Board of Finance Meeting - Monday, March 9, 2020 at 5:00 pm, Conference Room 12, City Hall
3/9/2020

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BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

March 9, 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

Eileen Blackwood

Megan Moir

Jenna Olso

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:00 PM on March 9, 2020.

1.01 Agenda

MOTION by Councilor Bushor, SECOND by Councilor Paul, to amend/adopt the agenda as follows: note revised version of draft lease for agenda item 3.07 (per Assistant City Attorney St. James)

VOTING: unanimous [Councilor Pine not present for vote]; motion carries.

2.0 PUBLIC FORUM

There were no comments from the public at this time.

3.0 APPROVE AND RECOMMEND TO CITY COUNCIL

3.01 Creation of Tiered Progression Program for Lineworkers - BED –

Councilor Bushor asked what the impact would be for the Fiscal Year 2021 budget for this change, and Mr. Kasti replied that the impact is dependent on whether someone comes into the position at entry, mid, or advanced level. Councilor Bushor also noted that she is typically critical of salary changes, but noted the need for competitive lineworker salaries.

MOTION by Councilor Paul, SECOND by Councilor Bushor, to recommend that the City Council approve the resolution relating to the creation of a tiered progression program for Lineworkers. VOTING: unanimous [Councilor Pine not present for vote]; motion carries.

3.02 Elimination of Maintenance Worker and Creation of Event Manager/Development Specialist - CSM –

Councilor Bushor asked how long the half-time maintenance worker position has been vacant. Ms. Alnasrawi replied that it has been vacant for over three years.

MOTION by Councilor Bushor, SECOND by Councilor Paul to recommend that City Council approve the resolution relating to the elimination of a maintenance worker and creation of an event manager/development specialist position.

VOTING: unanimous [Councilor Pine not present for vote]; motion carries.

3.03 Authorization to Award the Contract for Construction Oversight of Distribution and Collection System Improvements to DuBois & King, Inc.

MOTION by Councilor Bushor, SECOND by Councilor Pine, to recommend that the City Council approve awarding the contract for Construction Oversight of Distribution and Collection System Improvements to DuBois & King, Inc. and to authorize Chapin Spencer, Director of the Department of Public Works, to execute a contract with DuBois & King with a maximum limiting amount of $141,678 subject to the final review and approval of the City Attorney's Office

VOTING: unanimous; motion carries.

3.04 Authorization to Extend Master Services Agreement with VHB Through FY22 - DPW –

Councilor Bushor asked about the various dollar figures in the proposal and what the amount would be for new work. It was clarified that the total includes carryover from what is remaining in the current Master Service Agreement and that the proposal is asking to pull that funding through in addition to the amount associated with the next 6 retrofits.

MOTION by Councilor Pine, SECOND by Councilor Wright, to recommend that the City Council authorize Chapin Spencer, Director of the Department of Public Works, to execute an updated Master Agreement with Vanasse Hangen Brustlin, Inc. ("VHB"), which will run through Fiscal Year 2022 and increase the maximum limiting amount an additional $261,562.00, for a total of $472,220.00, subject to the final review and approval of the City Attorney's Office; to approve and recommend that the City Council authorize Chapin Spencer, Director of the Department of Public Works, to execute a Work Assignment Agreement for Manhattan Outfall (WAA #4) with a maximum limiting amount of $100,000 subject to the final review and approval of the City Attorney's Office and to approve and recommend that the City Council authorize Chapin Spencer, Director of the Department of Public Works, to execute

a new Work Assignment Agreement with a maximum limiting amount to $173,406.97 for GSI-CSO Retrofits (WAA #5) subject to the final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

3.05 Request for Approval for Department of Public Works' Water Resources to Execute a Multi-Year Contract for Janitorial Services with Cleantech Building Maintenance, Inc. - DPW –

MOTION by Councilor Bushor, SECOND by Councilor Pine, to recommend the City Council approve awarding the contract to Cleantech Building Maintenance, Inc., and authorize Chapin Spencer, Director of the Department of Public Works, to execute a contract with Cleantech Building Maintenance, Inc. in the amount of $101,680 subject to the final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

3.06 Request for approval to sign agreement for Trash Removal Services - C/T –

Councilor Bushor noted that there had been issues with Myers conducting trash removal activities at a very early hour, which has caused complaints from residents. She asked whether there's an ordinance that the Department of Public Works oversees to help prevent that from happening in future.

