs budget as described above

Motion by Max Tracy, second by Zoraya Hightower.



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Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

7. Adjournment

Action, Procedural: 7.01 Motion to adjourn

motion to adjourn without objection at 7:14 PM

Motion by Miro Weinberger, second by Miro Weinberger.

Final Resolution: Motion Passes

Aye: Zoraya Hightower, Karen Paul, Max Tracy, Miro Weinberger

