



Board of Finance Meeting, Monday, August 9, 2021, 4:30 pm **In-Person at Bushor Conference Room, Room 102, 1st Floor, City Hall **

8/9/2021

BURLINGTON CITY COUNCIL MEETING REMOTE MEETING WITH CALL-IN NUMBER BURLINGTON, VERMONT MINUTES OF MEETING DRAFT Monday, August 9, 2021 MEMBERS PRESENT: Miro Weinberger Max Tracy Karen Paul Ali Dieng Zoraya Hightower (not present) Others: Katherine Schad Rich Goodwin Jordan Redell Justin St James Amy Bovee Brian Pine Chapin Spencer Cindi Wight Kara Alnasrawi Kelly Divine Larry Lackey Laura Wheelock Lynn Regan Marie Friedman Mark Barlow Martha Keenan Nick Longo Perri Freeman Sarah Carpenter Shelby Lozier Steve Locke Tony Berry

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

Action (Consent), Minutes: 3.02 June 28, 2021 Draft Minutes
Resolution: approve the minutes

motion to adopt the consent agenda and take the actions indicated

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



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4. Presentation Regarding South End Construction Coordination Plan - DPW

Information, Presentation: 4.01 Presentation Regarding South End Construction Coordination Plan - DPW

5. For Approval and Recommendation to City Council

Action: 5.01 Reclassification of One (1) and Creation of Four (4) New CEDO Positions - CEDO/HR

To recommend that City Council approve the:

- ☐ Reclassification of the Office Assistant II – Community Engagement, a Limited Service, Full-time, Non-Exempt, Non-union, Grade 12, position to Office Assistant II – Community Engagement, a Regular, Full-time, Non-Exempt, AFSCME, Grade 12, position.
- ☐ Creation of the Grants and Finance Coordinator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 position.
- ☐ Creation of the Community Outreach Coordinator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14 position.
- ☐ Creation of the Communications and Outreach Coordinator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 position.
- ☐ Creation of the Community Mediation Coordinator, a Limited Service, Part-time, Non-Exempt, Non-Union, Grade 15 position.

Motion by Max Tracy, second by Ali Dieng.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.02 Creation of one role and reclassification of four Clerk/Treasurer positions - CT/HR

To recommend that City Council approve the:

- The creation of an Associate City Clerk, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16, position in the Clerk/Treasurer Office.
- Reclassification of the Accounts Receivable & Receipts Specialist, a Regular, Full-time, Non-exempt, AFSCME, Grade 15 position to Accounts Receivable & Receipts Specialist, a Regular, Full-time, Non-exempt, AFSCME, Grade 17 position in the Clerk/Treasurer Office. Please note this request also includes Retroactive pay of approximately \$170 due to being effective July 12, 2021.
- Reclassification of the Accounting Control and Analysis Manager, a Regular, Full-Time, Exempt, Non-Union, Grade 20 position to Accounting Control and Analysis Manager, a Regular, Full-Time, Exempt, Non-Union, Grade 21 role in the Clerk/Treasurer Office.
- Reclassification of the Payroll Manager, a Regular, Full-Time, Exempt, Non-Union, Grade 20 position to Payroll and Compliance Manager, a Regular, Full-Time, Exempt, Non-Union, Grade 21 role in the Clerk/Treasurer Office.
- Reclassification of the Payroll Administrator II, a Regular, Full-Time, Non-Exempt, AFSCME,



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Grade 17 role to Senior Payroll and Retirement Administrator, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 18 role in the Clerk/Treasurer Office. Please note this request also includes Retroactive pay of approximately \$4,283.24 due to being effective July 01, 2020.

