



Board of Finance Meeting, Monday, May 23, 2022, 4:30 pm
****Bushor Conference Room, Room 102, 1st Floor, City Hall OR**
remotely via ZOOM
5/23/2022

BURLINGTON BOARD OF FINANCE

REMOTE MEETING WITH CALL-IN NUMBER

OR

CITY HALL, 1ST FLOOR: SHARON BUSHOR CONF. ROOM

BURLINGTON, VERMONT

MINUTES OF MEETING

May 23, 2022

MEMBERS PRESENT: Karen Paul

Zoraya Hightower

Ali Dieng

Joe Magee

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Jordan Redell

Doreen Kraft

Sara Katz

Phet Keomanyvanh

Olivia Darisse

Cindi Wight

Deryk Roach

Megan Tuttle

Nancy Stetson

Nic Longo



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1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:08 PM.

MOTION by Councilor Magee, SECOND by Councilor Hightower, to adopt the agenda.

VOTING: unanimous; motion carries (City Council President Paul and Councilor Dieng absent for vote).

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

JP Coseno spoke about the Great Streets Main Street project, specifically around parking. He recommended that the City wait to make a decision to change the layout of the streets for parking, since he and other businessowners on Main Street have not had an adequate opportunity to give feedback to the City on the proposed changes.

Zandy Wheeler spoke about the Main Street project, saying that it is an exciting opportunity for the City to make significant headway on stormwater control (among other things). He said that the amendment under consideration tonight will include a shared use path for all 6 blocks of the project, and expressed concern that this could lead to a loss of 67 parking spaces. He said that the City and private sector should work together to come up with options for parking, and that an off-the-shelf parking study is not a sufficient solution.

3.0 CONSENT AGENDA

3.01 Motion to adopt the consent agenda and take the actions as indicated

3.02 Board of Finance Minutes, May 9, 2022, Draft – approve the minutes.



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MOTION by Councilor Hightower, SECOND by Councilor Magee, to motion to adopt the consent agenda and take the actions as indicated for items 3.01-3.02.

VOTING: unanimous; motion carries.

4.0 FY23 BUDGET PRESENTATIONS

4.01 Police - Acting Chief Jon Murad *TO BE POSTPONED

No discussion at this time.

4.02 Tax Rate - Katherine Schad

Chief Administration Officer Schad began by noting that the value of the grand list is \$56,324,734 for FY23 (\$3 million more than in FY22), and noted that the tax rate is made up of 14 individual rates. She noted the revenue neutral rates, which include the General City rate and Police/Fire rate. She then noted the rates that are capped by voters, which include Parks, Penny for Parks, Highway, Street Capital, Greenbelt, Library Tax, Housing Trust, and Open Space – Conservation Legacy. She then noted the budget driven rates, which include GMT (Formerly CCTA), County Tax, Retirement, and Debt Service. She said that they are proposing a total tax increase from approximately \$0.67 to approximately \$0.71 (resulting from increases in the rates capped by voters which were held down last year due to the reappraisal).

4.03 Health/Retirement/Workers' Comp/Insurance - Rich Goodwin

Finance Director Goodwin began by noting that his presentation comprises the health, retirement, and workers' comp/insurance funds. He started by outlining the Retirement Fund, noting that its budget is \$22.3 million; the largest expense from the Retirement Fund is what is being paid to retirees, as well as one 0.5 FTE. He said that the Retirement Department provides support to all active, vested, and retired employees. He said that the dedicated tax for retirement dropped by $\frac{3}{4}$ of a penny. He said that the Retirement Fund had the highest return on investment in its history last year, which brought that tax rate down. He said that its investment portfolio increased from \$200 million to \$250 million over the last year. He noted that the fund also supports all non-teacher staff at the Burlington School District (approximately 100 employees).

Councilor Dieng asked about how the enterprise funds interact with the Retirement Fund. Finance Director Goodwin said that they do participate as well but the dedicated tax that is paid does not come from the BED or the Water Resources Department or the Airport Department and that their revenue streams pay for the cost of such plan, and the dedicated tax that the City pays for is the General Fund.

Councilor Hightower asked how good years such as last year are balanced with bad years. Finance Director Goodwin replied that they are required to use a smoothing method on earnings, so that the gains for past years are spread over the next five years. He said that the Retirement Fund is designed to realize dividends even if it breaks even on returns.



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Finance Director Goodwin then spoke about the City's health insurance (medical and dental expenditures) fund, which is approximately \$15 million per year. He noted that they are budgeting \$13.1 million for medical and \$500,000 for dental. He said that the fund is managed by himself, CAO Schad, and HR Director Durfee. He noted that employees are paying less in premiums this year than they have in the last decade.

Finance Director Goodwin then discussed the insurance fund. He said that the fund includes one FTE, which is a Safety Manager position. He said that the fund totals to \$4.7 million, comprised of insurance (\$2.2 million) and workers' compensation (\$2.5 million).

5.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

5.01 Use of Council Initiative Funds to bring three truckloads of wood from N. Beach to Jericho, to then be given away to local families in need - Parks, Arts, Culture Committee

MOTION by Councilor Dieng, SECOND by City Council President Paul, to approve the use of up to \$1,000 of Councilor initiative funds to allow Wood for Good to remove certain trees at the direction of the City.

VOTING: unanimous; motion carries.

5.02 Authorization to Execute Contract for Dewey Park Art Project with Humanity Memorial, Inc. and to Transfer Funds to the Public Art Capital Budget - BCA/REIB

Director Kraft noted that there are two requests, one to execute a contract with Humanity Memorial for a public art project, and another to transfer funds from the REIB Department to the Public Art Capital Fund. Assistant Director Katz said that Dewey Park was selected because it seemed the most appropriate and feasible park into which to integrate a public art piece.

