



Board of Finance - Monday, April 8, 2019 at 5:30 p.m. Conference Room 12, City Hall 4/8/2019

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF SPECIAL MEETING

April 8, 2019

APPROVED – 5/20/19

MEMBERS PRESENT: Mayor Miro Weinberger

Karen Paul

Sharon Bushor

Kurt Wright

Brian Pine

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Justin St. James, Assistant City Attorney

Olivia Lavechin, Mayor's Office

Jordan Redell, Mayor's Office

Chapin Spencer, DPW

Rob Green, DPW

Laura Wheelock, DPW

Megan Moir, Water Resources

Deanna Paluba, HR

Ben Pacy, HR

Stephanie Reed, HR

Cindi Wight, Parks & Rec

Adam Roof, City Council



Board of Finance - Monday, April 8, 2019 at 5:30 p.m. Conference Room 12, City Hall 4/8/2019

Joan Shannon, City Council

Ali Dieng, City Council

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 5:33 PM on April 8, 2019 and welcomed new member, Brian Pine.

1.01 Agenda

MOTION by Councilor Bushor, SECOND by Council President Wright, 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 January 22, 2019

3.02 January 28, 2019

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve the 1/22/19 and 1/28/19 minutes as presented.

DISCUSSION:

- Councilor Paul requested receiving the minutes in a more timely manner.

VOTING: 4 ayes, one abstention (Councilor Pine); motion carried.

4.0 BOARD OF FINANCE APPROVAL

4.01 Recategorize/Retitle Opiate Policy Operations Manager Position – BPD, HR

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve the re-categorization of the Opiate Policy Operations Manager position within the Police Department from a Limited Service, full time, exempt, nonunion, Grade 21 position to a Regular, full time, exempt, nonunion, Grade 21 position with the new title of "Drug, Mental Illness & Homeless Policy and Operations Coordinator". VOTING: unanimous; motion carried.

5.0 APPROVE AND RECOMMEND TO CITY COUNCIL



Board of Finance - Monday, April 8, 2019 at 5:30 p.m. Conference Room 12, City Hall 4/8/2019

5.01 Conservation Legacy Fund Disbursement 311 North Avenue – Parks & Rec

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve and recommend to City Council the authorization of payment by the Department of Parks and Recreation of up to \$3,200 from the Conservation Legacy Fund to the Vermont Land Trust.

DISCUSSION:

- Councilor Bushor asked why the city is paying debt service when the developer needed the easement for the project. Parks & Rec Director Wight explained the developer was not aware of the easement across the property.
- Councilor Paul asked if this is part of a larger endeavor to go to City Council. CAO Anderson said the board approved the contract for the project.

VOTING: unanimous; motion carried.

5.02 CY19 Street Reconstruction Project Contract - DPW

MOTION by Council President Wright, SECOND by Councilor Paul, to approve and recommend to City Council for approval the authorization of the DPW Director to execute a construction contract with Frank W. Whitcomb Construction Corp. subject to City Attorney approval to complete street reconstruction, fix water service connections, and make improvements to manhole structures for a total contract amount of \$1,808,788.55, and further, to authorize the DPW Director to utilize up to \$380,100 in additional contingency funds through the issuance of contract amendments as necessary.

DISCUSSION:

- Council President Wright asked for an explanation of reclaiming a street. DPW Engineer Wheelock explained the road and subsurface is taken down 12" and new pavement put down with a reclamation.
- Council President Wright asked about streets not on the list that need attention. DPW Engineer Wheelock said the streets will be looked at. The drainage on North Avenue will be evaluated first. Shore Road will be looked at.
- Councilor Paul asked if the 5% contingency is based on the total cost. DPW Engineer Wheelock said the amount is from the base bid. How much contingency is used or remaining is tracked. Councilor Paul requested an update in the fall on the amount remaining in the contingency.
- Councilor Pine asked about the bid amount and the base bid. DPW Engineer Wheelock said the bid amount is \$1.8 million and the base bid is \$1.62 million with \$180,000 capturing water resources.
- Councilor Pine asked about the sidewalk contract. DPW Engineer Wheelock said the contract was done in March. The construction portal has updated information on the city infrastructure projects.
- Councilor Bushor asked how streets to be done are identified. DPW Engineer Wheelock said see-click-fix is used and the street is evaluated.

