



Board of Finance Meeting, Tuesday, February 16, 2021, 5:30 pm
****VIRTUAL MEETING****
2/16/2021

BURLINGTON BOARD OF FINANCE

REMOTE MEETING WITH CALL-IN NUMBER

BURLINGTON, VERMONT

MINUTES OF MEETING

February 16, 2021

MEMBERS PRESENT: Max Tracy

Karen Paul

Brian Pine

Ali Dieng

Katherine Schad (for Miro Weinberger)

OTHERS PRESENT: Eileen Blackwood

Rich Goodwin

Barb Prine

Brian Lowe

Cindi Wight

Darren Springer

Emily Stebbins Wheelock

Gene Richards

Gustave Sexauer

Joan Shannon

Jordan Redell

Kara Alnasrawi

Katie Kinstedt

Larry Lackey



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Lynn Reagan
Marie Freidman
Martha Keenan
Max Madalinski
Megain Moir
Mohamed Jafar
Nick Longo
Shelby Losier
Thomas Melloni
Todd Rawlings
Tony Berry
Sophie Sauve

1.0 CALL TO ORDER and AGENDA

Chief Administrative Officer Schad called the Board of Finance meeting to order at 5:39 PM.

1.
 - i. Motion to amend/adopt agenda

MOTION by City Council President Tracy, SECOND by Councilor Dieng, to adopt the agenda.

VOTING: unanimous; motion carries (Councilor Paul and Councilor Pine not present for vote).

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

Mohammed Jafar spoke about the proposal on the City Council Initiatives Fund. He said that the proposal is to increase voting access to new Americans by creating videos about valid items. He said that he hopes that the videos can help actualize some of the actions the community hopes to achieve.



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3.0 FOR APPROVAL AND RECOMMENDATION TO CITY COUNCIL

3.01 Licensing Fee Waivers For ADA Qualified Service Animals - Councilor Shannon

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

DISCUSSION:

VOTING: unanimous; motion carries (Councilor Pine not present for vote).

3.02 City Council Initiatives Fund proposal for interpreted video explanation of ballot questions - Councilor Hanson

MOTION by Councilor Dieng, SECOND by City Council President Tracy, to recommend to the City Council that it approve the expenditure of \$2,000 from City Council Initiative Funds to support a community-led effort to produce a short video on the seven ballot questions in seven languages.

DISCUSSION:

- **City Council President Tracy expressed his support for this proposal, saying that it is a great way to reach out to the public and ensure that they are able to navigate the complex questions and issues on the ballot this year.**

VOTING: unanimous; motion carries (Councilor Pine not present for vote).

3.03 Authorization For \$2,560,000 Loan From Vermont Clean Water State Revolving Fund For Upgrade Of Stormwater Collection System - DPW - Water Resources

Assistant Director Moir said that this project had been previously approved, and this authorization is to take out a loan to fund it. Attorney Melloni said that the voters approved the Clean Water Resiliency Plan in 2018 and authorized around \$30 million in revenue bonds. He said that one portion being implemented is improvements to the City's stormwater collection system. He said that the City Council approved a bond resolution in June of 2020 for this. He noted that since that approval, the department wanted to reduce the overall transaction costs by accessing funding through a direct revenue note to the Vermont Municipal Bond Bank instead of engaging the bond trustee.

City Council President Tracy asked about the clause noting that the financing options include the bond bank or a general bond resolution. Attorney Melloni said that this language provides flexibility to utilize either option if one ends up not being feasible, to avoid stopping the project.



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Councilor Dieng asked how much of the \$30 million in revenue bonds is left to use. He also asked about the status of the scope of work. Assistant Director Moir replied that they are nearing completion of the first and largest phase for systems improvement and disinfection upgrades. She said that they will also begin pump station upgrades in the spring. She said that they have around \$11 million remaining for wastewater projects and around \$8 million for stormwater projects.

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

VOTING: unanimous; motion carries.

