



Board of Finance

Monday, November 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Please click the link below to join the webinar:

<https://zoom.us/j/95691577858>

Or Telephone: +1 309 205 3325 US

Webinar ID: 956 9157 7858

****CCTV link: https://www.youtube.com/playlist?list=PLIjLFn4BZd2PwCge7lNoKug676jIf_iUA ****

1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	November 18, 2024 - Board of Finance Meeting - Monday, November 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adopt agenda as amended as follows: remove from the consent agenda item 3.6. and place it on the deliberative agenda as item 4.1. (per CAO Schad)

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	November 18, 2024 - Board of Finance Meeting - Monday, November 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	2. Public Forum

Department	Council and Board
Type	Action Procedural
Recommended Action	open Public Forum close Public Forum

3. Consent Agenda

Subject **3.1. Motion to adopt the consent agenda (as amended) and take the actions indicated**

Meeting November 18, 2024 - Board of Finance Meeting - Monday, November 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Category 3. Consent Agenda

Department Council and Board

Type Action (Consent)
Procedural

Recommended Action Motion to adopt the consent agenda (as amended) and take the actions indicated

Subject **3.2. Board of Finance November 4, 2024 Draft Minutes**

Meeting November 18, 2024 - Board of Finance Meeting - Monday, November 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Category 3. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)
Minutes
Information

Recommended Action approve the minutes

Subject **3.3. Contois Auditorium HVAC Rehabilitation Work - BPRW**

Meeting November 18, 2024 - Board of Finance Meeting - Monday, November 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Category 3. Consent Agenda

Department Parks, Recreation, & Waterfront

Type Action (Consent)

Recommended Action to approve and authorize the execution of a contract with Vermont Mechanical Inc., for a price not to exceed \$69,977.88, to provide services related to the replacement of boilers in City Hall, plus a project contingency of \$3,500.00 (for a total approved project expenditure including contingency not to exceed \$73,477.88), and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, to execute the contract, any related documents needed to carry out the project, and

any contract amendment necessary to utilize the project contingency, subject to review by the City Attorney's Office

Subject

3.4. City Hall Boiler Replacement - BPRW

Meeting

November 18, 2024 - Board of Finance Meeting - Monday, November 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Category

3. Consent Agenda

Department

Parks, Recreation, & Waterfront

Type

Action (Consent)

Recommended Action

to approve and recommend that the City Council approve and authorize the execution of a contract with Vermont Mechanical Inc., for a price not to exceed \$105,998, to provide services related to the replacement of boilers in City Hall, plus a project contingency of \$5,300 (for a total authorized project expenditure including contingency not to exceed \$111,298), and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, to execute the contract, any related documents needed to carry out the project, and any contract amendments necessary to utilize the project contingency, subject to review by the City Attorney's Office

Subject

3.5. Engineering Services for Harbor Dredging Contract - BPRW

Meeting

November 18, 2024 - Board of Finance Meeting - Monday, November 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Category

3. Consent Agenda

Department

Parks, Recreation, & Waterfront

Type

Action (Consent)

Recommended Action

to approve and authorize the execution of a contract with VHB, Inc. for a price not to exceed \$74,579 for the Waterfront Harbor Dredging project, plus a project contingency of \$9,728, for a total authorized project expenditure not to exceed \$74,579 and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office

Subject

3.6. Authorization to Accept Grant Funds for Oakledge Universally Accessible Playground Project - BPRW **NOW AGENDA ITEM 4.1.**

Meeting

November 18, 2024 - Board of Finance Meeting - Monday, November 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Category

3. Consent Agenda

Department

Parks, Recreation, & Waterfront

Type

Action (Consent)

Recommended Action

to retroactively approve and recommend that the City Council authorize the acceptance of grant funds in the amount of \$724,979 from the State of Vermont Land and Water Conservation Fund for the Oakledge Universally Accessible Playground Project and authorize the Director of Parks, Recreation and Waterfront to execute the grant agreement and all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office

