Board of Finance Meeting - Tuesday, February 18, 2020 at 5:30 pm, Contois Auditorium, City Hall
2/18/2020

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING - DRAFT

February 18, 2020

MEMBERS PRESENT: Mayor Weinberger

Council President Wright

Councilor Paul

Councilor Bushor

Councilor Pine

OTHERS PRESENT: Eileen Blackwood

Lori Olberg

Amy Bovee

Katherine Schad

Richard Goodwin

Martha Keenan

Steve Locke

Tony Berry

Lynn Reagan

Chapin Spencer

Deanna Paluba

Megan Moir

Laura Wheelock

Luke McGowan

Kimberley Gordon

Norm Baldwin

Grace Cioffi

Timothy Devlin

Cindi Wright

Sophie Sauve

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:42 PM on February 18, 2020.

1.01 Agenda

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve the agenda as presented.

VOTING: unanimous [Council President Wright 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 Authorization for Execution of First Amendment to Agreement Between the University of Vermont and the City of Burlington Regarding Participation in the City's Ten Year Capital Plan – DPW

Councilor Bushor asked for clarification on the differences between agenda item 3.01 and 3.04 and clarification was given by City Assistant Attorney Kim Sturtevant.

MOTION by Councilor Bushor, SECOND by Councilor Pine, to recommend that the City Council approve the resolution relating to the authorization for execution of the first amendment to the agreement between the University of Vermont and the City of Burlington regarding participation in the City's Ten Year Capital Pan.

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

3.02 Reclassification and Title Change to Positions Within Water Division - DPW

Chapin Spencer and Megan Moir were present for the discussion of this agenda item.

Mayor Weinberger began by thanking DPW's water team for the hard work this weekend to restore water service and communicate with the town after Saturday's water main break event. Megan Boyer and Chapin are here.

Councilor Bushor asked about which pay scales were referenced in the job reclassification documentation and Mr. Spencer clarified that both positions are still being paid on the DPW system's regular pay scale and that the changes are more to ensure job title consistency and create career ladders within the Department.

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

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

3.03 Pavement Marking Contract - Authorization to Increase Contract Amount – DPW

MOTION by Councilor Pine, SECOND by Councilor Bushor, to recommend that the City Council authorize the Director of Public Works to amend the maximum limiting amount for the 2018 Pavement Marking Contract with L&D Safety markings to a total of $212,063.21 and execute all documents necessary to effect same, subject to City Attorney approval.

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

Councilor Pine noted that in future it would be helpful to see the change in actual dollar amounts reflected in motions of this nature.

3.04 Authorization to Amend University Place UVM - City Agreement & Award Contract for Calendar Year 2020 Engineering Services - DPW -

MOTION by Councilor Pine, SECOND by Councilor Bushor, to recommend the City Council authorize the Mayor to execute a First Amendment to the 'Agreement Between the University of Vermont and The City of Burlington Regarding Participation In The City's Ten Year Capital Plan,' substantially consistent with the draft submitted herewith and to recommend the City Council authorize Director of Public Works to execute a contract with Stantec Consulting Services, Inc. up to the amount of $327,193 for engineering services for the Calendar Year 2020 Sidewalk Program, subject to the prior approval of the City Attorney, and also authorize the use of an additional $32,719 in contingency funds (10%) to increase the authorized amount if needed for the project, with the additional approval and authorization for any contract amendments up to the contingency limit to be signed by Chapin Spencer, Director of Public Works, subject to the review and approval of the City Attorney, for a total of $359,912, all of which is also subject to and included in the Fiscal Year 2020 and 2021 Capital Budgets.

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

3.05 Agreement, Work Plan, & Deliverables for capital project accounting services - C/T -

MOTION by Councilor Paul, SECOND by Councilor Bushor, to recommend the City Council approve and authorize the Acting Chief Administrative Officer to enter into an agreement for capital project accounting services between the City of Burlington and CLA (Clifton, Larson, Allen) up to $170,000 between February 21, 2020 and June 30, 2021, subject to approval of the City Attorney's Office.

