Board of Finance - Monday, August 12, 2019 at 5:45 p.m.
Conference Room 12, City Hall
8/12/2019

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

August 12, 2019

DRAFT

MEMBERS PRESENT: Mayor Miro Weinberger

Council President Wright

Councilor Paul [arrived 6:18 PM]

Councilor Bushor

MEMBERS ABSENT: Councilor Pine

OTHERS PRESENT: Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Brian Lowe, Mayor's Office

Jordan Redell, Mayor's Office

Olivia LaVecchia, Mayor's Office

Chapin Spencer, DPW

Norm Baldwin, DPW

Jeff Padgett, DPW

Susan Molzon, DPW

Steve Roy, DPW

Matt Dow, DPW

Martha Keenan, DPW

Alex Button, DPW

Cindi Wight, Parks & Rec

Bill Ward, Code Enforcement

Adam Roof, city councilor

Josh Tyler, CSWD

Kelly Devine, BBA

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:51 PM on August 12, 2019.

1.01 Agenda

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

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 BOARD OF FINANCE APPROVAL

3.01 Lakeview Cemetery Fence Replacement – Parks & Rec

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve the following:

1. **Authorize the Parks & Rec Director to execute the contract with Middlebury Fence Company, LLC and any related documents needed to carry out the replacement of the fence at Lakeview Cemetery substantially consistent with the bid in the amount of $56,750.43 and subject to final contract approval by the City Attorney.**
2. **Approve and authorize the Parks & Rec Director to expend the contingency amount of $5,500 if needed for the successful completion of the project.**

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

3.02 Budget Neutral Amendment for Sludge Disposal Expense (GL 480-19-425-430.6500_130) - DPW

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve the budget neutral amendment to the FY19 Wastewater Budget increasing GL 480-19-425-430.6500_130 by $69,280 to a total of $880,280 and decreasing 12 other budget lines by a total of $69,280.

<u>DISCUSSION</u>:

- **The amount of the amendment was corrected to $69,280 as reflected in the motion.**
- **Councilor Bushor expressed concern about having enough money in the Wastewater Budget for repair and maintenance. Wastewater Facilities Manager, Matt Dow, said there is money in the line items. The money is being taken at the end of the fiscal year from funds not needed during the past year.**

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

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Participation Agreement with CSWD for Biosolids Management - DPW

MOTION by Council President Wright, SECOND by Councilor Bushor, to approve and recommend to City Council to authorize the DPW Director to execute a Participation Agreement with CSWD with the fee schedule as described in the CSWD contract with Casella Organics for biosolids disposal subject to final review and approval by the CAO and City Attorney, and approve a budget neutral amendment to increase G/L G/L 480-19-425-430.6500_130 (Sludge Disposal) by $65,000 to a total of $965,000.

<u>DISCUSSION</u>:

- **Councilor Bushor asked about money to get to Class A sludge. DPW Director Spencer explained the large capital improvements to change the way to manage biosolids. Josh Tyler, CSWD, said there is new technology coming online that will be investigated.**

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

4.02 Contract for Champlain Elementary Pedestrian Improvements Project - DPW

MOTION by Council President Wright, SECOND by Councilor Bushor, to approve and recommend to City Council to authorize of the DPW Director to execute a construction contract with Dirt Tech, LLC for $445,306 subject to City Attorney approval to complete the Champlain Elementary Pedestrian Improvements Project, and further, to authorize the use of an additional $44,694 in contingency funds (10%) for a total of $490,000 all of which is included in the amended FY20 budget. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

4.03 Contract Documents for Cured-in-Place Lining Portions of Force Main and Gravity Sewer - DPW

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council to authorize the DPW Director to execute a contract with Green Mountain Pipeline Services, LLC for cured-in-place pipe relining of force main and gravity sewer pipes for $255,268 with an additional authorization to amend the contract and expend contingency funds for an additional $20,000 if needed to complete the project contingent on the contract and any amendments thereto having prior approval by the City Attorney and CAO. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

4.04 Contract with Breadloaf Corp. for Trees and Grounds Facility - DPW

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council to authorize the DPW Director to sign a contract with Breadloaf Corporation for the stabilization of the existing Leddy Facility and construction of a new building adjacent to the existing building including a fuel depot station subject to approval by the City Attorney for a total contract amount of $755,000 plus a contingency of $75,500.

