



**Board of Finance - Monday, January 6, 2020 at 5:00 p.m.
Conference Room 12, City Hall
1/6/2020**

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF SPECIAL MEETING

January 6, 2020

MEMBERS PRESENT: Mayor Weinberger
Council President Kurt Wright
Councilor Jane Knodell
Councilor Karen Paul [via telephone]
Councilor Sharon Bushor

OTHERS PRESENT: Steve Locke, Interim CAO
Rich Goodwin, DFO
Jordan Redell, Mayor's Office
Olivia Lavecchia, Mayor's Office
Eileen Blackwood, City Attorney
Gene Richards, Airport
Nic Longo, Airport
Marie Friedman, Airport
Shelby Losier, Airport
Larry Lackey, Airport
Joan Shannon, City Council
Richard Deane, citizen



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1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 5:08 PM on January 6, 2020.

1.01 Agenda

MOTION by Council President Wright, SECOND by Councilor Pine, to approve the agenda as presented. VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 BOARD OF FINANCE APPROVAL

3.01 John Deere Compact Track Loader Purchase – Airport

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve the following:

- **Authorize the Aviation Director to execute agreement and purchase a John Deere Compact Track Loader in the amount of \$91,369.25 subject to final review and approval by the City Attorney.**
- **Execute a budget amendment of the FY20 Burlington Airport Budget for the purchase of the John Deere Compact Track Loader by increasing/decreasing Account 400-35-430 Terminal 9500_110 Capital Expenditures (\$45,685) and 400-35-433-600 Garage 9500_110 Capital Expenditures \$45,685.**

VOTING: unanimous; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Contract Amendment: Stantec Consulting Services, Inc. for Storm Water Permit Management Services – Airport

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the amendment to the 11/21/2018 contract with Stantec Consulting Services, Inc. for an additional \$164,000 thereby amending the maximum price for the contract not to exceed \$307,300 for the provision of storm water permit management, and to authorize the Aviation Director to execute the contract amendment to provide continued and additional services through 6/30/20 and execute any related documents needed to complete the project subject to review by the City Attorney.

DISCUSSION:

- **Director of Airport Engineering Lackey explained the consultant will monitor storm water permits, do water quality sampling, and inspect infrastructure so the airport can receive credit from the state on what was spent on storm water management at the airport.**
- **Councilor Bushor asked if corrective actions are covered by the contract. Director of Airport Engineering Lackey said corrective action for what is known is covered, but any unknowns will be additional cost.**



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- **Councilor Bushor asked about glycol and other discharges. Director of Airport Engineering Lackey said the system is designed to handle the discharge.**
- **Councilor Bushor asked where the money is coming from for the contract. CFO Friedman said the airport does budget for these sorts of services.**

VOTING: unanimous; motion carried.

4.02 Contract Amendment: Stantec Consulting Services, Inc. for Underground Injection Control Permit Management Services – Airport

MOTION by Council President Wright, SECOND by Councilor Pine, to approve and recommend to City Council to approve the amendment to the 11/21/18 contract with Stantec Consulting Services, Inc. for an additional \$108,500 thereby amending the maximum price for the contract not to exceed \$191,400 for the provision of underground injection control permit management services, and to authorize the Aviation Director to execute the contract amendment to provide continued and additional service through 6/30/20 and execute any related documents needed to complete the project subject to review by the City Attorney.

DISCUSSION:

- **Councilor Bushor asked if the change order is for a manual. Director of Airport Engineering Lackey said there was work anticipated that was not needed so the contract is being corrected. Reference to a manual is an error.**

VOTING: unanimous; motion carried.

4.03 Council Initiative Funds for Burlington Wildways – Councilor Shannon

Councilor Shannon acknowledged the Council Initiative Fund is generally used for seed money, but urged providing funds for one more year. The funding is being used as intended and is a bridge to allow fund raising and seeking grants.

