



Board of Finance 8/10/2015

MINUTES SUBJECT TO CORRECTION BY BURLINGTON BOARD OF FINANCE. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE BOARD.

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

August 10, 2015

APPROVED – 8/31/15

MEMBERS PRESENT: Mayor Miro Weinberger

Jane Knodell

Karen Paul [via teleconference]

Sharon Bushor

OTHERS PRESENT: Adam Roof (arrived 5:15 PM), City Councilor

Bob Rusten, CAO

Rich Goodwin, Assistant CAO

Gene Richards, Director of Aviation, Burlington Airport

Nicholas Longo, Director of Planning, Burlington Airport

Seth Lasker, Burlington Fire

Lise Veronneau, Burlington Police

Laura Wheelock, Public Works Engineering

Susan Leonard, HR Director

1.0 CALL TO ORDER and AGENDA



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Mayor Weinberger called the meeting of the Board of Finance to order at 5:02 PM.

1.01 Agenda

MOTION Sharon Bushor, SECOND by Jane Knodell, to approve the agenda as presented. VOTING by roll call: Weinberger-aye, Knodell-aye, Bushor-aye, Paul-aye (unanimous); motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 APPROVAL/RECOMMENDATION TO CITY COUNCIL

3.01 Authorize Creation of Fire Alarm Technician-Master Electrician Position

MOTION by Sharon Bushor, SECOND by Jane Knodell, to approve and recommend to City Council for approval the creation of a Fire Alarm Technician-Master Electrician position.

VOTING by roll call: Weinberger-aye, Knodell-aye, Bushor-aye, Paul-aye (unanimous); motion carried.

3.02 Authorize Entering into Agreement for Employee Life Insurance

MOTION by Karen Paul, SECOND by Jane Knodell, to approve and recommend to City Council for approval entering into agreement for employee life insurance.

VOTING by roll call: Weinberger-aye, Knodell-aye, Bushor-aye, Paul-aye (unanimous); motion carried.

3.03 Authorize Contracts for Municipal Parking Garage Repair

Sharon Bushor asked about the following:

- Having the elevator work done by December 31, 2015 seems to be a less than desirable time with the holiday season
- Laura Wheelock stated the order time for the cars is 8-10 weeks. The contractor must maintain service of one car at all times. There will be no visible intrusion to the public and minimal impact by the work.
- Proposals scored on qualification of the firm with experience (10%) and cost (30%) - Laura Wheelock said the proposal is for the resident engineer inspection service. The struggle has been well qualified firms putting out less qualified applicants so the firm receives 10% and the person doing the work receives 15%.
- At what point the city considers bonding - Bob Rusten said as much work as possible will be done in terms of the garage. In terms of bonds, the capital needs of the city and whether there are other options to secure funds faster than a bond vote will be considered.



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Doing two phases over several years potentially adding to the cost - Bob Rusten explained the intent is to do the work as quickly as possible without disrupting daily operations and to triage pieces to minimize impact on the Marketplace and so repairs on College Street do not get ruined. Mayor Weinberger said the hope is the parking system pays for itself or turns a profit, and that parking garage repairs do not have to go into General Fund bonding. There are some elements not yet set with the garage, such as redesign of the mall. Financing via a line of credit paid by garage assets is a reasonable approach in the short term. The approval is for the expense budget to support the project and authorize the contract with a firm for services. Staff will return with the remainder of the construction contract and design of the Phase 2 repairs. The contract of \$79,500 plus contingency with Dubois & King and \$15,000 from BPW does not need City Council approval, but is part of the overall budget of \$985,000 that must be approved by City Council.

MOTION by Sharon Bushor, SECOND by Karen Paul, to approve and recommend to City Council for approval the contract with Dubois & King which is less than \$100,000 and does not need to go to City Council.

DISCUSSION: It was clarified that the action is to approve the resolution that authorizes the execution of the contract with Structural Preservation Systems, Dubois & King, Boyle & Tanner Associates, and contingency funds to complete the municipal parking garage repairs, Phase 1, and also to approve the contract with Dubois & King for residential engineer work. The first part is approval of the resolution and recommendation to City Council for approval. The second part is approval of the contract by the Board of Finance. Each have contingencies as explained in the memo.

VOTING by roll call: Weinberger-aye, Knodell-aye, Bushor-aye, Paul-aye (unanimous); motion carried.

3.04 Authorize Contract Amendment for Janitorial Services-Airport

MOTION by Jane Knodell, SECOND by Karen Paul, to approve and recommend to City Council for approval the contract amendment for janitorial services-Airport.

VOTING by roll call: Weinberger-aye, Knodell-aye, Bushor-aye, Paul-aye (unanimous); motion carried.

5.0 ADJOURNMENT

With no further business before the Board of Finance and without objection the meeting was adjourned at 5:20 PM.

RScty: MERiordan