



**Board of Finance Meeting - Monday, May 18, 2020, 5:15 pm,  
Remote and Virtual Access: The Board of Finance Meeting will be  
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CCTV YouTube Channel or on Burlington Telecom Channel 317.**

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**BURLINGTON BOARD OF FINANCE**

**CITY HALL**

**BURLINGTON, VERMONT**

**MINUTES OF MEETING**

**May 18, 2020**

**MEMBERS PRESENT:** Mayor Weinberger

Council President Tracy

Councilor Paul

Councilor Pine

Councilor Dieng

**OTHERS PRESENT:** Katherine Schad

Suzan Molzon

Norm Baldwin

Richard Goodwin

Eileen Blackwood

Chapin Spencer

Jordan Redell

Lori Olberg

Amy Bovee

Gene Richards

Nicolas Longo

Marie Friedman

Larry Lackey



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Shelby Losier

Martin Lee

Darren Springer

Emily Stebbins

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## **1.0 CALL TO ORDER and AGENDA**

Mayor Weinberger called the Board of Finance meeting to order at 5:20 PM on May 18, 2020.

### **1.01 Agenda**

**MOTION by Councilor Paul, SECOND by Council President Tracy, to adopt the agenda.**

**VOTING: unanimous; motion carries.**

## **2.0 PUBLIC FORUM**

There was no public comment at this time.

## **3.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL**

3.01 Authorization to Execute Contract and Amend Budget for Painting and Markings of Runways 15 - 33 and 1 -19 at Burlington International Airport – Airport

Deputy Director Longo provided a brief overview of the contract's scope of work, which would entail removing the current paint from both runways and repainting in white and black. He added that there were a number of bids submitted for this work, and that the apparently successful bidder came in at the lowest cost and was recommended highly by other airports in New England and on the East Coast.

**MOTION by Councilor Paul, SECOND by Council President Tracy, to approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to execute a contract with JJ Cunningham in the amount \$237,430.00 with a total contingency of 20% or \$284,916.00, subject to the final review and approval by the Office of the City Attorney, and further, to approve and recommend to the City Council a budget neutral amendment for \$285,000 to increase the Airport Airfield cost center Repair and Maintenance Line Striping and Marking Expenditure account, consistent with the associated memorandum.**

**VOTING: unanimous; motion carries.**





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### **3.02 Authorization to Sign Janitorial Services Contract with Janitech – Airport**

Mr. Longo provided a brief overview of the contract's scope of work and apparently successful bidder. He noted that the contract would be for all janitorial services at the terminal building and at auxiliary buildings throughout the airport, adding that Janitech has been Burlington International Airport's janitorial provider for several years, and they have done a good job. He further noted that this was a competitive bid, and Janitech was the responsible low bidder and had high qualifications.

Councilor Dieng asked why Janitech was not included on City Attorney's low wage report, and asked for confirmation that their employees are receiving at least the minimum wage. Director Richards replied that Janitech employees are being paid a livable wage, which is certified annually, and are additionally receiving an extra \$3 per hour during the COVID-19 crisis.

Councilor Dieng asked why there was a \$15,000 increase in the contract year over year. Mr. Richards replied that Janitech is doing more work currently, including more frequent and intense cleaning of airport buildings.

Councilor Dieng asked whether an assessment of cost savings had been conducted, and asked whether airport staff could perform these same duties. Mr. Richards replied that an assessment has not been conducted, and that airport staff would most likely not be able to perform the same tasks to the high level of quality that Janitech has shown. He added that in this particular case, it's best to use professional cleaners who practice and understand the techniques and products used to maintain high level of cleanliness.