DISCUSSION:

- **Councilor Bushor commented the plan looks decent to address the need in a timely manner. Councilor Bushor asked about the building bays. DPW CIP Project Manager Keenan said the bays in the new building can accommodate the tree bucket truck.**

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

4.05 FY20 Work Plan to Implement Downtown Parking & Transportation Management Plan - DPW

DPW staff gave a brief overview of the partnership over the past three years to achieve improvements to parking, bus service, pedestrian access, signage, bike parking, and employee parking in the downtown. The plan extends the two pilot programs to see if it is viable for the DID to take over. The money is in the budget. The assessment to cover two hours of free parking is paid by the property owners downtown.

Councilor Bushor said the extension may be longer than a year to figure out the future of the DID and collect information from stakeholders and residents, but it is a good step and a good collaboration with the downtown business association. Signage should be posted to alert people when a parking garage is full. A map showing where on-street parking is located would be helpful. Also, people need to be educated on how to scan their parking ticket. Free holiday parking should be continued.

MOTION by Council President Wright, SECOND by Councilor Bushor, to approve and recommend to City Council to approve spending $300,720 from the FY20 Work Plan to implement the Downtown Parking and Transportation Management Plan. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

4.06 Amend PARCS Contract

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council to approve the amendment to the PARCS contract with T2 Systems to sign a contract amendment to allow DPW to migrate operating software from ParkingSoft to Flex PARCS to substantially improve the performance of the existing system for the public at no additional cost, and correct an error in the original resolution to accurately reflect ‘software’ as ‘service costs’. VOTING: unanimous; motion carried.

4.07 Increase Contingency for CY2019 Sidewalk Program Contract - DPW

MOTION by Councilor Paul, SECOND by Council President Wright, to approve and recommend to City Council to add $54,000 from the FY20 CIP budget to the contingency fund for the CY2019 Sidewalk Program and authorize

the DPW Director to execute amendments to the contract with S.D. Ireland Brothers Corp up to a maximum amount of $1,360,000 including contingency subject to approval by the City Attorney VOTING: unanimous; motion carried.

4.08 Easements with Vermont Gas Systems, Inc. and George Parcel, 25-28 Convent Square – DPW

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council to authorize the Mayor or designee to accept easements in substantial conformity with the easements for both the George parcel and Vermont Gas Systems, Inc. parcel thereby allowing DPW to access and conduct necessary outfall repairs subject to approval by the City Attorney.

DISCUSSION:

- **Councilor Bushor asked why the Vermont Gas Systems easement is temporary. City Attorney Blackwood said a new easement is needed to facilitate the updates.**

VOTING: unanimous; motion carried.

4.09 Shelburne Street Roundabout Project Update and Necessity Hearing – DPW

DPW Director Spencer said TEUC gave a recommendation so the matter does not need Board of Finance action and can go straight to City Council. Councilor Paul stressed the roundabout is critically important because it straddles Wards 5 & 6 and is the gateway to the city in that direction. Enough time should be given on the City Council agenda for thorough deliberation. Council President Wright noted a presentation is included on the Deliberative Agenda.

4.10 Public Records and Record Retention Coordinator – City Attorney, HR

MOTION by Councilor Paul, SECOND by Council President Wright, to approve and recommend to City Council to approve the creation of a Limited Service, full time, non-exempt, non-union, Grade 15 Public Records and Record Retention Coordinator position within the City Attorney's Office. VOTING: unanimous; motion carried.

5.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:27 PM.

RScty: MERiordan