MOTION by Councilor Hightower, SECOND by Councilor Dieng, 1. "To approve and recommend that the City Council authorize the Director of Burlington City Arts to execute a contract with Humanity Memorial, Inc for a public art project to be placed in Dewey Park in the amount of \$140,000, subject to review and approval by the City Attorney's Office; and 2. To recommend that the City Council authorize a budget amendment by transferring funds from Racial Equity, Inclusion, and Belonging's operating budget in the General Fund to the Public Art Capital Fund as detailed in Attachment B, subject to review and approval by the Chief Administrative Officer."

VOTING: unanimous; motion carries.



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5.03 Main Street Design Contract Amendment - DPW

Public Works Engineer Darisse said that this project was begun in October of 2021 and a lot of public outreach was conducted and the conceptual phase of the program was begun. She said that this request would increase the design budget and amend the contract with the consultant to authorize additional scope items. She noted that there are still areas of the project that could present issues (right-of-way issues, for example) that were previously unanticipated, and that they would like enough funding in the agreement's budget to accommodate for that.

MOTION by Councilor Hightower, SECOND by Councilor Magee, to approve and recommend that the City Council authorize the Director of Public Works to execute contract amendments with Vanasse Hangen Brustlin Inc raising the maximum limiting amount by \$202,534.00, with an additional \$217,000.00 (15%) in contingency funds, for a total up to \$1,663,665.00, for anticipated scope adjustments for the design of the Great Streets Main Street project, subject to final review and approval from the City Attorney's Office.

VOTING: unanimous; motion carries.

5.04 Annual July 3rd Fireworks Display Recommendation of Award – BPRW

Superintendent Roach noted that this would be a five-year contract for the July 3rd fireworks show on the City waterfront. He said that they are recommending awarding the contract to a local Vermont contractor. He said that the contract amount would be \$40,000 per year for five years.

MOTION by Councilor Hightower, SECOND by Councilor Dieng, to approve and recommend that City Council authorize the execution of a contract with Northstar Fireworks upon City Council approval, for a not to exceed price of \$200,000 for the annual July 3rd Fireworks Display from 2022-2026 by Director Cindi Wight, subject to the approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

5.05 Contract Extension for Wastewater Testing Program - Office of City Planning

Senior Policy Analyst Stetson noted that this would be for an extension for wastewater testing for Covid (including subvariants) and flu. She noted that it is a contract that is paid through ARPA funding and grant funds. Mayor Weinberger asked about testing for additional viruses. Senior Policy Analyst Stetson replied that they have been testing for flu and RSV, and that the vendor had tried to test for opioids and other substances, but are needing to adjust their methodologies.

Councilor Magee asked if the City anticipates using grant funding or ARPA funding for the program extension. Director



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Tuttle replied that there was a grant available to fund the first portion of the program, but that there is still detail being worked out for another grant, and anticipates using ARPA funding for the contract extension.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to approve and recommend that City Council authorize an extension to the GoAigua contract through December 31, 2022, including an increase to the maximum limiting amount of the contract as approved on September 7th by the Board of Finance by \$57,780, to a total amount of \$350,988, to be entered into by the Planning Director, subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries (Councilor Hightower absent for vote).

5.06 Authorization to Execute a Contract for the Supply and Installation of Taxiway Pavement Marking at the Burlington International Airport with Hi-Lite Airfield Services, LLC – Airport

MOTION by City Council President Paul, SECOND by Councilor Dieng, to approve and recommend to the City Council that the Acting Director of Aviation, be authorized to execute a contract with Hi-Lite Airfield Services, LLC, in the amount of \$86,518.40, plus a 20% contingency of \$17,303.68, totaling \$103,822.08, for the supply and installation of taxiway markings on taxiways C, M, A, B, C and J at the Burlington International Airport, subject to the final review and approval by the Office of the City Attorney.

VOTING: unanimous; motion carries (Councilor Hightower absent for vote).

5.07 Authorization to Execute a Contract for the Preventative Maintenance and Servicing of Passenger Boarding Bridges and Conveyor Baggage Handling Systems at the Burlington International Airport with Oxford Electronics, Inc. - Airport

MOTION by City Council President Paul, SECOND by Councilor Dieng, to approve and recommend to the City Council that the Acting Director of Aviation be authorized to execute a contract with Oxford Electronics, Inc. in the amount of \$235,500 to conduct preventative maintenance and servicing of passenger boarding bridges and conveyor baggage handling systems through June 30, 2025, subject to the final review and approval by the Office of the City Attorney.

VOTING: unanimous; motion carries.

6.0 BOARD OF FINANCE APPROVAL ONLY





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6.01 Contract for Landscaping Improvements (Gateway Project) & Budget Neutral Amendment to FY2022 Budget – Airport

Acting Director Longo said this is a required component of the terminal integration project. He said that this is the required South Burlington landscape portion, which will be at the gateway of the airport. He said that this would be for stonework, landscape work, and other related items in that area.

MOTION by City Council President Paul, SECOND by Councilor Hightower, 1. "To approve that the Acting Director of Aviation, be authorized to execute a contract with Poulin Landscaping in the amount of \$80,881.52 plus a 20% contingency of \$16,176.30, totaling \$97,057.82, for Landscaping Improvements (Gateway Project) at the Intersection of Airport Drive and Williston Road at the Burlington International Airport, subject to the final review and approval by the Office of the City Attorney;" and 2. To approve and recommend that the City Council approve a budget neutral amendment to the Fiscal Year 2022 Burlington International Airport budget by adjusting the accounts as described in the affiliated memorandum."

VOTING: unanimous; motion carries.

7.0 ADJOURNMENT

7.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:03 PM.

RScty: AACoonradt