Motion by Ali Dieng, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.03 Church Street Marketplace Position Creations And Reclassification - CSM/HR
to recommend that the City Council approve the attached resolution

Motion by Max Tracy, second by Ali Dieng.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.04 Sublease of Space at CORE, 20 Allen Street - BPRW
to approve and recommend the subletting of certain identified space in the Old North End Community Center to Very Merry Theatre to utilize rehearsal, performance and storage space on the terms provided in and substantially in conformance with the attached sublease and to authorize Mayor Miro Weinberger to execute the sublease and any related documents needed to carry out the sublease agreement, subject to the review of the City Attorney's Office

Motion by Max Tracy, second by Ali Dieng.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.05 Authorization for Contract with Avenu Insights and Analytics for a Land Records Management System - CT
to approve and recommend that the City Council authorize the Chief Administrative Officer to execute a contract, in substantial conformance with the bid, with Avenu Insights and Analytics, subject to review by the City Attorney's Office

Motion by Max Tracy, second by Ali Dieng.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger



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Action: 5.06 Melanson Audit Contract Extension - CT

to approve and recommend that City Council authorize the Chief Administrative Officer, Katherine Schad, or designee, to execute a contract with Melanson to provide audit and advisory services for the fiscal year ending June 30, 2022 in the amount of \$246,479 and the option to renew for two additional years, subject to review of the City Attorney's Office

Motion by Ali Dieng, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.07 Request to Approve and Sign Contracts for Construction and Architectural Services for Improvements to the Airport Terminal within the National Weather Service Leased Area - Airport

1. To authorize the Director of Aviation to execute a contract with Engelberth Construction in the amount of up to \$1,040,370.00, with a 15% contingency of \$156,055.50, totaling up to \$1,196,425.50, for building construction upgrades to the National Weather Service Leased Area in the Burlington International Airport Terminal, subject to review and approval of the City Attorney's Office.

2. To authorize the Director of Aviation to execute a contract with Freeman French and Freeman Architects in the amount of up to \$65,850.00 with a 15% contingency of \$9,877.50, totaling up to \$75,727.50, for design, bidding and construction inspection services for the building construction upgrades to the National Weather Service Leased Area in the Burlington International Airport Terminal, subject to review and approval of the City Attorney's Office.

Motion by Ali Dieng, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.08 Acceptance of Grant - Fire

to approve and recommend that the City Council approve and authorize Chief Locke to accept a FEMA Assistance to Firefighters Grant in the amount of \$203,636.36 for the purpose of providing paramedic certification with the additional use of 10% match (\$20,363.64) from the Fire Department general fund budget, bringing the total to \$224,000.00, as outlined in Chief Locke's memo dated, August 3, 2021, subject to the review and approval of the City Attorney's Office



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Motion by Ali Dieng, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.09 FY 22 Budget Motorola Portable Radios - Police

to approve a Fiscal Year 2022 Capital expenditure totaling \$107,484.50 with \$97,484.50 from FY 22 Capital budget, account number 809-19-700.9500_800 and \$10,000 from Police General budget; And to authorize the Acting Chief of Police to purchase twenty five (25) portable radios from Motorola through approved fulfillment partner Burlington Communications for \$107,484.50, and to execute any necessary documents, subject to final approval by the City Attorney

Motion by Karen Paul, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.10 Amended Construction Phase Loan Applications and Construction Contract for Distribution and Collection System Improvements - DPW Water Resources Division

to approve and recommend that the City Council authorize execution of a contract with Granite Inliner for a value of \$6,744,196 as well as to authorize contingency funding of an additional \$736,935.13 for a maximum limiting amount of \$7,481,131.13 and to authorize the Director of Chapin Spencer to execute such a contract and any necessary related change orders and amendments, subject to the prior review and approval of the City Attorney

Motion by Max Tracy, second by Ali Dieng.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.11 Authorization For \$1,571,022 Construction Loan From Vermont Drinking Water State Revolving Fund For Upgrade Of Distribution System - DPW Water Resources Division

to recommend that the City Council approve the attached resolution

Motion by Max Tracy, second by Ali Dieng.

