



Board of Finance Meeting, Monday, March 22, 2021, 5:30 pm
****VIRTUAL MEETING****
3/22/2021

BURLINGTON BOARD OF FINANCE

REMOTE MEETING WITH CALL-IN NUMBER

BURLINGTON, VERMONT

MINUTES OF MEETING

March 22, 2021

MEMBERS PRESENT: Max Tracy

Karen Paul

Brian Pine

Ali Dieng

Katherine Schad/Miro Weinberger

OTHERS PRESENT: Eileen Blackwood

Rich Goodwin

Jordan Redell

Megan Moir

Norm Baldwin

Tyeastia Green

Belan Antensaye

Skyler Nash

Lynn Reagan

Chapin Spencer

Martha Keenan

Martin Lee

Kate Komorowski

Larry Lackey

Nic Longo



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Shelby Losier

Gene Richards

1.0 CALL TO ORDER and AGENDA

Chief Administrative Officer Schad called the Board of Finance meeting to order at 5:35 PM.

1.
 - i. Motion to amend/adopt agenda

MOTION by Councilor Paul, SECOND by Councilor Pine, to adopt the agenda.

VOTING: unanimous; motion carries (Mayor Weinberger not present for vote).

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

None at this time.

3.0 CONSENT AGENDA

3.01 March 8, 2021 Board of Finance Minutes, Draft – approve the minutes.

MOTION by Councilor Paul, SECOND by City Council President Tracy, to adopt the consent agenda items 3.01 and take the actions indicated.

VOTING: unanimous; motion carries (Mayor Weinberger not present for vote).

4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

4.01 Approving Funds For City's First Annual Juneteenth Celebration – REIB



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Public Policy Analyst Nash said Juneteenth is the celebration of Black freedom and has been celebrated since 1865, and will be commemorated with a celebration in Burlington this year. He said the event will have an entertainment component and an educational component. He said it would take place across four or five locations in the City. He said there are 7 community members and an internal, multidepartmental City planning committee to give perspective on the planning process. He said that the celebration will begin with a brunch at 10:00 AM and will continue with activities across the City until 10:00 PM.

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

VOTING: unanimous; motion carries (Mayor Weinberger not present for vote).

4.02 Continued Creation Of Tiered Progression Program For Union Positions - Burlington Electric Department - BED/HR

MOTION by Councilor Pine, SECOND by City Council President Tracy , to recommend that the City Council approve the attached resolution.

VOTING: unanimous; motion carries (Mayor Weinberger not present for vote).

4.03 Corrected Retroactive Pay For Two Reclassified Department Of Public Works Employees - DPW/HR

Chief Administrative Officer Schad said that this is part of a reclassification package involving several DPW members that occurred in November of 2020. She said that the two employees here are owed retroactive pay that was not processed at the time of reclassification.

Director Spencer added that the two employees had been doing work beyond their job description and they had been moving the reclassification forward, but due to miscommunication, these two employees were only given retroactive pay back to when the Council approved it, but that the City is seeking additional retroactive pay beyond that.

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

DISCUSSION:

- **Councilor Paul noted that the quantities of money are not insignificant. She asked if there are rules around what is incumbent upon the City to pay these employees in addition to retroactive pay. City Attorney Blackwood replied that the error on the City's part was since November. She said that prior to that, what the**



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City's rules say is that the employee can put in a request for a reclassification but the City will get to it in due course (and the due course was delayed due to Covid). She said that there are no other provisions about what is owed to them.

- Councilor Dieng asked if there are other employees at DPW that need this reclassification and adjustment. Director Chapin replied that there are no other requests like this at this time.

MOTION TO AMEND by Councilor Pine, SECOND by City Council President Tracy, to amend the resolution to state:

Line 10: "but should have received \$7,956.02 requiring an additional payment of \$5,253.35."

Line 12: "but should have received \$8,548.83 requiring an additional payment of \$5,441.28."

Line 17: "in the amount of \$5,253.35 and \$5,441.28."

VOTING ON AMENDMENT: unanimous; motion carries (Mayor Weinberger not present for vote).

VOTING ON RESOLUTION AS AMENDED: motion carries (Mayor Weinberger not present for vote).

