BURLINGTON BOARD OF FINANCE
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
November 13, 2023

MEMBERS PRESENT:	Ali Dieng (via Zoom) Joe Magee (via Zoom) Mark Barlow Miro Weinberger
OTHERS PRESENT:	Katherine Schad Jared Pellerin Jordan Redell Chapin Spencer Norm Baldwin Laura Wheelock Olivia Darisse Michael LaChance Stephen Petit Corey Mims Brian Pine

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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 5:33 PM.

MOTION by Councilor Barlow, SECOND by Councilor Magee, to amend and adopt the agenda as follows:

- **Add an executive session to Item 5.1: Update Regarding Great Streets Main Street – DPW (verbal).**

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM

2.1 Verbal Comments
Sharon Bushor expressed concern about public safety and gun violence in the City. She also spoke about the salt procurement contract and whether salt brine is used and if it isn't, if it could be looked into, as it has fewer negative impacts on waterways. She also spoke about downtown vibrancy, suggesting that parking downtown be free to encourage more commercial activity. Director Spencer said that he would follow up on the salt procurement contract and information on the rock salt with former Councilor Bushor directly.

3.0 CONSENT AGENDA

3.1 Motion to adopt the consent agenda and take the actions indicated
3.2 Board of Finance October 30, 2023 Meeting Minutes, Draft – approve the minutes.
3.3 BED's Property/Boiler and Machinery (B&M) 2023-2024 Insurance renewal – BED – approve and recommend that the City Council authorize the General Manager of the Burlington Electric Department to execute the Property, Boiler & Machinery Insurance coverage renewal contract with AIG/ZURICH/STARR TECH/AEGIS for the policy period 11/20/2023 through 11/20/2024 with a not to exceed premium of $778,683.70, as outlined in this memo, subject to the review and approval of the City Attorney's Office.
3.4 Authorization to Accept Grant from Vermont Department of Public Safety for State Homeland Security Grant – Fire – approve and authorize the Chief of the Burlington Fire Department to accept the grant award of $63,014.00 from the Vermont Department of Public Safety for the purchase of technical rescue equipment and execute all necessary documents thereto upon final review and approval of the Chief Administrative Officer and the City Attorney's Office.
3.5 Approval to enter into a contract with Cargill, Inc. for FY24 road salt procurement – DPW – approve and recommend that the City Council authorize the Director of Public Works to enter into a contract with Cargill to supply the City of Burlington with rock salt for winter maintenance of roads and sidewalks at a unit price of $88.00/ton, for an amount not to exceed $285,000 plus $43,000 in contingency funding for Fiscal Year 2024, which will come from the Public Works Reserve in the assigned fund balance, for a total authorized expenditure of $328,000, subject to review and approval of the City Attorney's Office.
3.6 Authorization for Contract with Avenu Insights and Analytics for Digitization of Land Records and Budget Amendment – C/T – 1. Approve and authorize the Chief Administrative Officer to execute a contract with Avenu Insights and Analytics for continued land records digitization with a maximum limiting amount of $87,474.00, subject to the final review and approval by the City Attorney's Office; and 2. Approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to effect the necessary budget amendment to designate $87,474.00 from the Preservation/Restoration fund (GL 110-04-000.4200) account line to be used for Professional and Consultant Services (account line 110-04-000.6500_118).
3.7 Approval of budget amendment for contract to prepare for FY23 audit – C/T – approve and recommend that the City Council approve and authorize the Chief Administrative Officer to execute a first contract amendment in the amount of $50,000 and to extend the maximum limiting amount of the contract to $100,000 with Berry Dunn for accounting services, upon the review and approval of the City Attorney's Office.
3.8 Downtown Vibrancy Grant – BWD – approve and recommend that the City Council authorize the Director of Business & Workforce Development to enter into an agreement with the State of Vermont, subject to the final review from the City Attorney's Office, to accept a grant award of $25,000 in Fiscal Year 2024 as part of the State of Vermont's non-competitive Downtown Vibrancy Fund.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to adopt the consent agenda and take the actions indicated for items 3.1-3.8.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.1 Burlington Fire Department – Station Alerting – Fire
Deputy Chief Petit spoke briefly about this project, saying that the request is for funding to replace the fire station's alerting system and that the funding would come from the general obligation bond funds. He said that the existing system was installed in 1998 and is beyond its useful life at this point, and this new system would increase reliability and provide better notification to on-duty responders and off-duty personnel. He noted that the vendor had the lowest-cost bid but also the bid that worked the best for the City.

Councilor Barlow asked about the anticipated lifespan of the new technology, and Deputy Chief Petit replied that the lifespan should be as long as there is a service agreement between the vendor and the City, as the vendor will ensure that the hardware and software are up-to-date. Councilor Dieng asked about what would happen if the vendor went bankrupt or something happened on their end that would prevent them from provider service. Chief LaChance said that there isn't any way for the City to prevent or anticipate something like that from occurring, but that they have worked with this vendor in the past and they have been a solid and reliable vendor of services, and he does not have concerns regarding their viability at this juncture. Acting City Attorney Pellerin noted that as with any breach of contract, the City would have provisions and protections in place.

