Board of Finance Meeting, Tuesday, February 22, 2022, 6:00 pm **Remotely via ZOOM** 2/22/2022

BURLINGTON BOARD OF FINANCE

REMOTE MEETING WITH CALL-IN

BURLINGTON, VERMONT

MINUTES OF MEETING

February 22, 2022

MEMBERS PRESENT: Max Tracy

Karen Paul

Ali Dieng

Zoraya Hightower

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Dan Richardson

Jordan Redell

Chapin Spencer

Laura Wheelock

Olivia Darisse

Lynn Reagan

Jenna Olson

Cindi Wight

Max Madalinski

Darren Springer

Emily Stebbins-Wheelock

Emily Burn

Thomas Melloni

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 6:04 PM.

1.
   i. Motion to amend/adopt agenda

MOTION by Councilor Paul, SECOND by City Council President Tracy, to adopt the agenda as presented.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

None at this time.

3.0 CONSENT AGENDA

3.01 Motion to adopt the consent agenda and take the actions as indicated

3.02 February 7, 2022 Board of Finance Meeting Minutes, Draft – approve the minutes.

MOTION by Councilor Paul, SECOND by City Council President Tracy, to adopt the consent agenda and take the actions as indicated for items 3.01-3.02.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

4.01 Authorization For Burlington Electric Department Revenue Bonds For Net Zero Energy Projects – BED

General Manager Springer said that this item is related to the Net Zero Energy revenue bond, and this package would enable the issuing of the bonds. He noted that it was approved by the Electric Commission. He noted that there have been changes in Supplemental Resolution #16, including the following: extending the amount of time after each fiscal year to provide audited financial information from 120 days to 180 days, expanding the scope of potential bond projects to include energy efficiency and energy transformation projects, and expanding to include money market funds in the investment securities that are eligible within the bond resolution. He said that Supplemental Resolution #17 helps enable the issuance of the bond itself.

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

VOTING: unanimous; motion carries.

4.02 Board Of Electric Commissioners - Supplemental Resolution No. 16 – BED

Discussion occurred during above item (4.01).

4.03 Board Of Electric Commissioners - Supplemental Resolution No. 17 – BED

Discussion occurred during above item (4.01).

4.04 Shelburne Street Roundabout Budget Amendment, Utility Agreement Supplemental Agreement #4, and A&E Contract Amendment – DPW

Public Works Engineer Darisse noted that for the Shelburne Street Roundabout Project, there is a utility agreement with the State of Vermont, which allows the City to be reimbursed for 100% of the costs incurred for oversight/inspection of water and sewer infrastructure being installed as part of the project. She said that that oversight/inspection is being performed by a consultant, and the City's water distribution team is spending a significant amount of time in the field, so the request is to seek authorization to amend the utility agreement to reimburse the Water Resources Department for their time spent on the project and covers an additional amount of money for the consultants due to construction delays.

MOTION by Councilor Paul, SECOND by City Council President Tracy, 1. To approve and recommend that the City Council authorize the Director of Public Works to execute Supplemental Agreement #4 to Utility Agreement UT0053 with the Vermont Agency of Transportation, authorizing an additional $170,500.00 in reimbursable funds and raising the total agreement value to $438,528.33, subject to the final review and approval of the City Attorney's Office; and 2. To approve and recommend that the City Council authorize the Director of Public Works to amend the consulting contract with Aldrich & Elliott, PC, increasing the maximum limiting amount by $42,200.00, with an additional $6,300.00 in contingency funds, to a total of up to $147,610.00, subject to the final review and approval of the City Attorney's Office; and 3. To approve and recommend that the City Council approve the necessary amendments to the Shelburne Street Roundabout Fiscal Year 2022 Budget by adjusting the accounts

as described in the affiliated memorandum and attachments.

VOTING: unanimous; motion carries.

4.05 Reclassification of a previously approved Water Operator position - DPW - Water Resources

Director Spencer said that this item would reclassify a previously-approved Water Operator position, which would allow for more proactive capital work at the water plant. He noted that previous approve had this as a tiered position, but in further consideration and discussion with the union, the interest was to having the tiering conversation as the upcoming collective bargaining conversation. However, due to the retirement of current engineers, they are seeking approval in the short term to reclassify this to a regular Water Operator position.