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

3.06 Reclassification and Recategorization of Retirement and Insurance Administrator to Retirement Administrator in the Clerk Treasurer's Office - C/T

Richard Goodwin described the reclassification of this position, noting that it is being downgraded because it will no longer require a focus on insurance oversight in addition to retirement services administration. He stated that the reclassification will result in general funds savings of around $10,000.

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend that the City Council approve the reclassification of the Retirement and Insurance Administrator, Clerk and Treasurer's Office, a Regular, Full-time, Exempt, Non-union, Grad 19 ($61,980.86 to $73,923.90) position to Retirement Administrator, a Limited Service, Full-time, Non-Exempt, Non-union, Grade 17 ($53,499.56 to $63,746.37) position.

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

3.07 Burlington Bike Path Rehabilitation Phase 3b design - Parks

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve and recommend that the City Council approve and authorize the execution of a contract with Vanasse Hangen Brustlin, Inc. (VHB) for a price not to exceed $95,600 for the Burlington Bike Path Rehabilitation Phase 3b Design project, plus a project contingency of $14,340, and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to City Attorney's Office review.

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

3.08 Moran Frame Update - CEDO -

Mayor Weinberger began the update by noting that the execution of this contract would allow work to begin that would create a landmark iconic sculptural element to the Burlington Waterfront and will give a framework for further expansion, growth, and positive amenities to be added to the waterfront in future.

Councilor Pine asked if it would be more cost-effective to demolish the current structure and relinquish some TIFF funding. Mayor Weinberger replied that demolition would cost around $3.5 million and creating a usable park space on that bare site would bring costs to around $4-4.5 million.

Councilor Pine asked if $950,000 was the minimum that Burlington Electric would pay for remediation. Miro Weinberger replied that Burlington Electric would be required to pay no less than $950,000 and that there would be no gap in funding.

Councilor Paul and Councilor Bushor both asked about the contingency amount in the construction contract and whether it was deemed sufficient. The City Attorney's Office replied that there is a 5% contingency included in the contract and that there is a high degree of confidence that it will be sufficient.

MOTION by Councilor Pine, SECOND by Councilor Bushor, to recommend that the City Council approve CEDO's acceptance of the DEW Construction Corporation bid for completion of the proposed scope of work relative to Moran Frame Phase 1A and execution of the corresponding contract and all other documents necessary to advance same, subject to the review and approval of the City Attorney; and to recommend that the City Council authorize Mayor Miro Weinberger, on behalf of the City of Burlington, to execute a settlement agreement between the City of Burlington and the Burlington Electric Department ("BED"), in which BED pays to the City an amount not less than $950,000 to compensate the City for the costs of abating/remediating contaminants which have now been identified as requiring such abatement and which fall within the parameters of being BED responsibility as set forth in the 1990 Memorandum of Understanding and Agreement and the 2009 Letter of Agreement executed by the parties, all subject to the review and approval of the City Attorney, and with the understanding that such settlement amount will go to the environmental abatement/remediation costs required for the project.

VOTING: unanimous; motion carries.

4.0 COMMUNICATION – BOARD OF FINANCE APPROVAL ONLY

4.01 Director of Equity, Inclusion, and Belonging Position Reclassification and Retitling - Mayor's Office and HR

Mayor Weinberger noted that this position was created in the summer of 2019, but the search process necessitated a title change and a change in classification, which will hopefully lead to the announcement of a new candidate.

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve the reclassification and retitling of the Director of Diversity, Equity, and Inclusion position from a Limited Service, Full-time, Exempt, Non-union, Grade 24, Diversity, Equity, and Inclusion Director position to a Regular, Full-time, Exempt, Non-union, Grade 24, position and to retitle the position to Director of Equity, Inclusion, and Belonging. VOTING: unanimous [Councilor Wright not present for vote]; motion carried.

5.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:33 PM.

RScty: AACoonradt