Board of Finance - Monday, July 16, 2018 at 5:00 p.m. Conference Room 12, City Hall
7/16/2018

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

July 16, 2018

APPROVED – 8/13/18

MEMBERS PRESENT: Mayor Weinberger

Kurt Wright

Sharon Bushor

Karen Paul

Jane Knodell [arrived 5:08 PM]

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Jordan Redell, Mayor's Office

Linda Murphy, Mayor's Office

Richard Haesler, Assistant City Attorney

Stephanie Reed, HR

Chapin Spencer, DPW

Norm Baldwin, DPW

Martha Keenan, DPW

Laura Wheelock, DPW

Neale Lunderville, CEDO

Kirsten Merriman Shapiro, CEDO

Rachael Jolly, CEDO

Paul Plunkett, Hickok Boardman

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 5:03 PM on July 16, 2018.

1.01 Agenda

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

2.0 PUBLIC FORUM

None.

3.0 MINUTES

3.01 June 18, 2018

3.02 June 25, 2018

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve the minutes of June 18, 2018 and June 25, 2018 as presented. VOTING: unanimous [Councilor Knodell not present for vote]; motion carried.

4.0 BOARD OF FINANCE APPROVAL

4.01 Contract with Deep Root Green Infrastructure, LLC – DPW

MOTION by Councilor Bushor, SECOND by Councilor Paul, to authorize the DPW Director to execute a contract for the purchase of Silva cells from Deep Root Green Infrastructure, LLC in the amount of $86,555.67 with additional authorization to execute any contract amendments up to the contingency limit of $5,000 as necessary for the purchase of materials which are part of the Great Streets St. Paul Street Improvement Project.

DISCUSSION:

- **Staff explained the contract is needed now because the lead time for the material is long.**

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

5.0 APPROVE AND RECOMMEND TO CITY COUNCIL

5.01 Property & Casualty Insurance Renewal for FY19 – C/T

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

approval authorization of the CAO to renew and execute the city's FY19 property and casualty liability insurance contracts as presented for a total premium of $1,198,268.

DISCUSSION:

- **CAO Anderson noted the add for cyber liability coverage.**

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

5.02 Workers Compensation Contract with Traveler's Insurance Company - HR

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval the workers compensation contract with Traveler's Insurance Company.

DISCUSSION:

- **Councilor Bushor asked about payments. Paul Plunkett with Hickok Boardman explained there are existing workers compensation claims. The payments are from all years.**

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

5.03 HUD Development Continuum of Care Grant Agreement - CEDO

MOTION by Councilor Wright, SECOND by Councilor Knodell, to approve and recommend to City Council for approval authorization of the CEDO Acting Director to execute the U.S. Department of Housing and Urban Development (HUD) Continuum of Care Grant Agreement and all documents necessary to accept the funding of $33,389 from HUD subject to review and approval by the City Attorney. VOTING: unanimous; motion carried.

5.04 Department of Corrections Grant Amendment: "Safer Communities" - CEDO

There was discussion of the budget cut of 5% to the Agency of Human Services budget and 18% cut in the grant to Burlington. Councilor Bushor said the Agency of Human Services needs to be made aware of what the program does. Rachael Jolly said the Agency did not have the information needed before the cuts were made. Interim CEDO Director Lunderville's intervention was helpful in getting the carryover for the city. Mayor Weinberger said the city can deal with the cut this year and will work with the Agency for funding in future years.

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Council for approval to accept Grant #03520-1363 in the amount of $300,000 for FY19 and to authorize the Mayor to sign the grant amendment and all other documents necessary to implement the grant subject to review and approval by the City Attorney. VOTING: unanimous; motion carried.