3.04 GIS Services Contract - GIS, Inc. – DPW

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend that the City Council authorize the Director of Public Works to enter into a contract with GIS, Inc. for the hosting and management of the GIS system for the City of Burlington for an amount up to \$119,800, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

3.05 Reclassification of Four CEDO Roles - CEDO/HR

Assistant Director Kinstedt said that the changes for the first three positions are driven by the positions assuming different responsibilities as a result of grants obtained as part of COVID-19 relief funding. The fourth position has been taking on more responsibility than in their job description, so their position was also updated and reclassified. Chief Administrative Officer Schad added that there are several positions within CEDO that have strategically not been filled, which has resulted in additional burden on existing staff.

Councilor Dieng asked if the unfilled positions will be filled or will be eliminated. Chief Administrative Officer Schad replied that this is an ongoing discussion as the City discusses the COVID-19 response and the Fiscal Year (FY) 2022 budget. She acknowledged that CEDO does need more resources and will propose increasing the budget and filling those positions when possible.

MOTION by Councilor Dieng, SECOND by Councilor Pine, to recommend that City Council approve the:
· **Reclassification of the Community Development Specialist I – Grants Management, CEDO, a Regular, Full-time, Exempt, Non-union, Grade 16, position, effective retroactive to December 7, 2020, to Community**



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Development Specialist I – Grants Management, a Regular, Full-time, Exempt, Non-union, Grade 17, position. Please note this request also includes Retroactive pay of approximately \$653.46.

- **Reclassification of the Community Development Specialist II – AmeriCorps, CEDO, a Regular, Full-time, Exempt, Non-union, Grade 17, position, effective retroactive to December 7, 2020, to Senior Community Development Specialist – Homelessness and Equity, a Regular, Full-time, Exempt, Non-union, Grade 18, position. Please note this request also includes Retroactive pay of approximately \$719.62.**

- **Reclassification of the Housing Program Manager, CEDO, a Regular, Full-time, Exempt, Non-union, Grade 19, position, effective retroactive to December 7, 2020, to a Regular, Full-time, Exempt, Non-union, Grade 20, position. Please note this request also includes Retroactive pay of approximately \$856.92.**

- **Reclassification of the Community Development Specialist I – Public Engagement, CEDO, a Regular, Full-time, Exempt, Non-union, Grade 16, position to Senior Community Development Specialist – Public Engagement, a Regular, Full-time, Exempt, Non-union, Grade 18, position.**

VOTING: unanimous; motion carries.

3.06 U.S. Department of Housing and Urban Development 2020 Lead Hazard Control Grant – CEDO

MOTION by Councilor Pine, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize an increase to the Housing Lead Program Fiscal Year 2021 Budget accounts (301-31-305-317) in the amount of \$422,868.00 with funding coming from the U.S. Department of Housing and Urban Development 2020 Lead Hazard Control Grant funds, in accordance with the attached Budget Amendment Request FY21.

VOTING: unanimous; motion carries.

3.07 Request to Approve Acceptance of a Grant with the FAA and Project Management, Community Outreach, Bid, Construction Activities, Evaluations and Close Out Related Contracts for the Sound Insulation Pilot Program (SIPP) and 50 Home Prequalification Project – Airport

Deputy Director Longo spoke about this grant. He said that in 2018-2019 the Airport revised its noise exposure map, which determines which houses could be eligible for one of the City's mitigation efforts. He said that the next step was creating a plan to determine what to mitigate and how to mitigate the sound, which was approved in 2020. He said that this current proposal is for the pilot program for sound insulation, which will include 10 houses. He said that the pilot would identify the next 50 houses to apply for construction grant in 2022. He said that they will return to seek approval for every step of the mitigation process.

Councilor Dieng asked if the first 10 houses have been identified yet and whether they are in different municipalities. Director Richards said that they have not yet been identified but would be a sampling from multiple municipalities and would be houses that are most affected by sound. Councilor Dieng asked why this approval is for just the 10 houses and



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not the remaining 50. Director Richards said that it's important to phase these in order to make better use of time. He added that this project will create around 25 jobs, in addition to other community benefits.

City Council President Tracy asked about the ongoing noise monitoring efforts and how they will interface with this effort. Deputy Director Longo replied that they are two separate projects happening concurrently.