4. Deliberative Agenda

Subject	4.1. Authorization to Accept Grant Funds for Oakledge Universally Accessible Playground Project - BPRW **WAS CONSENT AGENDA ITEM 3.6.**
Meeting	November 18, 2024 - Board of Finance Meeting - Monday, November 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Parks, Recreation, & Waterfront
Type	Action
Recommended Action	To retroactively approve and recommend that the City Council authorize the acceptance of grant funds in the amount of \$724,979 from the State of Vermont Land and Water Conservation Fund for the Oakledge Universally Accessible Playground Project and authorize the Director of Parks, Recreation and Waterfront to execute the grant agreement and to take such further actions and execute such further instruments as may be necessary or convenient to effectuate the transactions contemplated hereby, and all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office.
Subject	4.2. Burlington's Construction and Weatherization Workforce Training Program under Rebuilding American Infrastructure with Sustainability and Equity (RAISE) - Business and Workforce Development
Meeting	November 18, 2024 - Board of Finance Meeting - Monday, November 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Business and Workforce Development
Type	Action
Recommended Action	to approve and recommend that the City Council authorize the Director of Business & Workforce Development to execute a three-year contract and any other related documents necessary to carry out the agreement with ReSOURCE in an amount up to \$995,704.00 for the workforce development training of Burlington's Construction and Weatherization Training Program, subject to the review and approval of the City Attorney
Subject	4.3. Resolution: Authorization To Accept U.S. Department Of Housing And Urban Development Lead Hazard Control And Healthy Homes Grant - CEDO
Meeting	November 18, 2024 - Board of Finance Meeting - Monday, November 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action Resolution
Recommended Action	to recommend that the City Council approve the attached resolution
Subject	4.4. Position Updates - BED/HR

Meeting	November 18, 2024 - Board of Finance Meeting - Monday, November 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Burlington Electric Department
Type	Action
Recommended Action	1. Board of Finance: To approve and recommend approval to the City Council for the following: • Update the minimum of the pay range for the Director of Generation Operations, a Regular, Full-time, Exempt, Non-Union, Grade M30 position, from (\$122,335.62-\$189,728.45) to (\$138,501.77-\$189,728.45). • Update the minimum of the pay range for the Director of Generation Engineering & Maintenance, a Regular, Full-time, Exempt, Non-Union, Grade M30 position, from (\$122,335.62-\$189,728.45) to (\$138,501.77-\$189,728.45). • Convert the existing Supervisor of Plant Maintenance, a Regular, Full-time, Exempt, Non-Union, Grade NS7 (\$73,082.26 -\$119,805.30) position, to a Working Crew Leader Generation Maintenance position, a Regular, Full-time, Non-Exempt, Union, Grade F22 (\$68,681.97-\$112,593.55) position. The Working Crew Leader Generation Maintenance position will report to the Director of Generation Engineering & Maintenance. • Update the tiering levels, titles, classifications, and job descriptions for the Electrician Production , a Regular, Full-time, Non-Exempt, Union position, to: Electrician Lead Worker Generation, Grade F20 (\$64,916.80-\$106,421.12); Electrician I – Generation, Grade 13 (\$61,280.34-\$100,459.4240); Electrician II – Generation, Grade 11 (\$55,282.66-\$90,627.26); and Electrician III – Generation, Grade 9 (\$52,440.54-\$85,499.23). • Update the tiering levels, titles, classifications, and job descriptions for the Engineering Production Technician, a Regular, Full-time, Non-Exempt, Union position, to: Generation Technician I, Grade F20 (\$64,916.80-\$106,421.12); Generation Technician II, Grade 13 (\$61,280.34-\$100,459.42); and Generation Technician III, Grade 10 (\$53,423.34-\$87,579.23). • Update the tiering levels, titles, classifications, and job descriptions for the Power Production Technician, a Regular, Full-time, Non-Exempt, Union position, to: Hydro Generation Technician I, Grade F20 (\$64,916.80-\$106,421.12); Hydro Generation Technician II, Grade 13 (\$61,280.34-\$100,459.42); and Hydro Generation Technician III, Grade 10 (\$53,423.34-\$87,579.23). • Update the tiering levels, titles, classifications, and job descriptions for the Mechanic 1st Class, a Regular, Full-time, Non-Exempt, Union position, to: Mechanic I, Grade 12 (\$58,719.65-\$96,261.78); Mechanic II, Grade 11 (\$55,282.66-\$90,627.26); and Mechanic III, Grade 9 (\$52,440.54-\$85,499.23). • Create tiered job descriptions for the Generation Generalist, a Regular, Full-time, Non-Exempt, Union position, to allow employees to progress from Generation Generalist II, Grade 5 (\$46,196.59-\$75,732.18) to Generation Generalist I, Grade 7 (\$48,546.58-\$79,584.54). • Convert the existing Sr. Innovation Project Specialist/Customer Care Representative, a Regular, Full-Time, Non-Exempt, Union, Grade 9 or 11 (depending on tiered level) position, to a Resource Planner position, a Regular, Full-time, Non-Exempt or Exempt (depending on tiered level), Union, Grade 8, A4, or A6 (depending on tiered level) position reporting to the Director of Policy & Planning.

