Board of Finance - Monday, May 13, 2019 at 5:30 p.m. Conference Room 12, City Hall
5/13/2019

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF SPECIAL MEETING

May 13, 2019

APPROVED – 6/3/19

MEMBERS PRESENT: Councilor Paul

Councilor Bushor

Council President Wright

Councilor Pine

MEMBERS ABSENT: Mayor Miro Weinberger

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Olivia Lavechia, Mayor's Office

Deanna Paluba, HR

Lynn Reagan, HR

Chapin Spencer, DPW

Martha Keenan, DPW

Susan Molzon, DPW

Megan Moir, Water Resources

Stephanie Reid, HR

Deanna Paluba, HR

David White, CEDO

Todd Rawlings, CEDO

Valerie Russell, CEDO

Gene Richards, Airport

Nic Longo, Airport

Marie Friedman, Airport

Shelby Losier, Airport

Darren Springer, BED

Kasti Munir, BED

Cindi Wight, Parks & Rec

Nina Safavi, Parks & Rec

Jim Lockridge, citizen

1.0 CALL TO ORDER and AGENDA

In the absence of Mayor Weinberger, CAO Anderson facilitated the meeting and called to order at 5:35 PM on May 13, 2019.

1.01 Agenda

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve the agenda with the addition of Item 5.005 - Communication Requests. VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

James Lockridge urged the Board of Finance to honor the request from the NPA for funding as a statement of support for the NPA leadership and work. Also, the $10,000 appropriation for Big Heavy World should be returned to the program budget.

3.0 MINUTES

3.01 March 11, 2019

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve the 3/11/19 minutes as presented. VOTING: unanimous; motion carried.

3.02 March 25, 2019

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve the 3/25/19 minutes as presented. VOTING: unanimous; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Right of Entry Agreement with NECR – DPW

Staff explained the agreement is to have access to a small portion of the New England Central Railroad property to do storm water outfall work off Manhattan Drive.

MOTION by Councilor Paul, SECOND by Council President Wright, to approve and recommend to City Council for approval the authorization of the Mayor or designee to execute a Right of Entry Agreement with New England Central Railroad to allow DPW to conduct necessary outfall repairs subject to approval by the City Attorney.

DISCUSSION:

- **Councilor Bushor noted the date on the agreement needs to be modified to reflect 2019 and clarity is needed on the ownership of the location.**

VOTING: unanimous; motion carried.

4.02 Continuum of Care Planning Grant Contract – CEDO

CEDO Grant Support Specialist Russell explained the city is the collaborative applicant for the Chittenden County Homeless Alliance.

Councilor Pine asked if the work will be done in-house or contracted out. CEDO Grant Support Specialist Russell said the work will be done mostly in-house.

MOTION by Councilor Pine, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the authorization of the Acting CEDO Director to execute the US HUD Continuum of Care Grant Agreement and all documents necessary to accept the funding of $34,202 subject to review and approval by the City Attorney. VOTING: unanimous; motion carried.

4.03 2019 Burlington One Year Action Plan - CEDO

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve and recommend to City Council for approval the adoption of the resolution to authorize CEDO to submit the 2019 Burlington One Year Action Plan.

DISCUSSION:

- **Councilor Bushor mentioned it was difficult to find information on funding (summary chart) in the information provided.**

VOTING: unanimous; motion carried.

4.04 Short Term Marketing Contract with Hagan Associates - Airport

MOTION by Councilor Paul, SECOND by Council President Wright, to approve and recommend to City Council for approval the authorization of the Aviation Director to execute a short-term contract with Hagan Associates for marketing and promotional services in the amount not to exceed $160,000 subject to approval by the City Attorney. VOTING: unanimous; motion carried.

4.05 Lease Amendment for TSA Office Space at Airport Terminal - Airport

MOTION by Councilor Paul, SECOND by Council President Wright, to approve and recommend to City Council for approval the authorization of the Aviation Director to execute a lease amendment with the Transportation Security Administration (TSA) to extend the current lease for an additional five years subject to approval by the City Attorney. VOTING: unanimous; motion carried.

