



**Board of Finance - Monday, April 29, 2019 at approximately 5:40 PM immediately following the BCDC meeting  
4/29/2019**

**BURLINGTON BOARD OF FINANCE**

**CITY HALL**

**BURLINGTON, VERMONT**

**MINUTES OF SPECIAL MEETING**

**April 29, 2019**

**APPROVED – 6/3/19**

**MEMBERS PRESENT:** Mayor Miro Weinberger

Karen Paul

Sharon Bushor

Kurt Wright

Brian Pine

**OTHERS PRESENT:** Beth Anderson, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Richard Haesler, Assistant City Attorney

John Vickery, City Assessor

Olivia Lavechin, Mayor's Office

Jordan Redell, Mayor's Office

Brandon Del Pozo, BPD

Chapin Spencer, DPW

Martha Keenan, DPW

Norm Baldwin, DPW

Derrick Roach, DPW

Susan Molson, DPW

Stephanie Reid, HR



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Deanna Paluba, HR  
David White, CEDO  
Kirsten Merriman Shapiro, CEDO  
Bill Ward, Code Enforcement  
Gene Richards, Airport  
Marie Friedman, Airport  
Shelby Losier, Airport  
Darren Springer, BED  
Jim Reardon, BED  
Marty Spaulding, BSD  
Joan Shannon, City Council  
Dave Hartnett, citizen  
Tom Peterson, Peterson Consulting, Inc.

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

Mayor Weinberger called the meeting to order at 5:43 PM on April 29, 2019.

#### **1.01 Agenda**

**MOTION by Council President Wright, 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 at this time.

### **3.0 BOARD OF FINANCE APPROVAL**

#### **3.01 BHS Owners Project Manager Contract – BSD**

Mayor Weinberger stated per the prior agreement when the school district was ready to hire the owners project manager (OPM) the Board of Finance would approve the contract. An RFP was done for a qualified construction management company and an OPM. A local firm, Peterson Consulting, is recommended.



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Councilor Paul asked about money for contingency. Marty Spaulding said it will be the responsibility of the CM to refine the budget. The scope of work will be revised with the known costs. Councilor Paul asked why the highest bid was chosen. Marty Spaulding said the choice was made based on the qualifications and experience of the firm working in Burlington.

Councilor Bushor said the layout of the hours of work was insightful and the list of projects done by the consulting company was helpful. Councilor Bushor asked if any observations by the consultant for savings will be acted on. Marty Spaulding said a Clerk of the Works service will be used with the project and having Peterson do this service may be considered.

Councilor Pine spoke positively about Tom Peterson and his work.

Tom Peterson said he has school experience, but not as much volume as others. His work in other industries informs the school work. Marty Spaulding added other firms may have had experience in schools doing estimating or mechanical engineering, but not as an OPM.

**MOTION by Council President Wright, SECOND by Councilor Paul, to authorize the Burlington School District to execute a contract with Peterson Consulting, Inc. for the services of Owners Project Manager for the BHS construction contract contingent upon BSD School Board approval. VOTING: unanimous; motion carried.**

### **4.0 APPROVE AND RECOMMEND TO CITY COUNCIL**

#### **4.01 Lease Space for TSA Security Checkpoint and Baggage Screening Area - Airport**

**MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend to City Council for approval the authorization of the Aviation Director to execute a Lease of Space and Reimbursement Agreement with the Transportation Security Administration (TSA) subject to approval by the City Attorney. VOTING: unanimous; motion carried.**

#### **4.02 Pledge of Credit of City in Anticipation of Receipt of Revenue – BED**

**MOTION by Councilor Paul, SECOND by Council President Wright, to approve and recommend to City Council for approval the pledge of credit of the city in anticipation of receipt of revenue from Burlington Electric Department.**

#### **DISCUSSION:**

- **CAO Anderson confirmed this is customary for conducting business at BED.**

**VOTING: unanimous; motion carried.**





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### **4.03 Lease Purchase Agreement Equipment – BED**

**MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend to City Council for approval the execution of the lease purchase agreement for equipment by BED.**