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend that the City Council authorize the Chief Administrative Officer, Katherine Schad, to execute a 3-year agreement with Myers Container Services Corporation for trash and recycling services for up to $175,000 annually, subject to change based on volume and also subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries.

3.07 Request for approval to execute a lease with the Sara Holbrook Community Center (SHCC) to operate a teen center at the Miller Community Recreation Center - Parks –

Councilor Pine asked about the level of participation in programming at the center, and Ms. Wight replied that the numbers can fluctuate seasonally and tend to decline when the weather is warmer.

Councilor Bushor noted that this is a greatly-needed resource for teen programming in the community.

MOTION by Councilor Wright, SECOND by Councilor Bushor, to approve and recommend a lease with the Sara Holbrook Community Center on the terms provided in and substantially in conformance with the attached lease, and to authorize Mayor Weinberger to execute the leases, subject to final approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

3.08 Request for approval to execute a contract with Local Motion for Valet Bicycle Parking - Parks –

MOTION by Councilor Pine, SECOND by Councilor Bushor, to approve and recommend that the City Council authorize the Director of Parks, Recreation and Waterfront to execute a five-year contract with Local Motion for valet bicycle parking services, subject to City Attorney's office approval.

VOTING: unanimous; motion carries.

3.09 FY 20 Budget Amendment - Salary - Police –

Councilor Bushor commended the interim police chief's work with looking at how best to use funding to come up with additional training resources.

MOTION by Councilor Bushor, SECOND by Councilor Pine to approve and recommend approval of an amendment to the Police Department budget decreasing GL account 5000_100 Salaries by $95,193 and increasing GL accounts, 6015 Computer Software by $42,570, 6017 Computer Licensing by $12,623, 6700_105 Special Training by $30,000, and 9500_100 Capital Outlay-Construction by $10,000.

VOTING: unanimous; motion carries.

4.0 COMMUNICATION –

4.01 Investment Performance Summary: FYTD 12/31/19 - C/T –

Mr. Goodwin noted that the City has received its investment portfolio and that it has met and exceeded its investment goals for the year. He noted that a small portion had been invested in the bond market, and will look at more bond investment over the next several months. He noted that investment activity will decrease in the second half of the year in order to ensure good liquidity on the City's balance sheet.

4.02 Sweep Report for January - C/T –

Mr. Goodwin noted changes for the January sweep report, including a promotion by a critical staff member to a position at CEDO. He also noted that an RFP was conducted for minute-taking at City Council and Board of Finance meetings, adding that board members should reach out with any comments or questions on minutes to ensure that relevant detail is being captured. He further noted that the City's financial position is strong, with 200 days of cash on hand currently.

5.0 COMMUNICATION - BOARD OF FINANCE APPROVAL ONLY

5.01 Request for approval to sign a contract with A.C. Hathorne Company for the 3060 Williston Road Building Roof Replacement in South Burlington - Airport –

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve that the Director of Aviation, Gene Richards, be authorized to execute a contract with A.C. Hathorne in the amount $72,950.00 with a total contingency of 15% or $83,893.00 for roof replacement construction at 3060 Williston Road detailed in the January 13, 2020 proposal for construction services subject to the final review and approval by the Office of the City Attorney and to approve a budget neutral amendment for $83,893.00 to increase the Airport Other Property cost center Repair and Maintenance Building Expenditure account, consistent with the associated memorandum.

VOTING: unanimous [Councilor Pine not present for vote]; motion carries.

5.02 Regular Schedule of Board of Finance Meetings through August, 2020 - C/T –

The Board of Finance reviewed their meeting schedule through August of 2020.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 5:29 PM.

RScty: AACoonradt