4.04 Bay State Elevator Company/Otis Elevator contract - DPW

MOTION by Councilor Pine, SECOND by Councilor Paul , to approve and recommend that the City Council authorize the Director of Parks, Recreation, and Waterfront to sign a contract with Otis Elevator Company, doing business as Bay State Elevator Company, in the amount from \$148,493.00 with a contingency of \$14,849 for a total amount not to exceed \$163,342.00 for the modernization of the elevator in the Fletcher Free Library, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries (Mayor Weinberger not present for vote).

4.05 Construction Engineering Amendment for Wastewater Disinfection Improvements - DPW - Water Resources

MOTION by Councilor Paul, SECOND by Councilor Dieng , to approve and recommend that the City Council authorize the Director of the Department of Public Works to execute a second amendment to the Agreement with Wright Pierce for Construction Engineering of the Disinfection Improvements to increase the scope of work, work schedule, and the maximum limiting amount by \$65,000 to \$475,100, subject to the final review and approval of the City Attorney's Office.





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VOTING: unanimous; motion carries (Mayor Weinberger not present for vote).

4.06 Authorization For \$64,000 STEP II and \$1,196,000 STEP III Loans From Vermont Clean Water State Revolving Fund And Engineering Services Contract With Vanasse Hangen Brustlin, Inc. For \$100,000 For The Manhattan Stormwater Outfall Rehabilitation Project - DPW - Water Resources

City Council President Tracy asked how this relates to combined overflows and if that will contribute to that reduction. Assistant Director Moir replied that this relates to stabilizing the entire channel and avoiding additional damage to nearly roadways.

MOTION by Councilor Pine, SECOND by City Council President Tracy, to recommend that the City Council approve the attached resolution.

VOTING: unanimous; motion carries (Mayor Weinberger not present for vote).

4.07 Authorization to Execute First Amendment to Contract with Wind River Environmental, LLC for Catch Basin Cleaning Services - DPW - Water Resources

MOTION by Councilor Dieng, SECOND by Councilor Paul, to approve and recommend that the City Council authorize the Director of Public Works to execute an amendment to the contract with Wind River Environmental, LLC for catch basin cleaning services to increase the scope of services and the maximum limiting amount from \$68,975 to \$132,674.85.

VOTING: unanimous; motion carries (Mayor Weinberger not present for vote).

4.08 Work Assignment Agreement #6 with Utility Services Co., Inc. for Design of Cell Antenna Corral for Redstone Tank - DPW - Water Resources

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend that the City Council authorize Chapin Spencer, Director of the Department of Public Works, to execute a work assignment agreement with Utility Services Co. Inc. in an amount not to exceed \$15,000 for Design of a Cell Antenna Corral on the Redstone Tank, subject to the final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries (Mayor Weinberger not present for vote).



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4.09 Request to Approve Execution of an Agreement for Construction of the Chamberlin School HVAC Upgrade with Engelberth Construction, Inc. – Airport

MOTION by Councilor Paul, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Engelberth Construction, Inc. for the Chamberlin School HVAC Upgrade construction services in the amount of up to \$1,650,912.00, plus an additional \$247,637.00 (15%) contingency, for a total amount of up to \$1,898,549.00, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries (Mayor Weinberger not present for vote).

4.10 City Council Initiatives Fund Reimbursement Request: \$556.40 - Ali Dieng, Ward 7 City Councilor

MOTION by Councilor Pine, SECOND by City Council President Tracy, to recommend to the Council that it approve a reimbursement to Councilor Ali Dieng in the amount of \$556.40 from the Council Initiatives Fund for the rental of a dumpster to clean up the Lori Lane neighborhood in October 2020.

VOTING: 4-0; motion carries (Councilor Dieng abstained; Mayor Weinberger not present for vote).

5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 Contract with Polli Construction Company for repairs to municipal buildings due to Halloween event 2019 - DPW

MOTION by Councilor Pine, SECOND by City Council President Tracy, to authorize the Director of the Department of Parks, Recreation & Waterfront to execute a contract with Polli Construction Company in an amount up of \$84,045.00, with a 10% contingency of \$8,404.00, totaling up to \$92,449.00, for repairs to City Facilities related to the 2019 Halloween event, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries (Mayor Weinberger not present for vote).