Subject 4.5. Authorizing Expanded Downtown Security Services

Meeting November 18, 2024 - Board of Finance Meeting - Monday, November 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Category	4. Deliberative Agenda
Department	Council and Board
Type	Action
Recommended Action	to recommend that the City Council approve and authorize the Chief Administrative Officer to make a FY25 budget adjustment that transfers \$60,000 to the CSM from the BPD FY25 budget for police salaries, and to authorize the Director of Business & Workforce Development to enter into a contract between the CSM and BPOA for security services to be provided under the terms and conditions set forth in this memorandum

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	November 18, 2024 - Board of Finance Meeting - Monday, November 18, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	5. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

**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 4, 2024**

MEMBERS PRESENT:

Ben Traverse
Mark Barlow
Sarah E Carpenter
Joe Kane (via Zoom)
Emma Mulvaney-Stanak (via Zoom)

OTHERS PRESENT:

Katherine Schad
Erik Ramakrishnan
Doreen Kraft
Sarah Katz

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 5:35 PM.

MOTION by Councilor Carpenter, SECOND by City Council President Traverse, to adopt the agenda.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM

2.1 Verbal Comments

Sharon Bushor spoke about the livable wage ordinance on tonight's agenda. She expressed concern about the use of Davis Bacon wages as a reference point for determining livable wages, given the risk that Davis-Bacon wages could deviate from livable wage levels in future. She also expressed concern about the tool used to determine the cost of healthcare as it's applied to the livable wage if the employer doesn't offer that as a benefit. She asked whether the reference points in this tool are acceptable and asked if there should be others.

3.0 CONSENT AGENDA

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

3.2 October 21, 2024 Board of Finance Meeting Minutes, Draft – approve the minutes.

3.3 Lease of Space at Old North End Community Center, 20 Allen Street – BPRW - Approve and recommend that the City Council approve and authorize the leasing of certain space, as identified in the attached lease agreement, in the Old North End Community Center, as further

detailed in Exhibit B for an initial one-year term, with the option to renew for five additional and subsequent one-year terms, from Champlain Housing Trust on the terms provided in and substantially in conformance with the attached lease including an annual rent amount of \$138,168 subject to a year over year increase not to exceed 3% per year, for a total authorized expenditure not to exceed \$893,727, subject to City Council annual budgetary appropriation, and to authorize the Director of Parks, Recreation and Waterfront to execute the lease and any related documents needed to carry out the lease agreement, subject to the review of the City Attorney's Office.

3.4 B.E.D.'s Property/Boiler and Machinery (B&M) 2024-2025 Insurance Renewal – BED - approve and recommend that the City Council authorize the General Manager of the Burlington Electric Department or their designee, to execute the Property, Boiler & Machinery insurance coverage renewal contract with AIG/ZURICH/STARR TECH/AEGIS for the policy period 11/20/2024 through 11/20/2025 with a not to exceed premium of \$715,989, as outlined in this memo, subject to review and approval of the City Attorney's Office and the CAO.

MOTION by Councilor Carpenter, SECOND by Councilor Barlow, to adopt the consent agenda and take the actions indicated for items 3.1-3.4.

VOTING: unanimous; motion carries.

4.0 DELIBERATIVE AGENDA

4.1 BCA Reorganization – BCA/HR

Director Kraft began by noting that this is a re-work of the Burlington City Arts Department, saying that it is a first step to meet some of the difficult challenges that Burlington is facing. She said that re-work entails eliminating one administrative assistant position and using those savings to reclassify other positions within the department, as well as deepening the bench for BCA's fund-raising capacity. Mayor Mulvaney-Stanak also noted that this reorganization began 8 months ago (prior to the operational efficiency study) and has the support of the union behind it.

