BURLINGTON BOARD OF FINANCE
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
February 5, 2024

MEMBERS PRESENT:	Karen Paul (via Zoom) Joe Magee (via Zoom) Mark Barlow Katherine Schad (for Miro Weinberger) Miro Weinberger (in person at 5:33 PM)
OTHERS PRESENT:	Jared Pellerin Jordan Redell Doreen Kraft Sara Katz Laura Wheelock Julia Ursaki Chapin Spencer Lee Perry Kerin Durfee Tony Berry Jon Murad Lacey Smith Melo Grant Nic Longo David Carman Jeff Glassberg

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1.0 CALL TO ORDER and AGENDA

1.1 Motion to amend/adopt the agenda
Chief Administrative Officer Schad called the Board of Finance meeting to order at 5:30 PM.

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

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM

2.1 Verbal Comments

Sharon Bushor spoke about the transportation study item on the consent agenda. She asked whether this TDM item is a joint project between Planning and Public Works. She also spoke about the reclassification of maintenance workers item, saying that this seems more like a compensation issue than a reclassification issue. She said that she supports the additional dollars going to these positions, but said that compensation for these positions should be examined.

Mayor Weinberger joined the meeting.

Solveig Overby asked when the City will be discussing its financial audit reports, and Chief Administrative Officer Schad replied that those will be discussed at the Board of Finance's next meeting on February 20.

3.0 CONSENT AGENDA

3.1 Motion to adopt the consent agenda and take the actions indicated

3.2 January 22, 2024 Board of Finance Meeting Minutes, Draft – approve the minutes.

3.3 Request to (1) convey the so-called North Hangar building at Patrick Leahy Burlington International Airport to Beta Technologies, Inc. (Beta) by Bill of Sale, and (2) to execute a Ground Lease Agreement with Beta to replace the existing building lease between the parties – Airport – **moved to deliberative agenda as item 4.7**

3.4 BED Electrify Your Fleet Incentive Program Grant – BED – approve and authorize the BED General Manager or their designee, to enter into and execute all necessary grant agreements with respect to accepting the State of Vermont's Electrify Your Fleet Incentive Program in the amount of $5,000 towards the purchase of two plug-in electric Ford F-150 Lightning fleet vehicles included in BED's FY 2024 capital budget, subject to final review and approval of the City Attorney's Office.

3.5 Motion to Authorize Chief Innovation Officer to enter into a contract for email services – I&T – approve and recommend that the City Council approve and authorize the Chief Innovation Officer execute an agreement with GovConnection, Inc. and Microsoft for email services for a total amount not to exceed $165,000 over three years, subject to final contract approval by the City Attorney's Office.

3.6 CivicEngage (website engine) Purchase – I&T – approve the Chief Innovation Authorize be authorized to execute a contract in an amount up to $80,000 to purchase and install the CivicEngage module from CivicPlus, including $16,286 per year beginning in year two and continuing through year three, subject to contract approval by the City Attorney's Office.

3.7 Request to Amend a Contract with Nelson/Nygaard Consulting Associates, Inc. for Consultant Services for the Citywide Transportation Study – Planning – approve and recommend that the City Council approve and authorize the Director of City Planning to amend the maximum limiting amount for the CTOS study to a total of $104,373.50 and to execute a contract amendment with Nelson/.Nygaard Consulting Associates, Inc. for the revised amount and for the purposes of replacing the scope of work for Task 1A, subject to final review and approval of the City Attorney's Office.

MOTION by Councilor Magee, SECOND by City Council President Paul, to approve the consent agenda and take the actions indicated for items 3.1-3.7, but move item 3.3 from the consent agenda to the deliberative agenda as item 4.7.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.1 Authorization to Execute Contracts for two Great Street CityPlace Streetscape Public Art Projects – BCA/DPW

Assistant Director Katz said that this is a request to approve two contracts that were the result of a public selection process that occurred in the fall and early winter, with coordination with the CityPlace project. She said that this was divided into two selection processes (one for the 3 originally selected artists when this project was slated to occur back in 2018), and the second for an open call for the second public art project. She said that the open call had a great response rate. She spoke briefly about the two artists selected for the projects. She said that the first is Christopher Kojzar, with a proposed work that would be sited on the corner of Bank and St. Paul Streets, and that the work focuses on the empowerment, joy, and acknowledgement of the queer and black communities. She said that the second artist was a collaboration between Jason Klimoski and Lesley Chang, which collects books that have been discarded by libraries throughout the state and embedding them in a resin that would form a sculptural tree. She noted that this is consistent with the City's public art ordinance.