MOTION by Councilor Paul, SECOND by City Council President Tracy, to 1. "Approve and recommend that the City Council authorize the Director of Aviation to execute an Airport Improvement Program grant with the Federal Aviation Administration and accept up to \$1,032,000.00, plus an additional contingency amount of \$154,800.00 (15%), totaling up to \$1,186,800.00, for the Sound Insulation Pilot Program and 50 Home Prequalification Project (SIPP), subject to the final review and approval by the City Attorney's Office."; and 2. "To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Jones Payne Group for up to \$532,000.00, plus an additional contingency amount of \$79,800.00 (15%), totaling up to \$611,800.00, for Project Management, Community Outreach, Bid, Construction Support, Evaluations and Close Out Related Contracts for the Sound Insulation Pilot Program and 50 Home Prequalification Project (SIPP), subject to final review and approval by the City Attorney's Office."; and 3. "To approve and recommend that the City Council approve a budget amendment to the Fiscal Year 2021 Burlington International Airport budget for the Sound Insulation Pilot Program, by increasing the accounts as set forth above."

VOTING: unanimous; motion carries.

3.08 Reclassification of Senior Accountant Analyst position - HR/CT

Chief Administrative Officer Schad provided an overview of the reclassification. She noted that the Board of Finance approved a position in the C/T office for a senior accounting analyst in August of 2020 and the recruitment effort was unsuccessful. She said that feedback on the position was to sharpen the position description so that it wasn't so wide in scope, which she hopes will make it easier for recruiting.

MOTION by Councilor Paul, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize the reclassification of a Senior Accountant, a Regular, Full-time, Exempt, Non-union, Grade 19 (\$63,530.36-\$75,772.04), position to a Regular, Full-time, Exempt, Non-Union, Grade 18 (\$58,646.78-\$69,912.13), position in the Clerk Treasurer's Office.

DISCUSSION:

- Councilor Dieng asked about the applicants who applied prior to reclassification. Chief Administrative Officer Schad replied that there was one candidate but they rejected the offer for a more lucrative position in the private sector. Councilor Dieng asked if efforts are made to hire from within, and Chief Administrative Officer Schad replied in the affirmative.
- Councilor Paul noted the components that were removed from the scope of the position—capital accounting and TIF accounting. She said that those are very specific and specialized aspects of accounting and that the



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City has relied on outside consultants to conduct that work. She noted that one of the findings in the last management letter was around bringing that work more in-house. She asked for an update on how the effort is going to bring some of that work back within the C/T office. Chief Administrative Officer Schad replied that with the capital accounting, progress has been made and the C/T's office has implemented all new processes with that team, which will be seen by the auditor as an improvement. She said that the State Auditor will be conducting an audit around TIF accounting this year. She said that staff have been working with the firm UNICAP to ensure that documentation is in line.

VOTING: unanimous; motion carries.

4.0 BOARD OF FINANCE APPROVAL ONLY

4.01 Arms Forest Trails Design/Build – BPRW

MOTION by Councilor Paul, SECOND by Councilor Dieng, to approve and authorize the execution of a contract with Timber and Stone LLC, for a price not to exceed \$61,696 for the Arms Forest Trail Design and Construction project, plus a project contingency of \$9,250, 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 the review of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.02 VELCO Data Center Co-location Agreement – BED

MOTION by Councilor Pine, SECOND by City Council President Tracy, to authorize the General Manager of the Burlington Electric Department to execute a Master Colocation Services Agreement with Vermont Electric Power Company, Inc. for an amount up to \$90,017, with an additional contingency of \$5,983, totaling \$96,000, for data center colocation services, subject to final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

5.0 COMMUNICATION

5.01 COVID-19 Budget Update - CAO Schad

Chief Administrative Officer Schad said that this COVID-19 budget update communication focuses on what has been reimbursed and how things are budgeted between now and the end of June.



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6.0 ADJOURNMENT

6.01 Motion to Adjourn

MOTION by Councilor Paul, SECOND by City Council President Tracy, to adjourn the Board of Finance meeting.

With no further business and without objection the meeting was adjourned at 6:40 PM.

RScty: AACoonrad