Board of Finance Meeting, Monday, July 12, 2021, 5:30 pm **In-Person at Bushor Conference Room, Room 102, 1st Floor, City Hall **
7/12/2021

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BURLINGTON BOARD OF FINANCE

BUSHOR CONF. ROOM, 1ST FLOOR, CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

July 12, 2021

MEMBERS PRESENT: Max Tracy

Karen Paul

Ali Dieng

Zoraya Hightower

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Megan Moir

Chapin Spencer

Justin St. James

Jordan Redell

Mark Barlow

Perri Freeman

Jessica Lavalette

Ashley Walenty

Lee Perry

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger the Board of Finance meeting to order at 5:35 PM.

1.
   i. Motion to amend/adopt agenda

MOTION by Councilor Paul, SECOND by Councilor Dieng, to adopt the agenda.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

None at this time.

3.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

3.01 Approval of Water Resources Assistance Program Policies for Water Resources Rebates and the Temporary Waiver of Water and Wastewater Fixed Meter Charge for Low-Income and Senior, and Non-Profit Affordable and Senior Housing Customers - DPW Water Resources Division

Assistant Director Moir said that DPW is seeking approval for a set of policies that would add affordability components to the rate restructuring proposal previously approved by the Board of Finance and City Council. They outlined the proposed additional policies, which include an affordability measure through the temporary waiver of the fixed meter charge which would apply to rate payers with economic hardships, senior rate payers, and non-profits related to affordable housing. They also noted measures to keep water usage down, such as funding toward flow fixtures, as well as initial assistance for filming sewer laterals to determine current conditions. They noted the waiver does not apply to renters yet. They also noted that waiver eligibility could be retroactively applied back to July 1.

Councilor Dieng asked about the types of programs that would make a person eligible for these policies, such as SSI or SSDI. Assistant Director Moir replied that they purposely left the list of programs out of the policy to give the policy flexibility for broad eligibility, and that eligibility is generally determined by income matching.

Megan noted that there are some pending questions from the City Attorney's Office. They also noted that they are working to ensure that the application form is uploaded onto the website for easier access. They said that if someone applies for the waiver anytime up until December 31st, they can obtain retroactive eligibility back to July 1st.

MOTION by Councilor Paul, SECOND by Councilor Hightower, to approve and recommend that the City Council approve the attached two policies to facilitate the Water Resources Assistance Program: 1) Policy for Temporary Waiver of Water and Wastewater Fixed Meter Charge for Low-Income and Senior, and Non-Profit Affordable and Senior Housing Customers; and 2) Water Resources Rebate Policy.

VOTING: unanimous; motion carries.

3.02 Authorization to execute a construction contract and annual software licensing agreements for a Continuous Monitoring Adaptive (CMAC) Valve System with OptiRTC, Inc. - DPW Water Resources Division

Assistant Director Moir provided an overview of the valve system, noting that these valves on stormwater ponds would be controlled by computer rather than be a static system. They also noted that the valve system would be able to make real time decisions based on forecasting and have the ability to adjust capacity based on that. They noted that the cost of this valve system is much less than that of a larger construction project.

City Council President Tracy asked if there have been failures of these systems in communities that have already installed them, and what kind of support is offered should the system fail. Assistant Director Moir replied that this would further restrict existing orifices and would not cause any damage. They added that the valves may not perform as well as they could have, but even if they underperform at certain points, they will not have negative impacts, noting that they are not changing the outlet structure itself. They noted that South Burlington has one system in place with these types of valves and have not yet had issues with it.

Councilor Paul noted that there was only one bidder and asked whether this requires the signoff of the Chief Administrative Officer, per City policy. Assistant Director Moir replied that this requires sign-off because the bidder had submitted a bid some time ago, that the process was put on pause, and that there was a significant amount of time between bid receipt and selection of the apparently successful bidder. They noted that this is a situation where there was a sole bidder, not a sole source.