MOTION by Councilor Barlow, SECOND by City Council President Paul, to approve and recommend that the City Council approve and authorize the Director of Burlington City Arts to execute the following Artist Agreements for public art surrounding CityPlace Burlington, for contract values not to exceed $182,500 in the aggregate, with additional approved contingency funds in the amount of $17,500 to fund any future necessary contract amendments or city scope related to the public art projects, for a total authorized expenditure not to exceed $200,000, subject to review and approval by the City Attorney's Office and contingent upon City Council approval of Budget Amendment for BTC Public Improvements for Public Art Contracts and ARDA Amendment: 1. A contract with Studio Projects, LLC in an amount not to exceed $92,500 for final design, fabrication, and installation of artwork; and 2. A contract with Studio KCA in an amount not to exceed $90,000 for final design, fabrication, and installation of artwork.

VOTING: unanimous; motion carries.

4.2 Budget Amendment and Contract Amendment for BTC Public Improvements and Associated Public Art Contracts – DPW
Public Works Engineer Ursaki said that this request is for a budget amendment and contract amendment, both funded through the Waterfront TIF. She said that the budget amendment creates the project budget for the two public art pieces noted above ($200,000) and that it moves just over $1,000,000 into the public improvement project budget, which pays for the construction work that is occurring in the public right of way around CityPlace (the sidewalk area). She said that this is being moved into the project budget now in anticipation of work commencing and being reimbursable. Public Works Engineer Ursaki said that the contract amendment is for Stantec's design contract, which would accommodate some of the changes that the CityPlace partners have requested to mesh with the streetscape, as well as work to incorporate the public art pieces.

MOTION by Councilor Barlow, SECOND by Councilor Magee, to 1. Approve and recommend that the City Council authorize the use of $200,000 in Waterfront TIF funds towards the BTC Public Improvements, Public Art project budget, as further detailed in the amendments to the project budgets as described in the above table labeled "NW Budget-TIF Only" and subject to the attached Budget Amendment form; and 2. Approve and recommend that the City Council authorize the use of $1,054,624 in Waterfront TIF funds towards the BTC Public Improvements, BTC Public Improvement TIF project budget, as further detailed in the amendments to the project budgets as described in the above table labeled "NW Budget-TIF Only" and subject to the attached Budget Amendment form; and 3. Approve and recommend that the City Council authorize the Chief Administrative Officer or designee to effectuate all necessary budget amendments and transfers of the funds in substantial conformance with Attachment 1; and 4. Approve and recommend that the City Council authorize the Director of Public Works to execute a second contract amendment with Stantec Consulting Services, Inc. for the development of an updated design for the Great Streets Bank & Cherry Street project in an additional amount up to $85,716, and any necessary future amendments in furtherance of

updating the current design using up to $8,571.60 (10%) in available contingency funds, for a total authorized contract amount not to exceed $1,340,003.32, subject to the review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.3 RAISE Reconnecting Downtown Grant Acceptance associated with the BTC Public Improvements Project – DPW
Public Works Engineer Ursaki said that this $22,384,000 RAISE grant does not have a local match, and that it will be used to support the design and construction of Bank and Cherry Street to Great Street standards, as well as a business and workforce development program. She said that the City has been working with VTrans and the US DOT to craft a grant agreement and structure that aligns with state and federal grant processes and requirements.