Councilor Carpenter asked if BCA has a fallback plan, given the current budget gap of \$6 to \$7 million and the potential inability to close the gap without making staffing cuts. Director Kraft replied that BCA and other departments in the City are in the middle of planning for the FY26 budget and agrees that there will be challenges, but that there is a robust process for review and planning going forward. Mayor Mulvaney-Stanak noted that this is a question being asked of all departments in the FY26 budgeting exercise.

Councilor Barlow expressed confidence that this is a good first step in many to reduce costs and realize efficiencies in City departments.

City Council President Traverse noted that it has been difficult to recruit for a Development Director in BCA, and asked if BCA has considered reclassifying that position. Director Kraft replied that they are optimistic that they will be successful in upcoming recruitment efforts, noting that this position is competitive in the non-profit market.

MOTION by City Council President Traverse, SECOND by Councilor Barlow, to recommend that City Council approve and authorize the: Elimination of the Administrative Assistant Position; Reclassification and retitling of the Member and Donor Relations Coordinator, a Regular, Full-time, Non-exempt ASFCME Grade 13 to Development and Administrative Coordinator, a Regular, Fulltime, Non-exempt, AFSCME Grade 15; Reclassification and retitling of the Marketing and Sponsorship Support Specialist, a Regular, Fulltime, Non-exempt, ASFCME Grade 15 position reporting to the Development Director and Communications Director to an Assistant Development Director, a Regular, Full-time, ASFCME Grade 17 position reporting to the Development Director; Reclassification of the Youth & Family Program Coordinator, a Regular, Full-time, Non-exempt ASFCME Grade 15 to a Regular, Full-time, Non-exempt ASFCME Grade 16; Reclassification and retitling of the Program

Coordinator, a Regular, Full-time, Non-exempt, ASFCME Grade 15 to Adult Programs Coordinator a Regular, Full-time, Non-exempt, ASFCME Grade 16; Reclassification and retitling of the Clay and Print Studio Manager, a Regular, Full-time, Nonexempt, ASFCME Grade 15 to Clay Studio Coordinator, a Regular, Full-time, Non-exempt, ASFCME Grade 16; Reclassification and retitling of the Artist Coordinator, a Regular, Full-time, Non- exempt, ASFCME Grade 14 to Art Services Coordinator a Regular, Full-time, Non- exempt, AFSCME Grade 15; Reclassification and retitling of the Art Director, a Regular, Full-time, Exempt Non-union Grade 16 to Design Director, a Regular, Full-time, Non-exempt, Non-union Grade 17; Reclassification of the Education Director, a Regular, Full-time, Exempt Non-union Grade 18 to a Regular, Full-time, Non-exempt, Non-union Grade 20

VOTING: unanimous; motion carries.

4.2 Ordinance: Technical Amendments to Article VI of Chapter 21 of the Burlington Code of Ordinances, Commencing at Section 21-80, Livable Wages, to Streamline Enforcement and Other Processes – City Attorney’s Office/CT

Assistant City Attorney Ramakrishnan began by noting that the goal of this is to streamline the administration of the Livable Wage Ordinance, given the loss of the City’s compliance officers and the need to bring this in-house. He said the ordinance has a provision to inflate the amount of wages needed to replace healthcare premiums, if healthcare benefits are not offered by an employer. He noted that they have updated this to use an inflationary factor specific to healthcare. He said another of the modifications is to align with the methodology used in the Joint Fiscal Office’s report. He further spoke about aligning the livable wage ordinance with Davis-Bacon wage levels. He said that if Davis-Bacon levels become lower than the livable wage, they could amend the ordinance (but said that this scenario is unlikely). He then spoke about a tweak to the ordinance on line 137 to specify that this sentence applies to highway or heavy construction projects covered under the Davis-Bacon Act, given that this covers the vast majority of City contracts and is higher than other Davis-Bacon categories. Councilor Carpenter said that tracking Davis-Bacon wages is sometimes difficult for employers, and said the City should make sure that the ordinance does not make employers need to keep two sets of books in order to comply. Assistant City Attorney Ramakrishnan also spoke about modifications, including requiring contractors with contracts in excess of \$50,000 to submit certified payroll information along with their invoices, as well as adding language allowing the Chief Administrative Officer to exercise existing rulemaking authority.

City Council President Traverse asked how inflating the healthcare factor will impact existing contracts. Assistant City Attorney Ramakrishnan replied that the factor needed to be updated to reflect higher healthcare costs.

