



Board of Finance Meeting - Monday, March 23, 2020, 5:30 pm, Conference Room 12, City Hall 3/23/2020

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

March 23, 2020

MEMBERS PRESENT:

Mayor Weinberger

Council President Wright

Councilor Paul

Councilor Bushor

Councilor Pine

OTHERS PRESENT:

Katherine Schad

Richard Goodwin

Cindi Wight

Jordan Redell

Darren Springer

Munir Kasti

Melisa Cate

Lise Veronneau

Deanna Paluba

Gene Richards

Marie Friedman

Olivia LaVecchia

Kara Alnasrawi



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Eileen Blackwood

Megan Moir

Jenna Olso[CA1]

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:25 PM on March 23, 2020.

1.01 Agenda

MOTION by Councilor Paul, SECOND by Councilor Pine, to amend/adopt the agenda as follows: add to the agenda item 5.09 Emergency Measures Related to COVID-19 Resolution; note title change and written materials for this agenda item (per COS Redell).

VOTING: unanimous [Council President Wright was not present for the vote]; motion carries.

2.0 PUBLIC FORUM

There were no comments from the public at this time.

3.0 MINUTES

3.01 January 6, 2020

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve the minutes of the January 6, 2020 Board of Finance meeting with a correction to the list of attendees.

VOTING: unanimous [Council President Wright was not present for the vote]; motion carries.

3.02 January 21, 2020

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve the minutes of the January 21, 2020 Board of Finance meeting with a correction to the list of attendees.



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VOTING: unanimous [Council President Wright was not present for the vote]; motion carries.

3.03 February 3, 2020

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve the minutes of the February 3, 2020 Board of Finance meeting with a correction to the list of attendees.

VOTING: unanimous [Council President Wright was not present for the vote]; motion carries.

3.04 February 18, 2020

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve the minutes of the February 18, 2020 Board of Finance meeting with the following amendments:

- **Correct spelling of Megan Moir's name**
- **Correction to the year on Item 3.03, if needed**

VOTING: unanimous [Council President Wright was not present for the vote]; motion carries.

4.0 BOARD OF FINANCE APPROVAL ONLY

4.01 Rock Point Bridge Amendment - DPW –

MOTION by Council President Wright, SECOND by Councilor Paul, to authorize the Director of Public Works to execute Contract Amendment Number 2 with DuBois & King, Inc. for the Rock Point Bridge design, which will increase the existing contract amount by \$24,399.00 raising the total to \$67,228.00, and to further authorize the use of an additional \$27,772.00 in contingency funds, and to execute necessary contract amendments up to the total authorized amount of \$95,000.00, all of which is included in the amended project budget and proposed FY21 Capital budget.

DISCUSSION:

Councilor Bushor asked if a new bridge would be built on top of the existing structure and Laura Wheelock [CA2] replied that it would be built south of the existing bridge and abutments would be left in place for a potential future pedestrian structure.

VOTING: unanimous; motion carries.

5.0 APPROVE AND RECOMMEND TO CITY COUNCIL





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5.01 Request for approval of a budget neutral amendment – Fire

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend that City Council approve a budget neutral amendment to the FY 20 Burlington Fire Department budget to increase revenues by \$172,000 and increase overall expenditures by \$172,000 as outlined in Chief Locke's memo dated, March 6, 2020.

VOTING: unanimous; motion carries.

5.02 Request for creation of a reserve fund for fire alarm system replacement – Fire

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend that City Council approve the creation of a fire alarm system replacement reserve fund and assign the monies collected since July 1, 2018, that have been identified in general fund account 110-15-000.4435 for this purpose as well as system expansion.

VOTING: unanimous; motion carries.

5.03 Shelburne Street Roundabout Sewer Relining – DPW

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend that the City Council authorize the Director of Public Works to execute Supplemental Agreement #2 to Utility Agreement UT0053 with the Vermont Agency of Transportation, authorizing an additional \$118,041.72 in reimbursable funds and raising the total agreement value to \$189,441.72, and allowing the City to utilize a contractor to rehabilitate existing municipal combined sewer infrastructure as is necessary prior to the start of the Shelburne Street Roundabout construction and to approve and recommend that the City Council authorize the Director of Public Works to execute an amendment to the existing contract with Green Mountain Pipeline Services, LLC to include cured in place pipe relining of combined sewers and manholes subject to Supplemental Agreement #2 to UT0053, with additional work not to exceed \$118,041.72, and raising the maximum limiting amount of the contract from \$255,268 to \$373,309.72.

VOTING: unanimous; motion carries.

