



Board of Finance Meeting - Monday, June 22, 2020, 5:00 pm - 6:00 pm. Please click the link below to join the webinar:
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BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

June 22, 2020

MEMBERS PRESENT: Mayor Weinberger

Council President Tracy

Councilor Paul

Councilor Pine

Councilor Dieng

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Olivia LaVecchia

Eileen Blackwood

Sarah Carpenter

Chapin Spencer

Mary Danko

Luke McGowan

Jenna Olson

Jon Murad

Tyeastia Green

Kara Alnasrawi



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1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:05 PM.

1.
 - i. Motion to amend/adopt agenda

MOTION by Councilor Paul, SECOND by City Council President Tracy, to amend and adopt the agenda as written.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

None at this time.

3.0 BOARD OF FINANCE APPROVAL ONLY

3.01 Authorization to Execute Contract with Wind River Environmental, LLC for Catch Basin Cleaning Services - DPW - Water Resources

MOTION by Councilor Paul, SECOND by Councilor Dieng, to approve and authorize Chapin Spencer, Director of Public Works, to execute a contract with Wind River Environmental, LLC with a maximum limiting amount of \$68,975.00 for catch basin cleaning services in Fiscal Year 2021.

DISCUSSION:

- City Council President Tracy asked how the scope of work in this contract intersects with current ongoing catch basin cleaning. Program Manager Olson replied that the contractor will be a force multiplier for catch basin cleaning, since DPW does not have the bandwidth to handle all catch basin cleaning. She also cited the number and intensity of storms as a factor in hiring a contractor to help backstop DPW.

VOTING: unanimous (Councilor Pine was not present for vote); motion carries.

3.02 Contract for Polaris, Integrated Library System, FY21 – Library

Library Director Danko provided an overview of the integrated library system, noting that it will manage both collections



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and patron activities. She noted that the library had wanted an entirely new system, but that prices and a high migration fee postponed that activity for another year. Councilor Dieng asked if the system can be used in an annex building outside of the library and Ms. Danko replied that yes, the current system does support branches with checking out books and signing up for library cards.

MOTION by Councilor Dieng, SECOND by Councilor Paul, to approve the execution of a one year contract renewal with Innovative Interfaces, Inc. (Polaris ILS Software), for Polaris integrated library services, in the amount of \$ 29,787.68, and to approve Mary Danko, Director of the Fletcher Free Library, to execute the contract and any related documents needed to carry out the agreement , subject to final contract approval by the City Attorney's Office; to further approve the contingency amount of \$2,000.00, and authorize its expenditure by Mary Danko, Director of the Fletcher Free Library, for additional support services or additional services if needed.

VOTING: unanimous (Councilor Pine was not present for vote); motion carries.

3.03 Burlington Town Center aka CityPlace Burlington Second Extension of Project Management Services Contract - Jeffry D. Glassberg - Renaissance Development Company – CEDO

Mayor Weinberger provided an update prior to discussion and voting on this item. He noted that this would be a second extension, which would carry the City through Fiscal Year 2021, adding that this contract has allowed Mr. Glassberg to represent the City in negotiations with Brookfield.

City Council President Tracy noted that Mr. Glassberg's expertise has helped the City be in a stronger negotiating position, and that a switch to different personnel would represent a substantial amount of time lost. He further noted that the City should continue using Mr. Glassberg's expertise, which should continue to be paid for by Brookfield.

Councilor Dieng asked if there had ever been a Request for Proposals (RFP) for the scope of work associated with this contract. Mayor Weinberger replied that there had previously been a technical team handling this work, and that there had been a competitive process around securing those services. He added that the work has since migrated in house at CEDO and then back out to external professional expertise with the hiring of Mr. Glassberg, and that there has not to date been an RFP for these services.

Councilor Dieng asked if this current scope of work includes Mr. Glassberg's project on the Memorial Auditorium. Mayor Weinberger replied that Mr. Glassberg has a modest and as-needed role in the Memorial Auditorium project, and that no activity in that project since March has involved Mr. Glassberg.

MOTION by Councilor Paul, SECOND by City Council President Tracy, to approve and recommend the City Council



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approve, subject to prior approval of the City Attorney's Office, the authorization of Luke McGowan, Director, CEDO, to execute a contract amendment for the provision of project management services, which will include coordinating and leading the City's effort to perform its responsibilities pursuant to the Development Agreement (DA) with CityPlace Burlington, with Jeffry D. Glassberg, Renaissance Development Company, for an amount up to \$84,000.00 for the term, July 1, 2020 to June 30, 2021 and up to a maximum limiting amount of \$238,000.00.

VOTING (by roll-call): Council President Tracy – aye, Councilor Paul – aye, Councilor Dieng – nay, Mayor Weinberger – aye; 3 ayes, 1 nay, 1 not present (Councilor Pine); motion carries.

3.04 Communication: C/T Office, re: Board of Finance, Schedule of Meetings through August 2021

MOTION by Councilor Dieng, SECOND by Council President Tracy, to approve the Board of Finance, Schedule of Meetings through August 2021 as listed.

VOTING: unanimous (Councilor Pine not present for vote); motion carries.

4.0 COMMUNICATIONS

4.01 EOC/RRC Report – CAO

Not discussed at this time.

4.02 Communication: Sharon Bushor, re: FW: Comments on the June 1st GF Budget Memo

Not discussed at this time.

5.0 ADJOURNMENT

MOTION by Mayor Weinberger, SECOND by Mayor Weinberger, to adjourn the Board of Finance meeting.

With no further business and without objection the meeting was adjourned at 5:28 PM.

RScty: AACoonradt