



**Board of Finance - Monday, April 17, 2017 at 5:30 p.m. Conference
Room 12, City Hall
4/17/2017**

MINUTES SUBJECT TO CORRECTION BY BURLINGTON BOARD OF FINANCE. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE BOARD.

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

April 17, 2017

DRAFT

MEMBERS PRESENT: Mayor Miro Weinberger [arrived 5:35 PM]

Jane Knodell

Sharon Bushor

Karen Paul [via telephone]

Kurt Wright

OTHERS PRESENT: Bob Rusten, CAO

Eileen Blackwood, City Attorney

Brian Lowe, Mayor's Office [arrived 5:53 PM]

Amy Bovee, Assistant City Clerk

Susan Leonard, HR

Stephanie Reid, HR

Chapin Spencer, DPW

Nicole Losch, DPW

Martha Keenan, DPW

Gene Richards, Airport

Nic Longo, Airport

Steven Locke, Fire Chief

Adam Roof, City Council



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Richard Deane, City Council

Joe Spiedel, resident

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

1.0 CALL TO ORDER and AGENDA

Until the arrival of Mayor Weinberger, CAO Rusten called the Board of Finance meeting to order at 5:32 PM on 4/17/17. Mayor Weinberger arrived at 5:35 PM and facilitated the meeting.

1.01 Agenda

MOTION by Councilor Knodell, SECOND by Councilor Wright, to approve the agenda with the deletion of Item 5.02 (library reorganization – HR) and the addition of material for Item 4.04 (funding for bystander intervention training - Councilor Roof). VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 MINUTES

3.01 March 27, 2017

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve the 3/27/17 minutes with the following correction(s)/clarification(s):

- **Going forward note in the minutes the department that pertains to each agenda item.**
- **Add the timeframe for expending funds in Item 5.02 (HOME funds) and note there was no limit in the timeframe.**

VOTING: unanimous; motion carried.

4.0 BOARD OF FINANCE APPROVAL

4.01 Contract Amendment with DEW Construction - DPW

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve the contract amendment with DEW Construction. VOTING: unanimous; motion carried.



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4.02 Contract for College Street Parking Garage Repairs Inspection Services - DPW

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve the contract for the College Street parking garage repairs inspection services.

DISCUSSION:

- Councilor Bushor asked about the balance in the Traffic Fund. DPW Director, Chapin Spencer, explained approval was granted to use \$1 million from the \$2.5 million fund balance (and to borrow money) for the Phase 2.A work leaving a balance of about \$1.5 million in the Traffic Fund.

VOTING: unanimous; motion carried.

4.03 Contract for Consulting Services with Street Planning Collaborative - DPW

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve the contract for consulting services with Street Planning Collaborative.

DISCUSSION:

- Councilor Bushor asked if the community is aware of the quick turnaround improvements. Senior Transportation Planner, Nicole Losch, said Task #2 is to develop quick building design standards, project guidelines, and templates for outreach materials so there is guidance on how to engage the communities before installing the project. There will be a project involvement specialist in the department to help with project outreach for the department as a whole.
- Councilor Wright asked if the work is connected to the plan before City Council. Senior Transportation Planner Losch confirmed this, adding the recommendations in the plan are for rapid implementation. The work will help define materials to use and how to work with the communities to implement the project and help implement the plan. Councilor Wright asked what happens if the plan does not work. Senior Transportation Planner Losch said the department will still look to improve the network for walking and biking. The tasks will still be relevant and helpful. Outreach materials and the materials toolkit will still be helpful.
- Councilor Bushor observed the quick build is similar to what was done with the Winooski bridge intersection project where risk was identified, but there was not the capital to make all the changes so interim work was done.

VOTING: unanimous; motion carried.

4.04 Use of City Council Initiative Fund for Bystander Intervention Training for Burlington Service Industry Staff – Councilor Roof

Councilor Roof requested his presentation/request be postponed to the next meeting due to time constraints and to allow more work with the Mayor's Office and City Attorney.



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MOTION by Councilor Knodell, SECOND by Councilor Paul, to postpone the presentation/request by Councilor Roof relative to funding for bystander intervention training until the Board of Finance meeting on April 24, 2017.
VOTING: unanimous; motion carried.

5.0 APPROVE AND RECOMMEND TO CITY COUNCIL

5.01 Hire Additional Firefighters – Fire Department

MOTION by Councilor Knodell, SECOND by Councilor Paul, to approve and recommend to City Council for approval hiring additional firefighters as recommended by the Fire Chief.