Councilor Dieng asked about the operator's license and what it entails. Director Spencer replied that it is a license requirement for operation of the drinking water plant and is a licensure that is required for the operators' work at the plan. Councilor Dieng noted that someone can be hired for the position without previously having acquired the license, but that they would need to obtain it within a certain amount of time being hired. He asked why the position was moved to Grade 17 without a pre-requisite for licensure. Director Spencer replied that this arrangement current exists with the Grade 17 Water Operator positions, so this would match the requirements for the other positions. Councilor Dieng said that it would be better to keep the position as a Grade 16 position but move them to a Grade 17 position once they obtain that licensure. Director Spencer replied that there is a high bar in terms of professionalism and technical knowledge in the industry to operate the plant, and that the other existing positions have these same requirements.

MOTION by Councilor Hightower, SECOND by City Council President Tracy, to approve and recommend that the City Council authorize the reclassification of the Plant Operator in Training I, Regular, Full-time, Non-Exempt, Union, Grade 15, Plant Operator in Training II, Regular, Full-time, Non-Exempt, Union, Grade 16 and Plant Operator I, Regular, Full-time, Non-Exempt, Union, Grade 17 position to a Water Plant Operator, Regular, Full-time, Non-Exempt, Union, Grade 17 position.

VOTING (by roll call): City Council President Tracy – aye, Councilor Paul – aye, Councilor Hightower – aye, Councilor Dieng – nay, Mayor Weinberger – aye (4 ayes, 1 nay); motion carries.

4.06 Authorization For Up To $298,832 Step 1 Loan From Vermont Clean Water State Revolving Fund For Tertiary Treatment Pilot Study At Main Wastewater Treatment Plant - DPW - Water Resources

Director Spencer said that these items seek to authorize loan execution for state revolving loans and authorizing related contracts. He said that there is loan forgiveness associated with these loans. He said that with the integrated water quality plan, Burlington is merging its stormwater and wastewater permitting. He said that this comprises two main efforts: to reduce phosphorus discharge, and reduce the quantity and frequency of stormwater overflows. He said that this would upgrade the main wastewater treatment plant to remove phosphorus, to meet TMDL reductions under their permit requirements. He said that the second and third item are related to CSO reduction efforts, in terms of the Pine Street CSO storage tank, as well as conduct hydraulic modeling efforts. He said that these items strengthen Burlington's commitment to improving water quality.

Councilor Hightower asked about the plan for this to be a pilot and then the timeline of further rollout if the pilot is successful. Water Policy & Programs Manager Olson replied that the tertiary upgrades are the key components to the integrated plan. She said that the pilot will serve to determine what type of tertiary treatment technologies are most effective and cost-effective. She said that they are targeting the upgrades to occur in late 2023 or early 2024.

MOTION by City Council President Tracy, SECOND by Dieng, to recommend that the City Council approve the attached resolutions for items 4.06-4.08.

VOTING: unanimous; motion carries.

4.07 Authorization For Up To $751,391 Step 1 Loan From Vermont Clean Water State Revolving Fund For Hydraulic And Hydrologic Modeling - DPW - Water Resources

This item was discussed above.

4.08 Authorization For Up To $247,670 Step 2 Loan From Vermont Clean Water State Revolving Fund For Design Of Combined Sewer Overflow Storage Tank - DPW - Water Resources

This item was discussed above.

5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 Calahan Park Playground Replacement Contract with Kompan, Inc. – BPRW

Mayor Weinberger noted that the City has been prioritizing and moving through its list of parks that need replacement equipment and upgrades, and this item would authorize a contract to upgrade and replace playground equipment at Calahan Park. Project Coordinator Madalinski noted that Calahan Park is a high-use park and serves a range of ages, which has put it higher on the improvement list.

MOTION by Councilor Paul, SECOND by Councilor Dieng, to approve and authorize Cindi Wight, Director of Parks & Recreation, to execute a contract and any related documents needed to carry out the project with Kompan, Inc.,for a price not to exceed $79,781.71 and a project contingency of $8,000, subject to the review of the City Attorney's Office.

<u>DISCUSSION:</u>

- **Councilor Dieng noted that there were 4 potential bidders for this contract, and noted that they all had similar prices in their bids. He asked about the elements within the scoring criteria for selecting apparently successful bidders, which of the bidders are local, and which have been worked with in the past. Project Coordinator Madalinski replied that during bid review, staff look at overall budget and more detailed budget breakdowns, design proposals, and other components of the scope of work. He noted that there is only one local playground vendor in the State, and that they have worked with most of the vendors in the past.**

VOTING: unanimous; motion carries.

6.0 ADJOURNMENT

6.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:49 PM.

RScty: AACoonradt

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