



# OFFICE OF THE CLERK/TREASURER

City of Burlington

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**BOARD OF FINANCE  
THURSDAY, MAY 23, 2013  
CITY HALL, CONFERENCE ROOM 12  
5:00 PM**

**PRESENT:** Mayor Weinberger; City Council President Shannon; Councilors Aubin and Bushor; Interim CAO Sisson

**ABSENT:** Councilor Knodell

**ALSO PRESENT:** ACAO Goodwin; Jesse Bridges, Parks; City Attorney Eileen Blackwood; Doreen Kraft, BCA; Julie Hulburd, HR; Steve Goodkind, DPW; Carina Driscoll, Mayor's Office.

## **1. Agenda**

Interim CAO Sisson requested they add item 4.5 Storm Update – DPW to the agenda.

On a motion by Councilors Aubin and Bushor, the agenda was adopted unanimously as amended.

## **2. Public Forum**

No one spoke on this item.

## **3. Approval of the Board of Finance Minutes**

### **a. May 13, 2013**

Councilor Bushor and City Council President Shannon made a motion to approve the minutes.

Councilor Bushor requested they add detail to the minutes to explain the correction she had requested.

The amended minutes were approved unanimously.

## **4. Authorization for Use of Unexpended Funds for FY13 Street and Sidewalk Capital Program – DPW**

City Council President Shannon and Councilor Bushor made a motion to approve the use of funds.

Councilor Bushor stated there was a communication in the packet that discussed unpaid invoices and inquired if they have been processed. Steve Goodkind, DPW, stated the contractors work overlapped two years.

The motion passed unanimously.

#### **4.5. Storm Updates - DPW**

Steve Goodkind, DPW, stated most of the damage caused by the storm was superficial. The major problem was on Manhattan Drive between Champlain and Park Streets. There are two storm drains on the embankment facing north. One of the problems that they need to correct is protecting the slope and the roadway. The second is to repair the pipes. They are working with Engineers Construction to develop a plan to stabilize the road and make temporary repairs to the pipes. In a second phase, they will replace the pipes. The pipes are made of galvanized metal and are 25 years old. The technology used today is a five inch pipe with metal clamps holding it together. The plan is to use sheet piling to stabilize the site for phase 1. It will cost approximately \$100,000. They will have a better estimate of phase 2 at a later time. This was constructed when they built the Beltline. They will use sheet piling to stabilize the embankment which will narrow the access to the Beltline. It will still have the same number of lanes, it will just be narrower.

Councilor Bushor inquired if the road is stable. Mr. Goodkind stated the road is stable, but they are concerned about water coming off the road. The new pipes will be installed to make it more stable. They have done work to prevent water from overflowing into the Intervale.

City Council President Shannon inquired how long the work will take. Mr. Goodkind stated it will take three to five days to complete Phase 1.

Mayor Weinberger thanked the Public Works Department for their work.

Mr. Goodkind stated they have received a number of calls about sewer backups in basements. They have a new customer service tool that allows them to display those calls on a map.

City Council President Shannon stated she gets complaints about backup after roadwork has been done. Mr. Goodkind stated there are some places that always have flooding because they are lower than the sewer.

Councilor Aubin inquired if there are areas in the New North End that are disconnected from the sewer system. Mr. Goodkind stated there are. Councilor Aubin inquired if there is any way someone disconnected but below the line could have backflow issues. Mr. Goodkind stated it is unlikely. They will be looking at the reports to determine where there are problems. Interim CAO Sisson stated he is on concrete slab and had backflow even though stormwater and sanitary sewer are supposed to be separate in his neighborhood. Mr. Goodkind stated they will have to continue looking at it.

Councilor Bushor stated Ward 1 residents have voiced concerns about the impacts on the streets and having access to safety equipment such as traffic cones. Residents put themselves at risk, which is concerning. She understands that the City can't be everywhere and people try to help out. They need to help people understand what they can and cannot do. Mr. Goodkind stated people should not be going out into deep water because they do not know what is in there. Clearing debris from storm grates is about the only thing a citizen could do.

#### **5. Authorization for Contract Amendment with NYNEX dba Verizon – Airport**

Councilor Bushor and City Council President Shannon made a motion to approve the contract

amendment.

Councilor Bushor stated when they first addressed this, she had asked if South Burlington was aware of it and inquired if they had any problems with this. Mayor Weinberger stated they did not.

## **6. Authorization to Accept EPA Grant – CEDO**

Councilor Aubin and City Council President Shannon made a motion to authorize acceptance of the grant.

Nick Warner, CEDO, stated this is a grant from the EPA for \$200,000 to do a large transportation study. Mayor Weinberger stated it will allow planning to the South End of the City. It is a dynamically growing and changing part of the town. It will allow them to explore different opportunities and integrate them with the transportation plan. Mr. Warner stated they have talked about the Barge Canal.

Interim CAO Sisson stated no budget adjustment is necessary because it will be part of the FY14 Budget.

The motion passed unanimously.

## **7. Authorization for Development of Parks Master Plan – Parks**

Councilors Bushor and Aubin made a motion to approve the development of the plan.

City Council President Shannon inquired about funding from Pennies for Parks and Park Impact Fees. Pennies for Parks is dedicated for maintenance and inquired if this is part of their planned use for those funds. Jesse Bridges, Parks and Recreation, stated this was approved as part of the Pennies for Parks allocation. It has gone through the Parks Commission and the Board of Finance as part of approval process for the FY14 budget.