Councilor Bushor stated the Council funds are typically used to support neighbors and those in need. The \$10,000 request is a big ask. Burlington Wildways needs to be self-sustaining. Councilor Shannon said the Burlington Wildways use covers many of Burlington's communities. The funding is effectively seed money that will allow Burlington Wildways to become self-sustaining. There are partnerships with conservation groups to address climate change issues. Burlington Wildways offers valuable services to the city that no institution can do alone, but can do as a collective.

Council President Wright agreed with the need to preserve the Wildways area.

MOTION by Mayor Weinberger, SECOND by Council President Wright, to approve and recommend to City Council for approval the expenditure of up to \$10,000 from the City Council Initiative Fund to support the next stage of development of Burlington Wildways and authorize the CAO to pay said sum to the Winooski Valley Park District as the fiscal sponsor for Burlington Wildways.



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DISCUSSION:

- **Councilor Pine urged looking at Norcross Foundation and UVM as possible partners in funding.**

VOTING: unanimous; motion carried.

5.0 COMMUNICATION

5.01 Proposed Uses of BT Proceeds

There was mention of information that was anticipated from Todd Schurz, but not yet received. Mayor Weinberger said the administration will forward the information received to date. Councilor Bushor requested City Council be given time to understand the information and ask questions. Mayor Weinberger said there will be discussion at the 1/21/20 meeting.

5.02 Public Safety Tax Increase – C/T

Mayor Weinberger said a meeting has been set with the firefighters collective bargaining unit on a third ambulance and staffing. Utilization of the existing two ambulances will not handle the call increase. The cost is due to the need for three shifts of firefighters so there are two firefighters per shift and coverage for vacation/leave time. A total of nine firefighters are being added. Department heads looking for cost saving measures found \$150,000 in new savings so the budget gap is now \$800,000 which the administration feels can be chiseled away through the balance of the budget process. The three-cent public safety tax is included in the \$800,000 gap.

Councilor Pine asked if the increased staffing will result in a savings in overtime hours. Fire Chief Locke said hiring nine firefighters will balance the overtime rather than see an increase.

Council President Wright asked if there are any reductions. Mayor Weinberger said closing the library on Sundays and decreasing the hours on days of the week are reductions. It is likely the full amount of the taxing authority will be used. Council President Wright asked about data on time saved by having an ambulance in the new north end. Fire Chief Locke said the issue is more about availability of the ambulance because the volume of calls is high and both ambulances are in use. The majority of the calls in the new north end are medical. The new ambulance will save two to three minutes on response time and allow a third vehicle in service. Mayor Weinberger echoed the concern about high taxes, but noted the property tax rate increase is below the rate of inflation. A service will be added at below the rate of inflation.

Councilor Bushor asked if \$81.92 per \$100,000 is the total impact and includes the three cents plus addition to the tax rate. Interim CAO Locke confirmed this. Councilor Bushor asked if the waste water bonds and tiered rate user fees or schools are included. Mayor Weinberger said the school numbers have not yet been received. The school district was made aware of the public safety tax increase. Councilor Bushor expressed concern about the taxpayers being able to afford the increase.

Councilor Pine asked about the potential for increase in franchise fee. Mayor Weinberger said the franchise fee will not



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generate much revenue. City Attorney Blackwood added there are some legal issues on how far the fee can be pushed and not become a tax.

Council President Wright asked what will happen if City Council does not support putting the question on the ballot.

Mayor Weinberger said that situation can be further discussed in Executive Session. Council President Wright asked if the unassigned fund balance can be used to reduce the tax increase to two cents. Mayor Weinberger said this can be investigated, but using the fund balance for other than one time items makes it difficult to balance the budget. There is still the gap even with decreasing the three cents. Reducing to two cents means the gap is \$1.2 million. Councilor Paul said it is not good budget practice to use unassigned fund balance to decrease taxes.

5.03 Outcome of Bond Financing – C/T

Deferred to next meeting.

5.04 November Sweep Report – C/T

Deferred to next meeting.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:07 PM.

RScty: MERiordan