Board of Finance - Monday, May 21, 2018 at 4:30 p.m. Contois Auditorium, City Hall
5/21/2018

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

May 21, 2018

DRAFT

MEMBERS PRESENT: Mayor Weinberger

Kurt Wright

Sharon Bushor

Karen Paul

MEMBERS ABSENT: Jane Knodell

OTHERS PRESENT: Beth Anderson, Interim CAO, C/T

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Jordan Redell, Mayor's Office

Susan Leonard, HR

Ben Pacy, HR

Gene Richards, Airport

Nic Longo, Airport

Marie Friedman, Airport

Shelby Losier, Airport

Martha Keenan, DPW

Mary Danko, Library

Darren Springer, BED

[Note: Minutes reflect the order of the published agenda.]

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 4:35 PM on May 21, 2018.

1.01 Agenda

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve the agenda as presented. VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 MINUTES

3.01 April 16, 2018

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve the 4/16/18 minutes as written. VOTING: unanimous; motion carried.

3.02 April 30, 2018

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve the 4/30/18 minutes with the addition that the Board of Finance following Executive Session agreed to recommend the placement of Beth Anderson as CAO to City Council. VOTING: unanimous; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Grant and Contract for Air Carrier Apron Reconstruction Phase 4 - Airport

MOTION by Councilor Paul, SECOND by Councilor Wright, to approve and recommend to City Council for approval authorization of the Director of Aviation to execute a grant from the FAA for the airport air carrier apron reconstruction Phase 4 and contracts with S.D. Ireland in the amount of $2,099,406 for construction and Hoyle Tanner in the amount of $306,300 for contraction inspection services and ancillary costs of $65,233 subject to final review and approval by the City Attorney. VOTING: unanimous; motion carried.

4.02 Contract for Update of Noise Exposure Map with The Jones Payne Group - Airport

MOTION by Councilor Wright, SECOND by Councilor Paul, to approve and recommend to City Council for approval authorization of the Aviation Director to execute a contract with The Jones Payne Group in the amount of $564,117 to perform an update to the Noise Exposure Map subject to final review and approval by the City Attorney.

DISCUSSION:

- **Councilor Bushor asked if the flight pattern for helicopter transports to the hospital will be factored into the NEM. Gene Richards said all activity will be included. The helicopter transports will be similar to the helicopter traffic at the airport now.**
- **Councilor Bushor asked the timeline for public comment after a response on the NEM is received from the FAA. Nic Longo explained the procedure with the update of the NEM. Councilor Bushor asked that City Council be kept informed of any changes to the map.**

VOTING: unanimous; motion carried.

4.03 Grant for Chamberlin School Acoustical Testing - Airport

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Council for approval authorization of the Aviation Director to accept a grant from the FAA for acoustical testing at the Chamberlin Elementary School and to accept a task order with The Jones Payne Group not to exceed $66,700 to perform the analysis and to expend up to $8,300 in ancillary costs associated with grant subject to final review and approval by the City Attorney.

DISCUSSION:

- **Mayor Weinberger pointed out this is one of the many attempts to maintain relationships through a contentious issue.**

VOTING: unanimous; motion carried.

4.04 Grant for Airport Master Plan Update - Airport

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council for approval authorization of the Aviation Director to execute a grant from the FAA for the update of the Airport Master Plan with a total project cost of $1,205,000 and to execute a contract with Passero Associates in the amount of $1,094,615 to perform the update and expend an additional $31,481 in ancillary costs associated with the grant subject to final review and approval by the City Attorney. VOTING: unanimous; motion carried.

4.05 Funds from VLITE for Electric Bus – BED

Councilor Bushor asked if ratepayers will cover the cost of charging the buses. Darren Springer, BED, said charging will be done as much as possible during off peak hours at the off peak rate. The buses should arrive by the end of the year.

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

approval authorization of the BED General Manager to execute the grant agreement and any related documents with VLITE in the amount of $175,000 to carry out the project, and to execute a grant agreement and related documents with Green Mountain Transit in the amount of $175,000 to carry out the project. VOTING: unanimous; motion carried.

4.06 Reorganization of Library – HR, Library

Library Director Danko explained the revisions to the job description for the Adult Services position.

Councilor Paul asked about the Development Manager vacancy. Library Director Danko said the individual recently accepted a position with Planned Parenthood. The position will be advertised and filled.

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Council for approval the reorganization of the Library as presented. VOTING: unanimous; motion carried.

4.07 Authorize Purchase of Portable Radios and Accessories – Fire Department

Fire Chief Locke explained the need to replace and upgrade the portable radios purchased in 2012 and 2016. The radios are basic safety equipment.

MOTION by Councilor Paul, SECOND by Councilor Wright, to approve and recommend to City Council for approval authorization of the Fire Chief to purchase Motorola portable radios and accessories at a cost not to exceed $147,810.20 from the capital budget as described in the memo from Chief Locke, dated 5/9/18, subject to prior review and approval by the CAO and City Attorney. VOTING: unanimous; motion carried.

4.08 Authorize Purchase of Replacement Defibrillators – Fire Department

Fire Chief Locke explained the replacement defibrillators are high tech boxes that provide lots of patient information to the paramedics and the hospital. Money from the old units was applied to the purchase price.

MOTION by Councilor Wright, SECOND by Councilor Paul, to approve and recommend to City Council for approval authorization of the Fire Chief to purchase seven Physio-Control Lifepak 15 cardiac monitor/defibrillators at a cost not to exceed $184,087.77 from the capital budget as described in the memo from Chief Locke, dated 5/9/18, subject to prior review and approval by the CAO and City Attorney. VOTING: unanimous; motion carried.

5.0 COMMUNICATION

5.01 March Sweep Report – C/T

DFO Goodwin reported cash in the bank totals $17.9 million. Capital expenditure has used some of the cash. The city will be receiving $15 million from bonds previously approved. The Retirement Fund owes the General Fund $3.1 million. Next month the city will pull from the investment portfolio to make the General Fund whole. BT owed the city $284,000 and has paid $172,000 as of 3/31/18.

Councilor Paul asked if interest is charged to the Retirement Fund on the money owed the General Fund. DFO Goodwin confirmed this.

5.02 March Financial Report – C/T

CAO Anderson said the city is on target to significantly better on the projected surplus. There were overages in some line items in DPW and Inspection Services. Planning & Zoning is down slightly. Parks is seeing a slow down in the Cemetery line item. There has been attrition in the salary lines. Claims are behind budget in the Health line item in part due to the wellness program. Workers Comp is above budget on expenses due to pay out of older claims, not new claims.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 5:08 PM.

RScty: MERiordan