5.05 Contract with Daniels Construction for Winooski Bridge Railing Repair - DPW

MOTION by Councilor Wright, SECOND by Councilor Knodell, to approve and recommend to City Council for approval authorization for the DPW Director to co-execute a construction contract in partnership with the City of Winooski with Daniels Construction in the amount of $294,250 for the Winooski Bridge Railing Repair Project, and authorize the use of an additional $38,974.72 in contingency funds to increase the authorized amount for the project if needed, and further, to recommend that City Council use VTrans Grant #BC1747 in the amount of $175,000 to be paid upfront by the City of Burlington and reimbursed by VTrans, and $17,500 local match and an additional $20,000 from CIP totaling $175,000 in reimbursable expenses and $37,500 in un-reimbursable expenses from CIP for a total budget of $212,500. VOTING: unanimous; motion carried.

5.06 Amend CY17 Sidewalk & Curb Reconstruction Contract and Project Budget - DPW

Laura Wheelock explained to meet the existing goal of linear feet of sidewalk the request is to continue the contract with S.D. Ireland to add one mile of sidewalk and 500′ linear feet of curb. S.D. Ireland can fit the work into their schedule.

MOTION by Councilor Knodell, SECOND by Councilor Wright, to approve and recommend to City Council for approval authorization of the DPW Director or designee to use FY19 capital funds to extend the S.D. Ireland Brothers Corporation current Calendar Year 17 Sidewalk & Curb Reconstruction Contract using the CY17 unit pricing in the amount of $425,000 and to use these funds to help start the CY18 Sidewalk & Curb Reconstruction Project, and further, to authorize the DPW Director or designee to execute a contract amendment with Staff Sterling Management, LLC for up to an additional $25,000 for the CY17 Sidewalk & Curb Reconstruction RE Service as part of the start of the CY18 Sidewalk & Curb Reconstruction Project. VOTING: unanimous; motion carried.

5.07 Contract for Municipal Project Management Services, Champlain Parkway – DPW

DPW Assistant Director Baldwin reported the state said it is critical for the Champlain Parkway project to be advanced in a timely manner or the project could fall down on the state's priority list. The city's obligation with the contract is 2%. The city is assuming costs upfront.

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Council for approval the authorization of the DPW Director or designee to execute a contract with Dubois & King for municipal project management services for the Champlain Parkway Project in an amount not to exceed $197,485 subject to prior review and approval by the City Attorney. VOTING: unanimous; motion carried.

5.08 Reorganization of Engineering Workgroup – DPW, HR

DPW Assistant Director Baldwin explained the reorganization to move a temporary position to full time and to add two new positions.

Councilor Knodell asked if the engineering workgroup is all engineers. DPW Assistant Director Baldwin said there are also Water Resource people in the group. DPW Director Spencer said there is an engineering workgroup in Water Resources with one full time position and one limited service position and consultant assistance.

MOTION by Councilor Bushor, SECOND by Councilor Knodell, to approve and recommend to City Council for approval to reclassify two Engineering Technician positions to Associate Public Works Engineers, one as a regular, full time, non-union, exempt, Grade 17 position, and one as a limited service, full time, non-union, exempt, Grade 17 position, and to reclassify the Associate Public Works Project Coordinator as a limited service, full time, non-union, exempt, Grade 17 position, and reassign supervisory responsibilities for the Excavation Inspector from City Engineer to Senior Public Works Engineer. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

5.09 Proposed Reimbursement Resolutions for Capital Expenditures, School Capital Improvements Bonds – C/T

CAO Anderson said approving the resolutions will allow the school district to begin spending the money.

MOTION by Councilor Wright, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the resolution related to the general obligation bonds not to exceed $5 million for capital improvements for the reasons stated in the resolution and the memo from Thomas Melloni, Esq., dated July 16, 2018. VOTING: unanimous [Councilor Paul not present for vote]; motion carried.

6.0 ADJOURNMENT

Agenda items for discussion at upcoming meetings:

- Lack of funding for domestic violence issues and senior centers
- Uses of the unassigned fund balance
- Debt policy
- Possibly changing the budget process

With no further business and without objection the meeting was adjourned at 5:43 PM.

RScty: MERiordan