5.0 COMMUNICATION REGARDING UPDATE ON FEDERAL MONEY

6.01 Update on Federal Money – CAO





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Chief Administrative Officer Schad began the presentation by speaking about the process principles used to guide budget decisions around investing federal funds. She said that one of the first priorities is restoring necessary budget items that were cut over the past 18 months (FY20-21), noting that we anticipate most funds would be appropriated in the FY22 budget process. She said that federal dollars will also be used to restore necessary FY22 budgets to pre-pandemic levels. She said that the FY22 budget should maintain the Unassigned Fund Balance between 10 and 15%, consistent with current UAFB policy and FY23 uncertainty. She recommended that one-time funds should only be used for recurring costs if there is a sustainability plan. She said that the City should retain the ability to act decisively and flexibly during the recovery period of the pandemic and should continuously assess the economic circumstances.

Chief Administrative Officer Schad then walked through the proposed goals that guide the investment of federal funds. She said that the recovery efforts need to be racially just and that the City needs to target efforts at individuals, groups, and small businesses that have been most negatively affected by the pandemic. She said that positive local government innovations should be made permanent (ex: what the Resource and Recovery Center has done). She said that the City will stimulate the local economy to support the downtown and waterfront as soon as is safe. She finally said that the City will prioritize investments around racial justice, climate, housing, and infrastructure efforts.

Councilor Pine suggested calling out energy and energy efficiency as important infrastructure upgrades that should be invested in with these funds.

Mayor Weinberger outlined the federal rules and requirements around the funding—he said that the allowable uses include responding to the COVID public health emergency or its negative economic impacts, such as assistance to households, small businesses, and nonprofits, or aid to impacted industries. He said that it could also be used to provide premium pay to eligible workers performing essential work or providing grants to eligible employers that have eligible workers performing essential work. He said that it could also be used to provide government services to the extent of the reduction in revenue due to COVID relative to revenues collected in the most recent full fiscal year prior to the emergency, and making necessary investments in water, sewer, or broadband infrastructure.

Councilor Pine asked about how the community will be engaged in these priorities. Mayor Weinberger replied that the majority of this funding will be appropriated during the Fiscal Year 22 budgeting process, which includes public engagement. He said that it is likely that there will be RFPs for certain areas of this money. Councilor Pine asked if the Vermont delegation knows if there will be broader Green New Deal innovations implemented as well. Mayor Weinberger replied that the Biden administration intends to implement a new infrastructure plan and a new social justice plan, through additional legislature.

Mayor Weinberger noted that several staff will provide leadership and support for recovery in the small business, racial justice, and individual recovery areas.

Councilor Dieng said it would be good for the BOF to wait for further planning until the full requirements around this funding are known. He also said it is essential to think about some of the proposed investments with an eye to





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sustainability. He also said that it might be good to wait on infrastructure investments until the details around the Biden administration's infrastructure plan are known. Mayor Weinberger said that further guidance on spending parameters and requirements will be available in the coming weeks.

City Council President Tracy asked about what is envisioned to be included in the capital needs line (\$3.5 million), and how it could relate to the five-year capital plan. Mayor Weinberger spoke about the projected budget needs more broadly, saying that of the total \$19 million promised to the City through the American Rescue Plan, initially the Administration sees \$1.024 million needed to cover a budget shortfall for FY21, up to \$430,000 needed towards resuming normal City operations in FY21, up to \$7,000,000 toward replacing lost revenue and fully funding FY22, and \$3.5 million towards capital needs. He said that the capital needs line is a recognition that the construction season is not as strong as it has been in the last five years unless funding is available. He said that this would go toward sidewalks, finishing work on the bike path by Oakledge Park and the bike path around the Amtrak work. He said that this funding will be a bridge between this five-year plan for capital investment and the next five-year plan.

City Council President Tracy asked about funding for support for CEDO, citing needs in the community around housing, particularly if the moratorium on evictions and foreclosures is lifted. Mayor Weinberger replied that there have been hundreds of millions of dollars allocated to Vermont through other funds to address the housing crisis, and that the RRC will continue to help guide individuals and families to those resources.

Mayor Weinberger outlined the next steps for feedback around this funding. He said that the Board of Finance will continue to discuss it during the presentation of the first draft of the FY22 budget schedule, and that he will reach out to individual City Councilors for one-on-one meetings and feedback around this and other budget ideas.

7.0 ADJOURNMENT

7.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:58 PM.

RScty: AACoonrad