VOTING: unanimous; motion carried.

5.03 Fuel Contract – DPW, C/T

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



Board of Finance - Monday, April 8, 2019 at 5:30 p.m. Conference Room 12, City Hall 4/8/2019

the authorization of the DPW Director or designee to execute a three year agreement with A.R. Sandri, Inc. for gasoline and diesel fuel services subject to approval by the City Attorney's Office.

DISCUSSION:

- **Councilor Pine asked if there is a plan to move off fossil fuels for any city vehicles. DPW Assistant Director Green said DPW is trying to get more electric vehicles. Mayor Weinberger added the fleet study was tasked with exploring electrification.**

VOTING: unanimous; motion carried.

5.04 Contract with Melanson Heath and Co. for Audit Services – C/T

MOTION by Council President Wright, SECOND by Councilor Paul, to approve and recommend to City Council for approval the authorization of the Chief Administrative Officer or designee to execute a contract with Melanson Heath and Co. to provide audit and advisory services for fiscal years ending June 30, 2019 through June 30, 2021 in the amount of \$219,300 for FY19 and \$213,800 for FY20 and FY21 with the option to renew for two additional years at those prices subject to review and approval of the City Attorney's Office.

DISCUSSION:

- **Councilor Paul confirmed this is the third contract the city has had with the audit firm and noted there may be a time when a rotation is needed. CAO Anderson said it is problematic to rotate auditors in a nonprofit municipality due to lack of competition of qualified auditors.**
- **Councilor Paul noted FAB requires rotation every five years. DFO Goodwin said the city can ask to have the lead partner for the firm changed. Councilor Paul commented after 10 years with the same auditor it should be a priority to find a different audit service.**
- **Councilor Bushor suggested having a pool of auditors from selected firms to work with to avoid working with the same person all the time.**

VOTING: unanimous; motion carried.

6.0 COMMUNICATION

7.01 FY19 Budget Performance Presentation – Parks & Rec

Parks & Rec Director Wight reported by mid-March the department was ahead in revenues and slightly behind in expenses. Revenues and expenses are watched closely. The waterfront generates the most revenue. Revenues for recreation were lower last year because some state aid was not received. Challenges include senior programming that is not revenue lucrative and loss of the farmers market revenue. Opportunities include having the Pomerleau family fund the children's programs at the annual holiday party, increase in recreation scholarships, parking, camping (can request a site online), rec specialist position, and new grounds manager. The Parks & Rec team does an amazing job.

Councilor Paul asked about names being culled from the marina wait list. Parks & Rec Director Wight assured this will be done. Councilor Paul mentioned the parking issue at Oakledge Park. Parks & Rec Director Wight said staff is being hired to handle parking.



Board of Finance - Monday, April 8, 2019 at 5:30 p.m. Conference Room 12, City Hall 4/8/2019

Council President Wright asked about maintaining green infrastructure. Parks & Rec Director Wight said maintenance of green infrastructure involves more than just mowing. Mayor Weinberger said the costs of maintenance will be discussed during the budget sessions. Councilor Bushor suggested community service volunteers do the work.

6.02 Single Audit Results – C/T

CAO Anderson reported the results of the single audit look good.

6.03 February Financials – C/T

CAO Anderson reported:

- Planning & Zoning are on track to budget.
- Inspection Services is trending better.
- Workers Comp is above budget on claims (payout on old claims).
- Health insurance is still within budget.

Councilor Bushor asked about rooms & meals tax. Mayor Weinberger said every year the revenues have increased despite the current condition of downtown.

Councilor Paul asked how much money is being set aside for the assessment and to be cognizant of the personal business property tax revenue loss. CAO Anderson said \$1 million is set aside.

7.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:30 PM.

RScty: MERiordan

