



**Board of Finance - Monday, August 26, 2019 at 6:30 p.m.
Conference Room 12, City Hall
8/26/2019**

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

August 26, 2019

DRAFT

MEMBERS PRESENT: Mayor Miro Weinberger [arrived a6:33 PM]

Council President Wright

Councilor Paul

Councilor Bushor

Councilor Pine

OTHERS PRESENT: Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Brian Lowe, Mayor's Office

Jordan Redell, Mayor's Office

Deanna Paluba, HR

Stephanie Reed, HR

Chapin Spencer, DPW

Norm Baldwin, DPW

Martha Keenan, DPW

Lise Veroneau, BPD

Gene Richards, Airport

Nic Longo, Airport

Marie Friedman, Airport

Shelby Losier, Airport



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Adam Roof, City Council

Dave Hartnett, citizen

1.0 CALL TO ORDER and AGENDA

Until the arrival of Mayor Weinberger, CAO Anderson facilitated the Board of Finance meeting and called to order at 6:30 PM on August 26, 2019.

1.01 Agenda

MOTION by Council President Wright, SECOND by Councilor Paul, to approve the agenda as presented. VOTING: unanimous [Mayor Weinberger not present for vote]; motion carried.

2.0 PUBLIC FORUM

City councilor, Adam Roof, announced an event on 9/21/19 for the start of National Expungement Week.

Mayor Weinberger arrived and facilitated the meeting.

3.0 BOARD OF FINANCE APPROVAL

3.01 Ruggedized Mobile CPUs for Police Cruisers – BPD

BPD Administrator Veroneau said the project for the computers was 100% grant funded.

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and authorize Chief del Pozo or designee to execute a contract with Advanced Electronic Design, Inc. for the purchase and installation of 11 ruggedized mobile computers at a cost up to \$55,415.71 to be paid using JAG 2017 and Equitable Sharing funds subject to final review by the City Attorney, and to authorize the CAO to make the necessary budget adjustments. VOTING: unanimous; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Valley West Apron Repair - Airport

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend to City Council to authorize the Aviation Director to do the following:

- 1. Execute an engineering contract with Jacobs Engineering Group, Inc. in the amount up to \$133,762 with a**



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- 10% contingency (total authorization of \$147,138.20) upon review and approval by the City Attorney.
2. **Execute a construction contract with Engineers Construction, Inc. in the amount of \$742,335 with a 15% contingency (total authorization of \$853,685.25) upon review and approval by the City Attorney.**
3. **Execute a Military Cooperative Construction Agreement (MCCA) with the National Guard Bureau (NGB) for reimbursement of design, administration, engineering, and construction work costs associated with the apron repair upon approval by the City Attorney.**
4. **Approve the budget neutral budget amendment as shown in the memo from Burlington Airport, dated 8/21/19.**

DISCUSSION:

- **Deputy Aviation Director Longo explained the Air National Guard is repairing the Valley West apron from wear and tear that occurred during their temporary use of the apron. General aviation will resume use of the apron once the repair work is complete.**

VOTING: unanimous; motion carried.

4.02 Dore & Whittier Contract Amendment for 645 Pine Street Renovation – DPW, IT

DPW Capital Project Manager Keenan reviewed the three phases of the project (revisioning, design and construction documents, construction management). Additional design work was done due to changes made by the city.

Councilor Paul asked if there is a contingency fund. DPW Capital Project Manager Keenan said the work is on an hourly basis with a 'not to exceed' amount. The contractor alerted DPW when the amount would be exceeded.

Councilor Pine observed there are customer driven and contractor driven change orders, and asked if staff is confident with the numbers. DPW Capital Project Manager Keenan said the numbers will be held. There is a contingency with one of the projects.

MOTION by Councilor Pine, SECOND by Council President Wright, to approve and recommend to City Council for approval the authorization of the Chief Innovation Officer to amend the existing contract with Dore & Whittier on the 645 Pine Street project to extend the duration of the contract to 12/31/19 and add additional design and project management services and increase the total contract amount from \$171,255 to \$243,000 subject to final approval by the City Attorney. VOTING: unanimous; motion carried.

4.03 Reclassify/Retitle Technical Service Division Administrator Position to Public Works Project Accountant Position – HR, DPW

Councilor Bushor asked if this is a step toward decentralization which was done before. CAO Anderson explained the approach is to be operating on more standardized practices per the audit recommendation and meet the needs of the departments. DPW Assistant Director Baldwin assured there is quality control while doing the work and quality assurance from the C/T Office to make sure the work is complete and per the audit. The position will help the managers organize



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paperwork on a project and process information for the system (accounting). If there is a challenge or audit each transaction for each expense can be identified due to good financial controls.

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve and recommend to City Council for approval the reclassification and retitling of the Regular, full time, non-exempt, AFSCME, Grade 15 Technical Services Division Administrator position to Regular, full time non-exempt, AFSCME, Grade 16 Public Works Project Accountant position. VOTING: unanimous; motion carried.

5.0 ADJOURNMENT

Prior to adjourning the meeting there was brief discussion of the housing summit. Mayor Weinberger said the summit was a multi-department collaboration. Proposals will be brought to City Council by early October.

With no further business and without objection the meeting was adjourned at 6:54 PM.

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