Final Resolution: Motion Passes



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Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.12 Supplemental Resolution No. 5 - DPW Water Resources Division
to recommend that the City Council approve the attached resolution

Motion by Max Tracy, second by Ali Dieng.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.13 Authorization For \$3,336,189 Amended Loan From Vermont Clean Water State Revolving Fund For The Upgrade Of The Wastewater Collection System - DPW Water Resources Division
to recommend that the City Council approve the attached resolution

Motion by Max Tracy, second by Ali Dieng.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.14 Seeking authorization for the Director of Public Works to execute a Finance and Maintenance Agreement with the Vermont Agency of Transportation in support of the Passenger Rail Project - DPW
to approve and recommend that the City Council authorize the Director of Public Works to execute an agreement in substantial conformity with the attached finance and maintenance agreement with the Vermont Agency of Transportation for the Bike Path Relocation/Passenger Rail Project within the rail right of way corridor of LaValley Lane, subject to final review and approval by the City Attorney's Office

Motion by Ali Dieng, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger



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Action: 5.15 Seeking City Council authorization for the Director of Public Works to execute Three Easement Agreements with the Vermont Agency of Transportation, Vermont Rail System, in support of the Passenger Rail Project - DPW

1. To approve and recommend that the City Council authorize the Mayor of the City of Burlington to execute an Easement Agreement, in substantial conformance with the attached easement, from the City of Burlington granting the State of Vermont rights through portions of the City-owned parcels of 53 Lavalley Lane and 1 Maple Street to facilitate the realignment of Lavalley Lane, subject to the final review and approval by the City Attorney's Office.
2. To approve and recommend that the City Council accept and authorize the Mayor of the City of Burlington to execute an Easement Agreement, in substantial conformance with the attached easement, from the State of Vermont granting the City of Burlington rights through a portion of the Stateowned parcel of 101 Lavalley Lane, which supersedes any previous easement rights granted to the City on this parcel, in order to facilitate the realignment of Lavalley Lane, subject to the final review and approval by the City Attorney's Office.
3. To approve and recommend that the City Council authorize the Mayor of the City of Burlington to execute an Easement Agreement, in substantial conformance with the attached easements, from the City of Burlington granting the State of Vermont rights through a portion of the City-owned parcel of 53 Lavalley Lane to provide permanent and temporary easement rights to develop and maintain shore power in support of Passenger Rail Overnighting in the railyard, subject to the final review and approval by the City Attorney's Office.

Motion by Max Tracy, second by Ali Dieng.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.16 Authorization To Resolve Litigation, Execute First Amendment To Amended And Restated Development Agreement With BTC Mall Associates, And Execute Agreement For Easements With 100 Bank LLC - Office of Planning to recommend that the City Council approve the attached resolution

Motion by Karen Paul, second by Ali Dieng.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.17 First Amendment to the Ground Lease between Burlington Harbor Marina and City of Burlington - CEDO to recommend that City Council authorize the Mayor to execute the attached First Amendment to the Ground Lease between Burlington Harbor Marina, LLC, and the City of Burlington, subject to the prior review and approval of the City Attorney

Motion by Ali Dieng, second by Max Tracy.

Final Resolution: Motion Passes

Aye: Ali Dieng, Max Tracy, Miro Weinberger



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Recuse : Karen Paul

Action: 5.18 Burlington Town Center aka CityPlace Burlington Third Extension (one month) of Project Management Services Contract - Jeffry D. Glassberg - Renaissance Development Company - CEDO
to approve and recommend the City Council approve, the one month contract extension (retroactively) for Jeffry D. Glassberg – Renaissance Development Company who provided project management services to the City, in connection with Burlington Town Center, aka CityPlace Burlington, for an amount up to \$8,837.50, for the term July 1, 2021 to July 31, 2021, and up to a cumulative, maximum limiting amount of \$246,837.50

Motion by Max Tracy, second by Ali Dieng.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger

Action: 5.19 Use of Council Initiative Funds for Downtown Safety Escort Program - Councilor Barlow
to approve and recommend approval to the City Council the proposal to use \$2,400.00 of the budgeted City Council Initiative funds for four weeks of Safety Ambassadors through the Downtown Safety Escort Program

Motion by Max Tracy, second by Ali Dieng.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger

6. Adjournment

Action, Procedural: 6.01 Motion to adjourn
motion to adjourn at 6:11 PM

Motion by Karen Paul, second by Karen Paul.

Final Resolution: Motion Passes

Aye: Ali Dieng, Karen Paul, Max Tracy, Miro Weinberger



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