MOTION by City Council President Paul, SECOND by Councilor Magee, to 1. Approve and recommend that the City Council authorize the Director of Public Works to execute the Amendment #1 to Cooperative Agreement CA0811 from the Vermont Agency of Transportation to accept an additional grant amount of $22,384,000 for construction of the Reconnecting Downtown Project, for an authorized RAISE grant acceptance in the amount of $22,384,000, resulting in a total authorized grant acceptance amount of $37,384,000, including a previously authorized CDS local match in the amount of $3,000,000, with project costs to be paid upfront by the City of Burlington and then reimbursed by the Vermont Agency of Transportation with no local match, subject to approval by the City Attorney's Office; 2. Approve and recommend that the City Council authorize the Director of Public Works to execute the U.S. Department of Transportation Grant Agreement under the Fiscal Year 2023 Raise Program to define the scope of work, project schedule, and City's reporting responsibilities, subject to approval by the City Attorney's Office; 3. Approve and recommend that the City Council approve the necessary amendments to the BTC Public Improvements Project Budget – Great Streets Bank and Cherry Street Project Budget by adjusting the accounts as described herein and in the attached draft budget amendment form and further authorize the Chief Administrative Officer or designee to effect all necessary transfer of funds in furtherance of such amendments.

VOTING: unanimous; motion carries.

4.4 Budget Amendment for 130 Bank Street Sales Tax Reallocation Funds for the BTC Public Improvements Project – DPW
City Engineer Ursaki noted that the sales tax reallocation is a state program that CEDO applied for in partnership with 130 Bank Street's owners. She noted that they were successful in securing a sales tax allocation, which allows the City to seek reimbursement for public improvements that occur near the private development, so that the sales tax reallocation offsets some of the TIF costs for the work.

MOTION by Councilor Barlow, SECOND by City Council President Paul, to approve and recommend that the City Council authorize the Director of Public Works or designee to request reimbursement in the amount of $987,059 in 130 Bank Street Sales Tax Reallocation funds towards the BTC Public Improvement Project Budget to accept the same, and to further authorize the Chief Administrative Officer or designee to effectuate all necessary budget amendments and transfers of funds in substantial conformance with Attachment 1 in furtherance of securing this reimbursable state funding.

VOTING: unanimous; motion carries.

4.5 Approve Street Maintenance Worker/Working Foreperson Retention Bonuses

Director Spencer said that the Street Maintenance team at Public Works provides foundational services for the streets during both winter and summer in the City. He said that they have been seeing a high degree of turnover in this group of workers, and have been trying to address the issue. He said that they have had multiple requests for reclassification of these positions, which were not successful, though HR conducted compensation studies, which demonstrated that the group was about $1,000 below the 75th percentile of comparable groups within the region. He said that given that the FY25 budget will be tight and that the City is currently undergoing its operational efficiency study, the best interim approach determined for this issue was a set of retention bonuses through the end of this current fiscal year. He noted that due to this in-depth look at these positions, a number of tasks were added to the job description for these positions in recognition of the breadth of work that they conduct throughout the City.

HR Director Durfee said that there are about 70 positions within the bargaining unit in the City that do similar jobs. She said that at the time this group came forward to ask for reclassification, there were a number of issues with the reclassification process. She said that the City is aware that there are similar jobs in the Parks, Airport, and BWD departments, and that this entire group needs to be looked at.

Councilor Magee asked if the operational feasibility study is looking at areas of the City where the paygrade and compensation bands are less than competitive regionally in addition to areas where the City could realize savings. HR Director Durfee replied that the efficiency study will be looking at all areas of compensation. Councilor Magee said that it is essential to ensure that City workers are compensated fairly and competitively for the jobs they do, and to continue to be a model employer in the State and region.

MOTION by Councilor Magee, SECOND by City Council President Paul, to approve and recommend that the City Council approve the attached Memorandum of Understanding between AFCSME Local #1343 and the City of Burlington re: Retention Bonus for Department of Public Works Street Maintenance Employees, authorizing Public Works Director Chapin Spencer to execute the agreement and to further authorize the payment of retention bonuses to employees holding the positions of Street Maintenance Worker and Street Maintenance Working Foreperson for the periods described and amounts listed therein provided that such payments shall not exceed $1500 per employee or $28,500 in the aggregate, subject to review as necessary by the Chief Administrative Officer or designee.

VOTING: unanimous; motion carries.

4.6 Van Purchase For Burlington Cares
Assistant Director Smith began by providing an update on the CARES project. She spoke about recruiting for a clinical supervisor, noting that the current candidate is in the background phase and that this will take roughly 3-4 weeks to complete. She said that hiring for clinicians will start once the clinical supervisor is hired. She noted an MOU with UVMMC is anticipated to be secured this week, and that the clinical documentation system has been selected. She noted that this request is for a van for the CARES team.