**MOTION by Councilor Dieng, SECOND by Councilor Pine, to approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to execute a contract with K Invest Corp, doing business as Janitech, in the amount of \$658,020 for Fiscal Year 2021, \$673,020 for Fiscal Year 2022, and \$688,020 for Fiscal Year 2023, subject to the final review and approval by the Office of the City Attorney.**

**VOTING: unanimous; motion carries.**

### **3.03 Champlain Parkway - Design Contract Amendment No. 16 with Clough, Harbour & Associates – DPW**

**MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend that the City Council authorize the Director of Public Works to execute Contract Amendment Number 16 to the contract with Clough Harbour & Associates for engineering design services for the Champlain Parkway project, increasing the total contract amount by \$824,940.96 and the local match obligation by \$16,498.82, subject to review and approval by the City Attorney's Office.**

**VOTING: unanimous; motion carries.**



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3.04 Request to Authorize CIO to Renew the Contract for ArcGIS software for three years, for a total of \$115,500 – IT

Councilor Dieng asked about the scope of work in this contract. Chief Information Officer Lowe replied that the City has had this system for the past 12 years, and that it is used to show the layered geolocation of specific items on a map, which can then be integrated. He added that it makes it easier for the City to identify, leverage, and use its resources, as well as plan for future investments.

Councilor Dieng asked what funding sources will be used for this contract. Mr. Lowe replied that one third of the cost is allocated to the Burlington Electric Department and the remaining two thirds is covered by the City.

**MOTION by Councilor Pine, SECOND by Councilor Dieng, to approve and recommend to the City Council that the CIO execute the contract with ESRI for ArcGIS software for a total amount of \$115,500 over three years, subject to final review by the City Attorney's Office.**

**VOTING: unanimous; motion carries.**

3.05 Master License Agreement between VTrans, VRS and the City for Water Resources Utilities at Home Avenue, Flynn Avenue and College Street - DPW - Water Resources Division

**MOTION by Councilor Pine, SECOND by Councilor Dieng, to recommend the City Council approve and authorize Chapin Spencer, Director of Public Works, to execute the attached Master License Agreement between VTrans, VRS and the City for Water Resources Utilities at Home Ave, Flynn Ave and College Street.**

**DISCUSSION:**

- **Director Spencer summarized the agreement as formalizing a process for how work is conducted in railroad rights of way, specifically around utility crossings under both active and inactive lines. He added that this lays out the terms for how the three named entities interact to complete water resources utility work.**
- **City Council President Tracy asked whether these projects fall under the delayed water projects discussed during DPW's construction update last week. Engineer Lee replied that one of the projects includes water work, and if it impacts customers it won't occur in the near future.**

**VOTING: unanimous; motion carries.**

3.06 Approve Pledging The Credit Of The City In Anticipation Of The Receipt Of Revenue From The Electric Department - C/T





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BED General Manager Springer introduced this request, noting that it would be for a \$5 million line of credit with Key Bank. He noted that it was renewed a year ago for a two-year term, but that Key Bank has offered to extend it with a lower interest rate. He noted that BED has not utilized this and does not typically utilize it, but that it is an important cash on hand metric and buffer.

**Motion by Councilor Paul, SECOND by Councilor Pine, to recommend that the City Council approve the attached resolution.**

**VOTING: unanimous; motion carries.**

### **4.0 COMMUNICATIONS**

#### **4.01 Calendar For FY21 Budget Process - C/T**

Mayor Weinberger outlined the process and timeline for Fiscal Year 2021 budget work. He noted work sessions on May 21 and June 1, with June 8 being the final opportunity for Board of Finance input prior to the Mayor's budget submission to the Council in mid-June.

City Council President Tracy asked about public participation in the budgeting process, and whether there would be an opportunity to gather their input and help them understand some of the potential cuts and other budget changes. Mayor Weinberger replied that staff would advertise on Front Porch Forum and other platforms to publicize the above schedule and ensure participation in public meetings. City Council President Tracy suggested

an additional public session once some degree of approval is made by the City, citing concerns that the public won't be engaged until too late in the conversation.

#### **4.02 Sweep Report for April 2020 - C/T This report was removed from the Agenda.**

### **5.0 ADJOURNMENT**

With no further business and without objection the meeting was adjourned at 6:04 PM.

*RScty: AACoonrad*