BURLINGTON BOARD OF FINANCE
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
October 30, 2023

MEMBERS PRESENT:	Karen Paul Ali Dieng (via Zoom) Joe Magee (via Zoom) Mark Barlow Miro Weinberger
OTHERS PRESENT:	Katherine Schad Jared Pellerin Jordan Redell Chapin Spencer Megan Moir Brian Pine Meghan O'Rourke Jordan Mitchell Kevin Lumpkin

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1.0 CALL TO ORDER and AGENDA

1.1 Motion to amend/adopt the agenda
Mayor Weinberger called the Board of Finance meeting to order at 5:35 PM.

MOTION by Councilor Barlow, SECOND by City Council President Paul, to adopt the agenda.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM

2.1 Verbal Comments
None.

3.0 CONSENT AGENDA

3.1 Motion to adopt the consent agenda and take the actions indicated
3.2 October 10, 2023 Board of Finance Minutes, Draft – approve the minutes.

3.3 October 16, 2023 Board of Finance Minutes, Draft – approve the minutes.
3.4 Calahan Park Shared Use Path Design Consultant Contract with Stantec, Inc. – BPRW – 1. Approve and authorize Cindi Wight, Director of Parks & Recreation, to execute a Consultant Agreement with Stantec, Inc. for Calahan Park Shared Use Path Design services in an amount not to exceed $72,000.00, and further authorize an earmarked contract contingency in the amount of $7,000.00, subject to review by the City Attorney's Office; and 2. Approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds from the referenced funding sources to create the project budget for FY24, for use of Capital Funds as described in this memorandum and related attachments, subject to the review and approval of the Chief Administrative Officer.
3.5 Fletcher Free Library Restoration & Preservation Project Dore + Whittier Contract, First Amendment: Restoration & Preservation of Windows and Masonry to 1904 Building – Library – approve and recommend that the City Council approve the execution of a Contract Amendment and any related documents needed to carry out said contract amendment with Dore + Whittier Architects for a contract of services for the Schematic Design – Restoration & Preservation of Windows and Masonry for the Fletcher Free Library in an amount not to exceed $30,000.000 and amend the maximum limiting amount of the overall contract from $183,000.00 to $213,000.00, as well as authorize the Director of the Fletcher Free Library to execute the contract and any related documents needed to carry out said contract, upon final review and approval of the City Attorney's Office.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to adopt the consent agenda and take the actions indicated for items 3.1-3.5.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.1 Request for Approval of Contract Amendment for Emergency Winooski River Siphon Repair Work – DPW – Water Resources
Division Director Moir noted that the Board of Finance and City Council approved the previous version of the contract, which was based on the inspections conducted to date, though additional inspections have been conducted since that time. They noted that additional inspections showed that in addition to the joint that had broken near shore, there were also joints with deteriorated quality further out into the river. They noted that based on this, they are requesting an amendment to put further funding into the contract to accommodate this extra work identified. They further noted that 75% of this would be paid for at the federal level by FEMA, and that currently the State and City are splitting the remainder of the match equally. However, they anticipate that this could be eligible for additional federal draw-down, which would mean that the local match would be reduced to 5%.

Councilor Dieng asked how the City will ensure that the work is high quality. Assistant Director Moir replied that the work will be covered by warranty for one year, and that the City is also working on a proposal for a more permanent fix. Councilor Dieng also requested a public update for the community on this work, and Assistant Director Moir replied that they will put together either a Facebook or Front Porch Forum communication for the public.

MOTION by Councilor Dieng, SECOND by Councilor Barlow, to approve and recommend that the City Council authorize the Director of Public Works to enter into and execute a contract amendment with Engineers Construction Inc. for $414,100, and to increase the maximum limiting amount of the contract to $1,247,600, subject to the review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.2 Creation of one position at CJC – CJC/HR
Director Pine said that this position would be funded by the existing State Department for Children and Families grant for the youth portion of CJC. He said that this position is funded through the end of Fiscal Year 2024, though if the State continues to fund this work, this position would be made more permanent.

Councilor Dieng commended the work done by Assistant Director Jolly and other CEDO staff.

MOTION by Councilor Magee, SECOND by City Council President Paul, to approve and recommend that the City Council approve the creation of the Youth Restorative Services Coordinator—BARJ position within CEDO, a Limited Service, Full-time Union, Grade 16, position.

VOTING: unanimous; motion carries.

5.0 TOWN MEETING TV FY23 UPDATE AND FY24/MUNICIPALITY'S FY25 BUDGET REQUEST

5.1 Town Meeting TV FY23 Update and FY24/Municipality's FY25 Budget Request
Meghan O'Rourke, Director of CCTV, and Jordan Mitchell, Operations Director at Town Meeting TV, provided a brief presentation on their Fiscal Year 2024 update and Fiscal Year 2025 budget request. Ms. Mitchell noted that they produced 28 City Council meetings, 17 Mayor's Press Conferences, and 55 NPA meetings, as well as a number of non-municipal events. She noted that costs are covered by cable subscribers from Comcast and Burlington Telecom and that municipal contributions help cover operating costs. She said that this year, they are requesting an FY25 contribution from Burlington of $27,783 to cover general operating funds, which is 5% higher than last year's contribution. She said that they are also requesting an additional $16,695 for Town Meeting TV production support for 6 NPA meetings per month, and $40,000 for CCTV productions for Burlington municipal meeting production. She additionally noted that due to declining cable revenue and financial support for community media from cable, they are seeking a permanent funding source from the legislature this legislative session. She asked that Burlington sign onto a letter of support, which will be submitted to the legislature with the funding request.

City Council President Paul thanked Kevin Lumpkin for his work representing Burlington on the Town Meeting TV Board of Trustees.

6.0 ADJOURNMENT

6.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 5:59 PM.

RScty: AACoonradt