DISCUSSION:

- Councilor Bushor mentioned Shift A having more firefighters and decreasing overtime in other areas. Fire Chief Locke explained there were a number of assigned slots. The request is addressing an issue of staffing that should have been addressed in 2002 when the second ambulance was brought on board.
- Councilor Wright asked if the savings in overtime is anticipated to be \$150,000. Fire Chief Locke said data from the past five years were researched and the average overtime was calculated. The additional staff will save in overtime costs.
- Councilor Knodell asked if the MOU expires when the current contract expires, and if talks will continue about minimum staffing levels. Fire Chief Locke said the MOU will expire when the contract expires and research is being done on deployments and staffing. Safety and staffing levels will be part of the analysis.

VOTING: unanimous; motion carried.

5.02 Library Reorganization – HR [Removed from Agenda]

5.03 Additional Task Order with The Jones Payne Group for Voluntary Land Acquisition and Relocation Services – BTV

5.04 Additional Task Order with The Jones Payne Group for the Noise Compatibility Program - BTV

MOTION by Councilor Paul, SECOND by Councilor Knodell, to combine discussion/approval of Items 5.03 and 5.04 (task orders with The Jones Payne Group for voluntary land acquisition and relocation services and the Noise Compatibility Program at the airport).

DISCUSSION:

- Councilor Bushor asked if South Burlington has been informed and suggested maintaining a paper trail to confirm this. Nic Longo, Director of Airport Planning, confirmed South Burlington is aware of the task orders which are part of the original grant received in September 2016. There have been multiple public meetings with the Chamberlin Neighborhood Airport Planning Committee and direct presentations to South Burlington City Council. There have also been direct FAA communications at the airport. After receiving the grant the purchase of eight properties was started out of the approved total of 39.
- Gene Richards, Airport Director, said South Burlington City Council was not sent the information, but is aware of what is going on. The program has been approved and there is no need for South Burlington to



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micromanage the process. South Burlington has a seat at the table and has an airport commissioner who approved the program.

- Councilor Wright confirmed no noise mitigation efforts can go forward until the land acquisition program is complete. Airport Director Richards said no new programs can be set up until the land acquisition process is complete. That program will finish and the grant that was received will be used to determine the process to move forward.
- Councilor Wright asked how many houses are left in the land acquisition program. Airport Planning Director Longo said the grant received in September 2016 was for 39 houses and eight are in process now so 31 remain. Airport Director Richards added most of the discussion was about the Kirby cottages which have been purchased minus one. The airport will work with Champlain Housing Trust on re-use of the houses in the current situation.
- Councilor Wright mentioned the request by the South Burlington city councilors at the last Burlington City Council meeting to be informed of action to be taken and to be formally invited to meetings. Mayor Weinberger stated South Burlington City Council is aware of the airport program. There are structures in place to ensure proper coordination with South Burlington and other municipalities per the policies and procedures that have served the airport well for decades. Burlington should be proud of the history with Burlington Airport which is one of the most successful regional airports of its size in the country. Burlington is at a difficult point in the relationship with South Burlington because of substantive issues, not because there has not been good communication.
- Airport Director Richards said airport staff has put in over 200 hours in the last three months in communicating with South Burlington. The staff works hard to communicate on multiple levels. South Burlington has a representative on the Airport Commission. There have been instances where the airport has sent information to the South Burlington City Manager and that information does not get communicated to the city councilors so South Burlington does not even communicate amongst themselves.
- Councilor Paul recalled a month ago a representative from the FAA was in Burlington for a meeting hosted by the airport which was well attended. All five South Burlington city councilors were present. The FAA representative answered all the questions that were asked (80% of the questions were from South Burlington City Council). The FAA representative even agreed to attend a South Burlington City Council meeting. Councilor Paul said this was at least the third meeting in the last six months that was an open invitation to all neighbors and members of the South Burlington community to discuss the issues. Thanks are extended to the actively engaged and extremely responsive airport staff.
- Councilor Bushor asked if feedback on the Noise Compatibility Program will be given to City Council at the end of the process. Airport Planning Director Longo assured a presentation on the material will be presented at the Airport Commission level up to the City Council level.

VOTING: unanimous; motion carried.

6.0 EXECUTIVE SESSION

None.

7.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 5:57 PM.



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