City Council President Paul said that most of the medical response has been with the Fire Department and that there is a feeling that the medical response should continue to be with the Fire Department. She asked whether the Assistant Director thinks that medical response should be under CAIP. Assistant Director Smith replied that the main rationale had to do with the limits that fire personnel had in terms of making decisions in the field (as opposed to a nurse, which is what the CARES team would have). She said that if the goal is to stem the flow of individuals to the emergency room, the Fire Department has no staff to make some of these clinical decisions other than calling the emergency room, which oftentimes leads to the individual being transferred to the emergency room. She said that this team would be working with the Fire Department on their target populations, as well as the target populations that the CARES team will be focusing on.

Councilor Barlow asked whether there is work that needs to be done on the van prior to deploying it. Assistant Director Smith replied that the van will arrive equipped with everything that is needed, though they will need to make sure it has readily equipped to meet storage needs.

Councilor Grant said that she has also wanted this team to be under the Fire Department. She said that there have been improvements with the dispatch issues and that they now have Assistant Director Lacey's leadership, which has helped with concerns. She asked that any future issues with dispatch be monitored to ensure that they have the resources they need, and to ensure that they have access to this team if they need additional resources. Assistant Director Lacey noted that this team will have a forward-facing contact number and that people will not have to contact dispatch in order to get in touch with this team. Councilor Grant asked for a list of contact numbers for the various public response resources in the City, as this is something that has been requested by the public. Councilor Magee said that it would be good to work toward an integrated system where there is one phone number to call and callers can be directed to the appropriate resource for them, rather than having a list of resources.

MOTION by City Council President Paul, SECOND by Councilor Magee, to approve and recommend that the City Council approve and authorize the Chief of the Burlington Police Department to enter into a purchase agreement with New England Motor Car Company, to acquire a Ram ProMaster Van for use by the Burlington CARES team, in an amount not to exceed $84,995, with review and approval of any agreements by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.7 Request to (1) convey the so-called North Hangar building at Patrick Leahy Burlington International Airport to Beta Technologies, Inc. (Beta) by Bill of Sale, and (2) to execute a Ground Lease Agreement with Beta to replace the existing building lease between the parties (**was consent agenda item 3.3**)
Aviation Director Longo said that this is original lease with Beta Technologies that was signed in 2019 and is for the North Hangar. He said that the hangar has scheduled for demolition due to its condition, but that Beta Technologies has been able to substantially improve the property with a $500,000 rent credit as part of the lease. He said that since then, there has been a substantial improvement of the building in terms of infrastructure and that Beta continues to grow at the airport. He said that this would be a new lease agreement and that it would sell the building to Beta Technologies due to their substantial investment in the building and then re-lease the ground space to Beta Technologies. He noted that this lease would be for 30 years with two ten-year optional agreements. He noted that it was important to the Airport to be made whole through rent.

Councilor Barlow said that going forward, he would like the Airport Commission to weigh in on large items like this prior to the items coming in front of the Board of Finance and City Council, though he is supportive of this item and hopes that the Airport Commission will be, as well. Mayor Weinberger agreed that it good practice to have items such as this go before the Airport Commission prior to the Board of Finance and City Council, though this has been discussed at the Airport Commission and they will be voting on it on the 7th. He said that if any items come up during the Airport Commission's discussion of this item, those will be brough to the Council next week.

MOTION by Councilor Barlow, SECOND by City Council President Paul, to 1. Approve and recommend that the City Council authorize the conveyance of the North Hangar building located at 1150 Airport Drive in South Burlington to Beta Technologies, Inc. and to authorize the Mayor of the City of Burlington to execute a bill of sale to effect the conveyance, subject to final review and approval by the City Attorney's Office; and 2. Approve and recommend that the City Council authorize the leasing of certain identified space at the Patrick Leahy Burlington International Airport to Beta Technologies, Inc. and to authorize the

Mayor of the City of Burlington to execute the ground lease agreement, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT

5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:43 PM.

RScty: AACoonradt