MOTION by Councilor Magee, SECOND by Councilor Barlow, to approve and recommend that the City Council approve and authorize the Chief of the Burlington Fire Department to execute a contract with Bryx, Inc. for the installation of a fire station alerting system, with a maximum limiting amount of $430,000.00, which is the contract plus a 6.6% contingency, subject to the final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.2 Railyard Enterprise Project - Stantec Design Contract Amendment 4 – DPW
Engineer Mims said that this amendment would extend Stantec's contract under the already-approved scope of their work on the Railyard Enterprise Project and that it would increase the contract amount to the maximum that is currently allowable under existing approved funding.

MOTION by Councilor Dieng, SECOND by Councilor Barlow, to approve and recommend that the City Council authorize the Director of the Department of Public Works to execute a contract amendment with Stantec Consulting Services, Inc. for continued and additional engineering design services for the Railyard Enterprise Project increasing the contract amount by $966,758.00 with an additional $193,352 (20% contingency), totaling $2,661,310 subject to the review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.3 Amendment to Tax Increment Financing (TIF) District consulting services contract with White+Burke – CEDO
Director Pine said that this is for an amendment to allow for more time and increase the funding for the work related to consulting services for the two TIF districts in the City. He said that it is CEDO's recommendation to continue to work with White+Burke for these consulting services, given the very technical and complex nature of the work.

MOTION by Councilor Barlow, SECOND by Councilor Dieng, to 1. Approve and recommend that the City Council approve and authorize the Director of the Community & Economic Development Office to execute the proposed contract amendment with White+Burke Real Estate Advisors for TIF consulting services regarding the Waterfront and Downtown TIF districts with a maximum limiting amount of $140,000, to be paid out of TIF related costs, pursuant to the final review of the City Attorney's Office; and 2. Approve and recommend that the City Council authorize the Chief Administrative Officer to make any and all necessary project budget amendments associated with the Waterfront TIF Related Cost Professional and Consultant project budget, up to a maximum amount of $95,000.00.

VOTING: unanimous; motion carries.

5.0 UPDATE REGARDING GREAT STREETS MAIN STREET – DPW (VERBAL)

5.1 Update Regarding Great Streets Main Street – DPW

Mayor Weinberger said that this project is nearing the initial construction phase. He noted that the full City Council had an executive session last week about this topic, and that they are anticipating Council action on this item at its next meeting. He said that they are not recommending action tonight after executive session on any of the contracts, but would like to provide information during executive session in anticipation of action at next week's Council meeting. Director Spencer noted that in addition to the construction contract there is also the design contract, the technical services contract, and the public artists contract that need to be amended.

Senior Engineer Wheelock began by noting that the City is on track with its anticipated timeline, which began in 2022 with the development of concept plans and has carried through until now with the preparation of final design plans and contract plans. She noted that they anticipate construction to begin in late 2023 and carry through until 2026. She noted that DPW would like to amend VHB's contract to add scope for construction support (as Director Spencer noted earlier) related to contaminated soils and water/sewer specialty inspection, noting that this expertise is critical to the success of the project. She said that additionally, DPW would like to amend the EIV technical services contract to include winter work and a field office in their scope of work. She further added that DPW would like to amend the public artists contract to add Phase 2 funding. She then noted that DPW would like to execute an MOU with the Burlington Electric Department to remove the existing street lighting and to install and energize new decorative lighting per the City's lighting policy.

Director Spencer then spoke about the construction bid results and contract negotiations with S.D. Ireland. He said that they would like to provide a further update on this in executive session.

MOTION by Councilor Magee, SECOND by Councilor Barlow, to make a specific finding that premature general public knowledge of negotiations regarding the Main Street Great Streets construction contract would clearly place the City at a substantial disadvantage.

VOTING: unanimous; motion carries.

MOTION by Councilor Magee, SECOND by Councilor Barlow, that based upon that finding, the Board of Finance go into executive session pursuant to 1 V.S.A. 313(a)(1)(A), to include Senior Engineer Wheelock, Assistant Director Baldwin, Engineer Darisse, Director Spencer, Director Pine, Chief Administrative Officer Schad, and Acting City Attorney Pellerin.

VOTING: unanimous; motion carries.

The Board of Finance entered into executive session at 6:04 PM and exited executive session at 6:42 PM. Mayor Weinberger noted that no action was taken during executive session and that they anticipate further action on this item during a special Board of Finance meeting and regular City Council meeting next Monday, November 20th.

6.0 ADJOURNMENT

6.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:42 PM.

RScty: AACoonradt