Board of Finance - Monday, August 13, 2018 at 5:30 p.m.
Conference Room 12, City Hall
8/13/2018

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

August 13, 2018

APPROVED – 9/24/18

MEMBERS PRESENT: Mayor Weinberger

Kurt Wright

Sharon Bushor

Karen Paul

Jane Knodell

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Jordan Redell, Mayor's Office

Eileen Blackwood, City Attorney

Richard Haesler, Assistant City Attorney

Stephanie Reed, HR

Ben Pacy, HR

Lynn Reagan, HR

Jeff Herwood, C/T

Brian Lowe, IT

Chapin Spencer, DPW

Laura Wheelock, DPW

Cindi Wight, Parks & Rec

Nina Safavi, Parks & Rec

Neale Lunderville, CEDO

Kirsten Merriman Shapiro, CEDO

Adam Roof, City Council

Joan Shannon, City Council

Nick Warner, WVPD

Will Dodge, Downs, Martin, Rachlin

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 5:31 PM on August 13, 2018.

1.01 Agenda

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve the agenda with postponement of Item 4.03 (Subleases Old North End Community Center), Item 4.09 (COBRA rates), Item 4.11 (Inter- Fund Loan Policy), Item 4.13 (Big Heavy World), Item 5.01 (May Financial Report), and Item 5.03 (Update on Regional Programs). VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

None.

3.0 MINUTES

3.01 July 9, 2018

3.02 July 16, 2018

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve the minutes of July 9, 2018 and July 16, 2018 with correction of typographical errors. VOTING: unanimous; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Burlington Bike Path Rehab Phase 3 Design – Parks & Rec

MOTION by Councilor Wright, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the following:

1. **To execute the contract with VHB for the Burlington Greenway Rehabilitation Phase 3 Design substantially**

consistent with the revised bid in the amount of $493,874 and authorize the Director of Parks & Rec to execute the contract and any related documents needed to carry out the project subject to final contract approval by the City Attorney's Office.

2. **To execute the contract with Johnson Company, Inc. for the Burlington Greenway Phase 3 Design Qualified Environmental Professional Service in the amount of $95,738 and authorize the Director of Parks & Rec to execute the contract and any related documents needed to carry out the project subject to final contract approval by the City Attorney's Office.**
3. **To approve the contingency amount of $58,961 and authorize expenditure by the Director of Parks & Rec if needed for successful completion of the project.**

DISCUSSION:

- **Councilor Bushor asked if the EPA was notified due to the Barge Canal and if the EPA needs to approve the Johnson Company contract. Nina Safavi confirmed the EPA was notified of the contract.**

VOTING: unanimous; motion carried.

4.02 River's End Marina Conservation Legacy Fund Disbursement Request – Parks & Rec

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Council for approval the use of conservation legacy funds in the amount of $173,300 for the Winooski Valley Park District (WVPD) acquisition of 2.4 acres of "River's End Marina" property at 3090 North Avenue Extension, and to authorize the Director of Parks & Rec to execute the grant agreement and any related documents needed to carry out the project subject to final grant agreement approval by the City Attorney's Office.

DISCUSSION:

- **Councilor Bushor asked if the plant life is protected with the access. Nick Warner, WVPD, said the floodplain and wetlands will be a challenge. All the planning will be done in conjunction with the city. A full report will be given.**
- **Councilor Paul asked about taxes and valuation of the parcel with three deeded public accesses. Nick Warner said the land is owned by WVPD which in the past has been exempt from taxes for public lands. WVPD will be liable for taxes on the land until April 1st.**
- **Councilor Wright asked what will happen if WVPD does not get the property. Nick Warner said the property owner has development options if WVPD is not acting in good faith.**

VOTING: unanimous; motion carried.

4.03 Sub-Leases for Old North End Community Center – Parks & Rec

Postponed.

4.04 Contract with S.D. Ireland for Calendar Year 2018 Sidewalk & Curb Reconstruction Project - DPW

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval to authorize the Director of Public Works or designee to execute a construction contract with S.D. Ireland

Brothers Corporation in the amount of $387,690 for the CY18 Sidewalk & Curb Reconstruction Project subject to prior approval by the City Attorney, and further, to authorize use of an additional $50,000 in contingency funds (13%) to increase the authorized amount if needed for the project with the additional approval and authorization for any contract amendments up to the contingency limit to be signed by the Director of Public Works or designee subject to review and approval by the City Attorney for a total of $437,690 all of which is subject to and included in the FY19 CIP Budget. VOTING: unanimous; motion carried.

4.05 Contract with GW Tatro Construction for Route 127 Outfall Repair - DPW

MOTION by Councilor Wright, SECOND by Councilor Bushor, to approve and recommend to City Council for approval to authorize the Director of Public Works to execute a contract with GW Tatro Construction in the amount of $143,017 with an additional authorization to amend the contract and expend contingency funds in an amount up to $28,603 if contingency funds are needed to complete the project provided all the authorizations are contingent on the contract and any amendment thereto having prior approval of the City Attorney and Chief Administrative Officer. VOTING: unanimous; motion carried.

