



Board of Finance Meeting, Monday, January 9, 2023, 5:00 pm
****Bushor Conference Room, Room 102, 1st Floor, City Hall OR**
remotely via ZOOM
1/9/2023

BURLINGTON BOARD OF FINANCE

REMOTE MEETING WITH CALL-IN NUMBER

OR

CITY HALL, 1ST FLOOR: SHARON BUSHOR CONF. ROOM

BURLINGTON, VERMONT

MINUTES OF MEETING

DRAFT

January 9, 2023

MEMBERS PRESENT: Ali Dieng (via Zoom)

Zoraya Hightower

Joe Magee (via Zoom)

Miro Weinberger

OTHERS PRESENT: Katherine Schad

Rich Goodwin

Jordan Redell

Sarah Russell

Brian Pine

Derek Libby

Cindy Reid

Max Madalinski

Richard Haesler

Ashley Parker

Meagan Tuttle



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1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:03 PM.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to adopt the agenda.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

None.

3.0 CONSENT AGENDA

3.01 Board of Finance Minutes, December 12, 2022, Draft – approve the minutes.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to approve the December 12, 2022 minutes as presented.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.01 Authorization to accept grant funds for the operation of the Elmwood Emergency Shelter – CEDO

Sarah Russell noted that this grant will be prorated between October 31st and June 30th. She said that they are working with CHT.

Councilor Magee said that it is unfortunate that this will be a year-to-year grant. He asked if this programmatically changes the operational plan for CHT. Special Assistant Russell replied that this does not change the operational plan. Councilor Magee asked for a timeline update. Director Pine noted that supply chain issues have delayed construction and opening. He noted that the common building has been installed and is ready for interior work, and that they expect the delivery of



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the bathhouse in the next two weeks or so.

Councilor Dieng asked about the feasibility of obtaining grant funding from the State. Director Pine replied that they are optimistic that they will receive additional grant funding from the State, given that addressing homelessness is one of the main priority areas of the Agency of Human Services (AHS).

Mayor Weinberger noted that they City has had preliminary conversations with CHT about this becoming a permanent affordable housing site. He said that they will continue to push at the State level to obtain additional grant funding.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to approve and recommend that the City Council approve the acceptance of grant funds in the amount of \$638,147 from the State of Vermont Housing and Opportunities Program for the operations of the Elmwood Emergency Shelter Community and authorize the Director of the Community and Economic Development Office to execute all documents necessary to accept the funding for the period through June 30, 2023, including retroactive approval for the period from October 1, 2022 to present, subject to the final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.02 Request to Execute a Contract with Motorola Solutions for Public Safety Communications System and Services - Fire

Fire Chief Libby noted that this communications system would replace an aged and unsupported system that is essential for public safety throughout the City. He said that regardless of what happens with regards to regional dispatch, this infrastructure is still necessary to allow public safety to communicate. He said that the design practices took all emergency services stakeholders into account, and added that they received an evaluation from a third-party evaluator on the system. Mayor Weinberger added that this project was called out on Town Meeting Day in the \$24 million bond package that voters approved. Councilor Magee noted that the Public Safety Committee reviewed this request and were satisfied with it.

Fire Chief Libby noted that most of the fire department's systems are Motorola products, so that interoperability is not a concern.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to retroactively approve and recommend that the City Council authorize the Chief Administrative Officer to execute a contract with Motorola Solutions for public safety communication system upgrades, with a maximum limiting amount of up to \$3,832,290.00, which is the contract cost and a ten percent (10%) contingency, subject to the review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.





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4.03 Roosevelt Park Tennis Courts Reconstruction, Contractor Contract – BPRW

Parks Projects Coordinator Madalinski said that BPRW had a request through Penny For Parks to make improvements on the Roosevelt Park Tennis Courts and set aside around \$15,000 to do some resurfacing. He said that when contractors analyzed the courts, none were willing to resurface them at that price and warranty the work, due to the age of the courts. He said that now they requested some unassigned fund balance to completely reconstruct the courts in the FY23 budget process and this was assigned. He said that the low bid they received for reconstruction was around \$125,000.

MOTION by Councilor Dieng, SECOND by Councilor Magee, to approve and recommend that the City Council approve and authorize the execution of a contract with Vermont Recreational Surfacing & Fencing Inc., for a price not to exceed \$125,411.00 for the Roosevelt Park Tennis Courts Reconstruction project, plus a project contingency of \$14,589.00, for a total authorized expenditure in the amount of \$140,000.00, 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.

4.04 Human Resources Director Market Factor Adjustment – Mayor's Office

Councilor Dieng asked about the methodology used to determine the market factor adjustment. Mayor Weinberger replied that they worked with Gallagher & Flynn on the adjustment. Councilor Dieng specifically asked if Gallagher & Flynn compared rates to that of other cities. Chief of Staff Redell replied that they conducted an analysis of government versus other industries, and that the government analysis include this position for municipalities and for State governments. He said that they also reviewed the Burlington HR Director's job description and used that as a factor, along with the number of employees in the City. Mayor Weinberger noted that Burlington is in the middle of the range within that analysis. He said that they tend not to compare positions to comparable positions within the private sector.

Councilor Dieng expressed concern about approving this going into the next fiscal year, especially with retroactive pay. He added that the City should be making a distinction between positions that they are having difficulty filling, rather than positions that have been successfully recruited-for and filled. Chief of Staff Redell replied that when they conduct reclassifications, the City's personnel policy allows them to do that with retroactive pay. Mayor Weinberger added that the last comprehensive study of salaries was conducted in 2009. He said that since then, more than half of the director level, department head positions have had their salaries analyzed on an individual basis. He said that this is now a matter of equity for the department heads who have not had an assessment of their salaries in the last 14 years. He said that for this particular position, he is fully supportive of this request and believe it is justified.

Councilor Magee and Councilor Hightower expressed support for this request, but added that they would like to see more detail around methodology for future salary reclassifications. Councilor Dieng requested that this be put on the deliberative agenda for tonight's City Council meeting.



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MOTION by Councilor Magee, SECOND by Councilor Hightower, to recommend that the City Council authorize and approve the reclassification of the position of HR Director consistent with the market factor compensation range of \$119,531 to \$147,233.

VOTING: 3-1 (Councilor Dieng dissenting); motion carries.

4.05 Authorization For Reimbursement Of Waterfront TIF District And Downtown TIF District Related Costs For FY2022 – Capital

Projects & Policy Specialist Haesler said that this is a resolution requesting that the City use the accumulated tax increment as permitted by Vermont law to reimburse the City's related cost expenditures.

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

VOTING: unanimous; motion carries.

5.0 BOARD OF FINANCE APPROVAL ONLY

5.01 Authorization to Execute Contract with Economic Planning Systems Inc for Impact Fee Study – Planning

Planning Director Tuttle said that this is a request to contract with a vendor to conduct a study on which the City can base revised impact fees, as well as an assessment of the impact on certain types of housing development.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to approve and authorize the Director Planning to execute the contract with EPS for the Impact Fee Study with an expenditure of up to \$99,176 (\$90,160 + 10% contingency) from the Department's Professional & Consulting Services line, subject to review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

6.0 ADJOURNMENT

6.01 Motion to Adjourn



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With no further business and without objection the meeting was adjourned at 5:45 PM.

RScty: AACoonrad