Councilor Carpenter noted that these changes will more significantly affect smaller nonprofits than larger businesses with whom the City does business. Mayor Mulvaney-Stanak agreed, noting that it is also important to accurately reflect the true cost of health insurance and how it affects employees as well as employers.

City Council President Traverse asked about the paid leave provisions, noting additional language about the number of days being pro-rated to the length of the contract, and seeking further clarity on this intent. Assistant City Attorney Ramakrishnan replied that the pro-rated language is intentional, given that there are some very short-duration contracts that the City holds. City Council President Traverse asked about the provision that would allow employees to cash out unused paid time off days at the end of a contract term, and Assistant City Attorney Ramakrishnan replied that this is in alignment with current City policy (even if it goes above and beyond what is required by Vermont law). City Council President Traverse asked how much extra time goes into ensuring compliance with the Davis-Bacon requirements, and whether the City should continue status quo practice of reviewing all contracts. Councilor Carpenter pointed out that the City can always amend the ordinance in the future if it needs to. City Council President Traverse asked if there are any other areas where rulemaking is conducted by the Chief Administrative Officer without City Council approval, and Assistant City Attorney Ramakrishnan replied that the City does not have a common practice of rulemaking without City Council approval in other areas. City Council President Traverse said he has

some discomfort with removing the City Council prior to promulgating other rules. Councilor Carpenter said she is supportive of allowing the CAO to conduct rulemaking in this area, and Councilor Barlow noted that he could be swayed one way or the other. City Council President Traverse suggested adding language to the ordinance saying that any new rules must be communicated to the Board of Finance and posted to the City's website.

MOTION by City Council President Traverse, SECOND by Councilor Carpenter, to recommend that the City Council approve the proposed ordinance making technical amendments to the City's Living Wage Ordinance, subject to the amendments at line 93 and 137 limiting coverage under Davis-Bacon to highway and heavy construction contracts, and subject to amendments to lines 141-142 requiring prompt communication of administrative rules to the Board of Finance.

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT

5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:49 PM.

RScty: AACoonradt

MEMO

Date: November 18, 2024

To: Board of Finance

From: Kim Bleakley, Central Facilities Manager, Department of Parks, Recreation & Waterfront

CC: Cindi Wight, Director; Deryk Roach, Parks and Central Facilities Superintendent

Re: Contois Auditorium HVAC Rehabilitation Work

I. Purpose

This memo seeks approval to execute all necessary contracts and budget approvals to rehabilitate the HVAC system in Contois Auditorium in City Hall. With this project we will rehabilitate and repair the basement AHU so that it provides heating & cooling to the auditorium, managed by new Automated Logic controls. We will replace the failed heating coil in the attic AHU such that the AHU can pre-heat incoming ventilation air to keep the Auditorium CO2 at healthy levels. By repairing the system, we will have a comfortable and healthy space for our employees and the public, and make the system reliable again. In addition, this system will now work seamlessly with our control system for maximum efficiency with the existing units.

II. Background

This work will keep the auditorium continually heated and cooled through our Vermont seasons, and ensure that there is adequate air flow and ventilation in the space.

The following are the specifics of what will be upgraded:

Attic AHU: Remove failed steam coil & install a replacement hot water coil. Install a small heat exchanger, constant volume pump, piping from the new AHU coil to the heat exchanger and fill with glycol for freeze protection. Run new hot water piping from the other side of the heat exchanger to the main hot water pipes in the adjacent attic space. Install a new modulating control valve & associated extension of the existing Automated Logic controls to provide automatic pre-heat of ventilation air when the AHU needs to bring down the CO2 level of the Auditorium. Includes piping insulation, line voltage power and startup.

Basement AHU: Replace (2) failed pillow block bearings on the supply motor shaft. Replace the failed supply fan motor & associated motor starter. Disconnect ductwork & drop the AHU to facilitate removal of the failed hot water coil. Disconnect hot water piping & chilled water piping, disposing of old control valves. Install replacement supply fan bearings, supply fan motor, hot water coil, new hot and chilled water piping and new hot and chilled water control valves. Includes Temperature Controls of Vermont as subcontractor to install new DDC controls onto the AHU as an extension of the existing Automated Logic system on site.



III. PROCESS

In October of 2024 the City Facility Team received sole source approval from our CAO to have Vermont Mechanical complete this work. This approval was given to ensure a quick installation to make sure that the building's employees and visitors are safe and comfortable. Vermont Mechanical has recently replaced the City Hall sump tank and successfully installed our most recent renovation in the building giving them important background for this historic building.