4.06 Great Streets St. Paul Street Construction Contract - DPW

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the following:

1. **To authorize the DPW Director to execute the contract with S.D. Ireland Brothers Corporation in the amount of $3,129,000.50 and authorize use of an additional $219,077.81 of contingency funds for a total of $3,348,078.31 for the construction of the Great Streets St. Paul Street Project subject to prior approval by the City Attorney's Office.**
2. **To authorize the DPW Director to execute an agreement with Burlington Electric in the amount of $254,377 and authorize use of an additional $25,000 in contingency funds for a total of $279,377 for the procurement of lighting and installation of the Great Streets St. Paul Street Project subject to prior approval by the City Attorney's Office.**
3. **To authorize the CAO or designee to effect all necessary transfers of funds to/from the above referenced funding sources in order as needed to pay for the above referenced project expenses.**

DISCUSSION:

- **Councilor Paul asked about street closure. Kirsten Merriman Shapiro said the street will be closed from Main to King and King to Maple. Staff met with businesses regarding compressing the work to minimize disruption. There will be pedestrian access and driveways will be open.**
- **Councilor Knodell asked about the contribution from BED. Laura Wheelock explained the contribution is for underground duct banks. All utilities are paying.**

VOTING: unanimous; motion carried.

4.07 Market Factor Adjustment for IT Project Manager Position - HR

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

approval implementation of a market factor adjustment for the Innovation and Technology Project Manager position.

DISCUSSION:

- **Councilor Bushor confirmed the Board of Finance received the updated organizational chart.**

VOTING: unanimous; motion carried.

4.08 Create New Positions and Increase Hours for Two Positions – CEDO, HR

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the creation of two limited service, non-union positions, one being a Community Development Specialist – Public Engagement and Communication, Grade 16, and one being a part-time Office Assistant II, Grade 12, and further, to increase the hours to 40 for the Restorative Justice Liaison position (retroactive to August 1, 2018) and the Parallel Justice Outreach position. VOTING: unanimous; motion carried.

4.09 COBRA Rates for FY19 – C/T

Postponed.

4.10 Approve Street Franchise Agreement with AT&T – C/T

MOTION by Councilor Wright, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the use of the city right-of-way by AT&T under the terms of the agreement and to authorize the CAO to execute the agreement or one substantially similar subject to prior review and approval by the City Attorney's Office.

DISCUSSION:

- **CAO Anderson said there is a template agreement for companies to use the right-of-way. Jeff Herwood, C/T Office, added the agreement covers city poles or private utility poles. Other carriers using the poles are also covered.**
- **Will Dodge, attorney representing AT&T, briefly explained the small cell agreement.**
- **Councilor Shannon asked about adding poles to the streetscape. CAO Anderson said a company must go through the permitting process to add poles.**

VOTING: unanimous; motion carried.

4.11 Proposed Inter-Fund Loan Policy – C/T

Postponed.

4.12 Reject Offer of Dedication for the Whalen Building, 177-179 South Winooski Avenue – City Attorney

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the revised resolution to terminate the option and reject the offer of dedication for the Whalen Building, 177-179 South Winooski Avenue. VOTING: unanimous; motion carried.

4.13 Funds for Big Heavy World – Councilors Pine, Knodell

Postponed.

5.0 COMMUNICATION

5.01 May Financial Report – C/T

Postponed.

5.02 Debt Policy – C/T

Mayor Weinberger stated the city is planning further discussions with PFM and Moody's. There have been discussions with the school district. Feedback is needed on whether staff is going in the right direction with the debt policy. The policy will define how much borrowing the city will take on. There are targeted benchmarks. The total combined debt (school district and city) is greater than 4% of the ratio of total outstanding long term debt and future full value of the grand list (operating revenues). The information shows where the city is now, between now and 2028, and assumptions. Adjustment has been made as to how the TIF debt is calculated with the formula (the grand list is bigger with the TIF debt). Moody's will comment on this. The key ratio assuming adjustment for TIF debt and for VSD revenues is 4.0 by 2022 so both entities can move forward with borrowing that is projected.

Following discussion there was agreement a session will be scheduled prior to the next Board of Finance meeting on 8/27/18 to discuss the debt policy. Councilor Paul suggested finding out if Moody's agrees with the calculation before moving forward.

5.03 Mayor's Update on Regional Programs

Postponed.

6.0 ADJOURNMENT

It was noted the Board of Finance will meet on Wednesday, September 5, 2018, rather than September 10, 2018.

With no further business and without objection the meeting was adjourned at 6:13 PM.

RScty: MERiordan