MOTION by Councilor Paul, SECOND by Councilor Dieng, 1. To approve and recommend the City Council authorize Chapin Spencer, the Director of Public Works, to execute a construction contract with OptiRTC, Inc. for the installation of a valve at Englesby Brook Pond, in an amount up to $98,0000, subject to the prior review and approval of the City Attorney's Office; and 2. To approve and recommend the City Council authorize Chapin Spencer, the Director of Public Works, to execute a software licensing agreement with OptiRTC, Inc. to support the installation and operation of the valve at Englesby Brook Pond for up to five years, in an amount up to a total of

$66,000 over five years, at $13,200 per year, subject to the prior review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

3.03 Authorization to Amend the Main Services Agreement with VHB for Stormwater Engineering Services to $500,000 - DPW Water Resources Division

MOTION by Councilor Hightower, SECOND by City Council President Tracy, to 1. To approve and recommend that the City Council authorize the Director of Public Works to execute a second amendment to the Master Services Agreement with Vanasse Hangen Brustlin, Inc. ("VHB") to increase the maximum limiting amount by $127,780 to a new total of $500,000, subject to the final review and approval of the City Attorney's Office; and 2. To approve and recommend that the City Council authorize the Director of Public Works to execute and amend individual Work Assignment Contracts, which in total shall not exceed the maximum limiting amount established in the Master On-Call Agreement, to complete work authorized by the Master On-Call Agreement, subject to prior review and approval by the Chief Administrative Officer and the City Attorney's Office.

VOTING: unanimous; motion carries.

3.04 Construction Engineering Amendment for the Flynn-Fletcher Pump Station Improvements Project - DPW Water Resources Division

MOTION by Councilor Paul, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize the Director of the Department of Public Works to execute an amendment to the Engineering Service Agreement with Hoyle, Tanner & Associates, Inc. for additional design work on the Fletcher Place pump station, increasing the maximum limiting amount by $13,633 to a new total of $178,483, subject to the final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

3.05 Renewal of Main On-Call Contract for Financial Advisor Services with Raftelis Financial Consultants - DPW Water Resources Division

Assistant Director Moir noted that the City can renew this contract for up to two additional two-year terms, and that they have been satisfied with Raftelis to date.

MOTION by Councilor Hightower, SECOND by Councilor Dieng, 1. To approve and recommend that the City Council authorize the Director of Public Works to renew the Master On-Call Agreement with Raftelis Financial Consultants for on-call financial consulting services for the Water Division, for an additional two-year term, with a maximum limiting amount of $150,000 per fiscal year during the additional term, for a new total of $300,000 overall, subject to prior review and approval by the City Attorney's Office; and 2. To approve and recommend that the City Council authorize the Director of Public Works to execute individual Work Assignment Contracts, which in total shall not exceed the maximum limiting amount established in the renewal of the Master On-Call Agreement—to complete work identified in the Master On-Call Agreement, subject to prior review and approval by the Chief Administrative Officer and the City Attorney's Office.

VOTING: unanimous; motion carries.

3.06 FY22 Fleet Replacement Schedule - Fleet Committee

Mayor Weinberger noted that will be purchasing 35 pieces of equipment for a total of $2.6 million. He noted that this has also gone to the TEUC and gotten its support. He said that the team has worked on this and has pushed hard for it as an investment, in order to accelerate move from fossil fuel to more electric vehicles.

Councilor Paul asked from whom these vehicles are being purchased. Division Director Perry replied that there is not a specific list, but some of the vendors include Ford, Dodge, and Chevy. Councilor Paul said she would recuse herself from voting on this item, as she may have a conflict of interest.

MOTION by Councilor Hightower, SECOND by City Council President Tracy, to approve and recommend that the City Council authorize the Director of the Department of Public Works, to purchase 35 pieces of equipment, for a total value of up to $2,620,314, with lease financing determined by the Clerk/Treasurer's Office at a rate not to exceed 4%, for terms of 5 or 7 years, subject to review and approval by the City Attorney's Office.

VOTING: 4-0; motion carries (Councilor Paul recused).

3.07 Fiscal Year 2022 Equipment Master Lease approval - C/T Office

MOTION by City Council President Tracy, SECOND by Councilor Dieng, to approve and recommend that City Council authorize Katherine Schad, Chief Administrative Officer, or designee to execute a Tax-Exempt Lease Purchase with Key Government Finance for the amount of $3,089,590 with an annual payment of $509,603 to be

paid out of the General Fund Capital Budget, Water Resources, and Traffic Budgets within the approved Fiscal Year 2022 Budgets subject to review by the City Attorney's Office.

VOTING: 4-0; motion carries (Councilor Paul recused).

4.0 ADJOURNMENT

4.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:20 PM.

RScty: AACoonradt