4.06 Staffing Reclassifications and Updates - BED

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend to City Council for approval the resolution to create a tiered progression program for administration and environmental positions and additional position reclassifications and updates from BED.

DISCUSSION:

- **Councilor Bushor asked if any employees will lose money due to the changes. BED Director Springer said there is no loss of salary or responsibilities. Councilor Bushor asked if incumbent employees will be pressured into retirement. BED Director Springer said no one has been or will be pressured into retirement.**

VOTING: unanimous; motion carried.

4.07 Renewal Agreement with Northeast Delta Dental for FY2020 - HR

MOTION by Council President Wright, SECOND by Councilor Pine, to approve and recommend to City Council for approval the authorization of the HR Director or designee to enter into a one-year contract with Delta Dental for provision of dental plan administration services for FY20 subject to review by the City Attorney. VOTING: unanimous; motion carried.

4.08 Clean Water Resiliency Plan - DPW

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

the Clean Water Resiliency Plan. VOTING: unanimous; motion carried.

4.09 Amended Consultant Agreement for City-Wide Integrated Water Quality Management - DPW

MOTION by Councilor Pine, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the resolution for an amendment of the Integrated Planning Project Loan and Engineering Services Agreement in the amount of $538,020.

DISCUSSION:

- **Water Resources Director Moir said the city applied for technical assistance for integrating planning in 2012 by the EPA and then did a scope of work at a cost of $734,000 some of which was offset by grants and loan forgiveness. The long-term control plan needs to be submitted to the state by 2020.**
- **Councilor Pine asked if there will be added burden on the rate payer. Water Resources Director Moir said the loan is for planning, not construction. If construction is done there is 15 years at 0% interest for pay back. If a project goes to design and construction the cost would go to the voters.**

VOTING: unanimous; motion carried.

4.10 Burlington Bike Path Rehabilitation Phase 3a Construction – Parks & Rec

MOTION by Council President Wright, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the authorization of the Parks & Rec Director to execute the following contracts and any related documents needed to carry out the project subject to review by the City Attorney:

- **Engineers Construction, Inc. (ECI) not to exceed $1,797,449**
- **EIV Technical Services, Inc. not to exceed $191,877**
- **Vanasse Hangen Brustlin, Inc. not to exceed $95,521**

VOTING: unanimous; motion carried.

5.0 COMMUNICATION

5.005 Communication Requests

Councilor Bushor requested the following:

- List of meeting dates through the summer and fall for the Board of Finance.
- Future agenda items:
- Discussion of how the city purchases vehicles in the future
- With the reorganization of CEDO, discussion of how to pay for the Community Engagement II position long term
- Discussion of the makeup of the ECHO board

5.01 Annual Update: On Call Engineering Services Agreements – DPW

Councilor Bushor asked if the agreements decrease the pressure on department staff. DPW Director Spencer said the on-call engagement helps address the wave of capital re-investment in front of the technical service team. DPW Engineer Molzon added the services are for specific types of work such as traffic modeling, project review, grant preparation, review of private development applications.

5.02 March Sweep Report – C/T

DFO Goodwin reported the General Fund is showing $30.4 million in the bank which is in line with last year. Cash flow for the city is good. There are no significant changes in the month-to-month balances other than those that are noted.

Councilor Paul commented positively on the continued improvement in the cash on hand amount.

5.03 Budget Overview – CAO

CAO Anderson reported the city's financials are in better shape this year than anticipated ($500,000 less of fund balance will be used due to the work done to decrease expenses). Health and Workers Compensation are not showing the benefits of last year, but both are trending better now.

Comment was made that City Council needs to discuss use of revenue from BT before expenditures begin. Council President Wright said the Senior Center Study Committee will be requesting funds.

6.0 ADJOURNMENT

MOTION by Council President Wright, SECOND by Councilor Pine, to adjourn the meeting. VOTING; unanimous; motion carried.

The meeting was adjourned at 6:28 PM.

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