Councilor Bushor inquired if they plan to update the plan every three years. Mr. Bridges stated that is their goal. Councilor Bushor suggested they may want to update it every five year because three years may be very onerous. She hopes that the public can be involved in each step of the process. If there are difficult choices that they need to make, people should be informed from the beginning. Mr. Bridges stated the selection process has involved an RFQ, an RFP, input from constituents, and the Parks Commission. A huge piece of the RFP was public engagement and it asked firms to explain how they would approach it. They have been looking for someone who will work with the public rather than do things their own way. They also laid out some of the restraints and unique features in Burlington. This firm is very creative in their approach. There will be some surveying done, as well as other public engagement opportunities. They will be doing public charettes, visiting NPAs, and meeting with staff. This is about what Parks Staff wants as well as what the community wants. They want to know what national standards are, but they need to fit with Burlington. Their recent work in other communities has had beautiful results. Councilor Bushor stated when they attended her NPA they discussed open space. She found the presenter very creative and hopes future discussions will allow them to translate what people value into a plan. Mr. Bridges stated they will take into account what people say and how many people have said it. Mayor Weinberger stated they discussed this at the Bagel Café and he is very excited about it.

The motion passed unanimously.

## **8. Authorization for Bike Path Rehabilitation Design and Engineering – Parks**

Councilor Aubin and Bushor made a motion to authorize the bike path rehabilitation design and engineering.

Councilor Aubin noted that they plan to spend \$120,000 of Pennies for Parks Funds and inquired if they will use \$120,000 total or \$120,000 per year. Jesse Bridges, Parks, stated it will be \$120,000 total. If they have more success with fundraising than anticipated, they will use less of those funds. They have set aside \$15,000 already and are proposing \$45,000 in the FY14 budget. They will have a better idea how much money they will need to use when budgeting for FY15. Mayor Weinberger stated the Parks Department is applying for a \$10 million Tiger Grant. There are other opportunities out there before they commit to using Pennies for Parks. The City needs to move as quickly as possible on this, but it will take time.

Interim CAO Sisson inquired if the work will extend into FY15. Mr. Bridges stated it will. They are working to align their timeline with the expenditures. They will not begin construction until September of 2014. Interim CAO Sisson stated they need to be sure not to get ahead on spending before they have the necessary revenues.

The motion passed unanimously.

## **9. Authorization for Reclassification and Title Change for Arts Sales and Leasing Coordinator – BCA/HR**

Councilor Bushor and City Council President Shannon made a motion to approve the BCA title change.

Councilor Aubin inquired what work is not being covered. Doreen Kraft, BCA, stated they have been working with Fletcher Allen to expand a collection into a new wing. They are also finishing their project at Hotel Vermont. They have been using other people who are skilled in this area to complete the work. This will allow one person to do the work. They have found that this is a large revenue generator for their department and it pays for itself over time.

Interim CAO Sisson inquired if this was presented as part of their FY14 budget. Ms. Kraft stated it was not and this is an additional change. Interim CAO Sisson inquired if this will add another \$7,900 to their FY14 budget. Ms. Kraft stated it will. Councilor Bushor inquired if the person would work the additional hours if they do not receive the additional revenue. Ms. Kraft stated they would not. Interim CAO Sisson inquired if they can amend their budget's revenue to offset the expense. Ms. Kraft stated they can and the change will be budget neutral.

The motion passed unanimously.

## **10. UVM Payment for Services – Mayor**

Mayor Weinberger stated they had anticipated an executive session to discuss contract terms. Councilor Bushor inquired if there is more information that they need to have. She is fine with extending this, but needs more information. Mayor Weinberger stated there is not much that they

need to know, he just felt that if they were to discuss numbers it should be done in executive session. Councilor Bushor stated she does not need to know numbers unless there is a reason to discuss them. Mayor Weinberger stated they have done work in recent months to evaluate the assumptions behind the current payments that are due. They are prepared to discuss it further, but they have not found any justification for significant increases beyond the normal cost of living adjustments. Councilor Bushor stated she would prefer to have the conversation in open session. They can discuss detailed numbers at a later date. Carina Driscoll, Mayor's Office, stated they are looking for payment on July 1. It is important that the resolution go to City Council for approval in advance of July 1. Councilor Bushor stated it seems straightforward.

City Council President Shannon inquired if there is a cost of living increase in the extended contract. Interim CAO Sisson stated there is about a 2% increase over FY13.

Councilor Bushor and City Council President Shannon made a motion to recommend City Council approval. She requested they amend the resolution to state that the contract expires on June 30, 2014. The motion passed unanimously.

Mayor Weinberger stated they will be going to the Institutions Committee to give an update about quality of life issues that they have been working on within the next month. Councilor Bushor stated that is separate from this agreement. The Board of Finance should talk about what they are currently reimbursed for and whether that should be expanded or refined. Other issues are more related to housing issues and agreements. This addresses a financial arrangement with UVM. Mayor Weinberger stated they did look to see if there were justifications for adding costs. He would be happy to discuss that further.

Without objection, Mayor Weinberger adjourned the Board of Finance meeting at 5:57 pm.