5.04 Shelburne Street Roundabout - Finance and Maintenance Agreement FM0324 Amendment #1 – DPW

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend that the City Council authorize the Director of Public Works to execute Amendment #1 to the Finance and Maintenance Agreement FM0324 with the Vermont Agency of Transportation, authorizing \$109,876 in reimbursable project expenses, which is intended



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to cover one hundred percent (100%) of the costs associated with providing technical, legal, and project management assistance to VTrans throughout the design and construction of the Shelburne Street Roundabout, subject to the final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

5.05 Request for Authorization to Sell Airport/City Property to Preserve Residential Housing Associated with the Federal Aviation Administration's Noise Mitigation Program – Airport

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend that the City Council adopt the attached resolution.

Nick Longo provided an overview of the resolution. He noted that these parcels were acquired with approval from the Federal Aviation Administration (FAA) in order to preserve and sell them on the open market, and noted that the FAA had to approve easements, fair market value, and all associated costs. He further noted that the parcels are now ready to be sold in order to recover funds and repay the FAA. He added that the parcels were acquired in the first place because they were within an area with greater than 75 decibel noise levels and would have been acquired and demolished by the FAA if the City had not stepped in.

Councilor Bushor expressed concern about whether the homes can be sold by May 15th, given the COVID-19 crisis, and asked about contingency plans. Gene Richards replied that the deadline could be pushed back to August and that the City has the ability to lower the price of the homes as well.

Councilor Pine expressed concern about the current housing market and economy compared to the market when these properties were appraised, noting the current economic downturn related to the COVID-19 crisis. He asked if it would be possible to put an affordability covenant on one of the properties. Mr. Richards replied that that could make it challenging to meet the FAA's payback deadline, and was unsure of the City's appetite for risk or if the City could take a loss on the property.

VOTING: unanimous; motion carries.

5.06 Creation of Position in Burlington Parks, Recreation, & Waterfront - Recreation Division – Parks

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve and recommend that the City Council adopt the attached resolution.



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DISCUSSION:

Councilor Paul asked whether the position was already budgeted for, and Cindi Wight noted that an unfilled AmeriCorps position is being used to fund the benefits portion of the position, since it would no longer be a seasonal position. She added that funds would be taken from other seasonal positions to cover this position if current proposed funding were inadequate.

VOTING: unanimous; motion carries.

5.07 Authorization for Drinking Water Loan and Contract – DPW

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend that Council adopt resolutions 5.071 and 5.072.

VOTING: unanimous; motion carries.

5.08 Authorization for Clean Water Loans and Contracts – DPW

MOTION by Councilor Pine, SECOND by Council President Wright, to approve and recommend that Council adopt resolutions 5.081 through 5.085.

DISCUSSION:

Councilor Bushor noted a financing cap in this supplemental resolution of 5% and that it had previously been 4.5%. Megan Moir replied that that might be a typo and that amending it to adjust for that would be fine. Councilor Bushor asked why the loan forgiveness amount for the SCADA project was notably higher than for other projects. Ms. Moir replied that loan forgiveness was assessed as 50% of the total cost of the project, that the total municipal cap is \$250,000 and was allocated to different projects in different ways. Councilor Bushor asked about the flexibility of using natural resource funds in the WISPr Program for facility work (for example). Ms. Moir replied that for that specific program, 10% more in funding was creating for stream and wetland restoration, and that it could only be spent on those non-point-source ecosystem projects.





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VOTING: unanimous; motion carries.

5.09 Emergency Measures Related to COVID-19 Resolution

Mayor Weinberger introduced the resolution, noting that materials were shared publicly earlier in the day and a webinar had been conducted earlier in the day as well. He asked if the Board of Finance had specific questions on the resolution currently.

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend that the council adopt the resolution.

DISCUSSION:

Councilor Bushor asked whether there were alternative funding scenarios, should the emergency be longer in duration than anticipated. Mayor Weinberger noted challenges of straddling fiscal years with budgeting for this. He noted that there would be delayed revenues and reduced revenues related to the COVID-19 crisis, noting specifically that of the projected \$20 million in revenue for the remainder of the fiscal year, an estimated \$5 million will not be realized. He stated that options for addressing loss of revenue included cutting expenses or using reserves. He added that any strategies put into place for Fiscal Year 2020 to address revenue loss will also be implemented for Fiscal Year 2021.

Councilor Paul asked whether resolution language could be modified to set a deadline of April 13 or prior (April 6th), in case the administration would be ready to report out to City Council on Organization Day (April 6th). Mayor Weinberger replied that he would welcome that amendment to the resolution when the full City Council takes it up, but added that giving the administration flexibility on the deadline is advisable.

VOTING: unanimous; motion passes.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:53 PM.

RScty: AACoonrad





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