#### **DISCUSSION:**

- **Councilor Pine asked about financing terms. BED General Manager Springer explained there will be a secured loan from Key Bank with the rate and term determined at the time the loan is executed. BED CFO Reardon said the \$5 million revolving credit counts as days of cash on hand for the Moody's rating.**
- **Councilor Bushor asked if there is a fund for capital improvements. BED General Manager Springer confirmed this and added this is extra security. There are no plans to use the money. There is an active RFP and BED is being prepared if additional capital is needed or an item is not budgeted.**

**VOTING: unanimous; motion carried.**

### **4.04 Reclassify General Foreman Position – Parks & Rec**

**MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council for approval the reclassification of the General Foreman position in the Department of Parks, Recreation and Waterfront from Regular, full time, exempt, nonunion, Grade 18 to Regular, full time, exempt, nonunion, Grade 20 with the title change to "Grounds Maintenance Manager".**

#### **DISCUSSION:**

- **Councilor Bushor requested the salary range for the current and new positions to know the impact.**

**VOTING: unanimous; motion carried.**

### **4.05 Amend Contract with Dore & Whittier for 645 Pine Street – DPW**

DPW Capital Project Manager Keenan explained five employees are moving to 645 Pine Street so an architect was hired to revision the space which is tight. The RFP for a construction contractor is ready to go. The contract is "not to exceed" and billing will be hourly. Some of the work will be done in-house to minimize the number of hours.

**MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend to City Council to authorize the DPW Director to amend the existing contract with Dore & Whittier for design and project management services at 645 Pine Street by increasing the total contract amount from \$26,000 to \$171,255 subject to approval by the City Attorney.**

#### **DISCUSSION:**

- **Councilor Bushor requested discussing the memo of 4/15/19 regarding the global movement of North Beach at the next Board of Finance meeting.**



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**VOTING: unanimous; motion carried.**

### **4.06 Contract with Alliance Mechanical & Temperature Controls of Vermont – DPW**

**MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve and recommend to City Council for approval the authorization of the DPW Director to execute a contract with Alliance Mechanical for \$133,380 with an additional \$16,344 reserved for use as contingency funds as needed subject to approval by the City Attorney.**

**VOTING: unanimous; motion carried.**

### **4.07 Contracts with Vendors for City-Wide Reappraisal – Assessor's Office**

**MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council for approval the following:**

- **Authorize the City Assessor to execute the contract with Tyler Technologies to provide general reappraisal services for a cost up to \$411,500 subject to review and approval by the City Attorney.**
- **Authorize the City Assessor to execute the contract with SOA to provide commercial valuations for a cost up to \$95,000 and project monitoring for a cost up to \$84,000 subject to review and approval by the City Attorney.**
- **Authorize the City Assessor to execute the contract with Patriot Properties, Inc. for CAMA AP5 software upgrade, property data import for the cost of \$41,500 plus annual maintenance support for \$10,950 subject to review and approval by the City Attorney.**
- **Authorize the City Assessor to execute contracts for independent commercial property appraisals as necessary for the general appraisal for a total amount not to exceed \$50,000 subject to review and approval by the City Attorney.**

### **DISCUSSION:**

- **City Assessor Vickery said the valuation software will be installed in the next month. Valuation will be as of 4/1/21 effective FY2022. There will be a public outreach meeting and the vendors will meet with City Council. Letters will be sent to taxpayers.**
- **Councilor Pine stated residential property values have grown more than commercial so a shift is expected. People will likely see their tax bills increase.**
- **Councilor Bushor stated there is the intent to involve the community early to prepare the public.**

**VOTING: unanimous; motion carried.**

## **5.0 COMMUNICATION**

### **5.01 Annual Update for On-Call Engineering Services Agreement – DPW**

Deferred to the next meeting.

### **5.02 March Sweep Report – C/T**





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The Board received the report.

**6.0 ADJOURNMENT**

With no further business and without objection the meeting was adjourned at 6:16 PM.

*RScty: MERiordan*