IV. PROJECT FUNDING SOURCES, BUDGET AND ESTIMATES

Funding for this project is coming from Facilities Capital for City Hall HVAC work as shown in the FY '24 budget. This budget was approved by the Capital Committee prior to the budget being approved by City Council.

Funding Sources & Budget	
Facilities Capital	\$73,477.88
Total Budget	\$69,977.88
Contractor bid	\$69,977.88
~5% Contingency (on above items)	\$3,500.00
Total Project Estimate	\$73,477.88

The contingency on the bid amount above is intended to cover any unanticipated costs that may come up as part of the installation.

V. SCHEDULE

The anticipated project schedule is as follows:

- November 4, 2024: Board of Finance approval
- November 5, 2024: Contract Signed
- November 2024: Construction started and completed

DEPARTMENT RECOMMENDATION

Board of Finance Motion:

To approve and authorize the execution of a contract with Vermont Mechanical Inc., for a price not to exceed \$69,977.88, to provide services related to the replacement of boilers in City Hall, plus a project contingency of \$3,500.00 (for a total approved project expenditure including contingency not to exceed \$73,477.88), and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, to execute the contract, any related documents needed to carry out the project, and



any contract amendment necessary to utilize the project contingency, subject to review by the City Attorney's Office.

Board of Finance and City Council Submission ChecklistDepartment: BPRW Submitter: Kim BleakleyTitle/Subject: HVAC Rehabilitation Contois Auditorium

	Approval:	Meeting Date:
☒	Board of Finance	11/18/2024
☐	City Council	Click or tap to enter a date.
☐	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	10/23/2024	Cindi Wight
Mayor's Office informed and approved memo	Yes	11/1/2024	Joe Magee
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	10/24/24	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	10/29/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.

MEMO

Date: November 18, 2024

To: Board of Finance and City Council

From: Kim Bleakley, Central Facilities Manager, Department of Parks, Recreation & Waterfront

CC: Cindi Wight, Director; Deryk Roach, Parks and Central Facilities Superintendent

Re: City Hall Boiler Replacement

I. Purpose

This memo seeks approval to execute all necessary contracts and budget approvals to replace two boilers and the necessary system upgrades. In 2023 we began the replacement of our aging boiler system in City Hall. It is now necessary for the building heating system to complete the boiler structure replacement. This new system will match the existing recent efficient replacement and will work seamlessly with the City's control system which is essential for both efficiency and safety. To ensure this new system works well for years to come, we have completed a dehumidification system in the basement of the building which will control the water and rusting of system parts.

II. Background

This work will keep the building continually heated through our cold Vermont seasons, ensure that the building has hot water and will greatly improve both the reliability and efficiency of the system.

The following are the specifics of what will be upgraded:

- Provide isolation to existing hot water system to run the existing boiler. This will allow the (1) boiler to remain active during construction plus (2) future tie-ins for new boilers.
- Remove (6) existing gas fired boilers and venting.
- Remove (4) expansion tanks and associated piping.
- Cut & cap existing gas line from boiler room to fire house.
- Furnish and install (2) NTI Trinity LX400 Hi-Eff. gas-fired condensing hot water boilers.
- Furnish and install (2) Grundfos ECM circulator pumps to serve the needs of the boiler primary heating loop and associated piping
- Furnish and install (1) new hydronic expansion tank.
- Furnish and install 4-inch diameter boiler flue venting. Combustion air venting to be CPVC. Fresh air venting to be PVC. Price includes removing existing "Z-Vent" from boiler 1 and installing CPVC to match new boiler venting
- Modify the existing outdoor boiler flue enclosure including but not limited to:
- Cut (2) new access panels into enclosures.
- Provide (2) plug panels to conceal existing unused venting penetrations.
- Provide and install internal riser supports as necessary
- Furnish and install all ancillary devices such as, but not limited to; LWCO, pressure relief valve, drains, vents and condensate neutralizer as required to complete the boiler installation.
- Connect to existing hydronic hot water piping to fit-up new boilers. Piping to be type L copper.



- Connect to existing gas piping to fit-up new boilers. Piping to be carbon steel schedule 40 with black malleable fittings.
- Provide all draining, filling, testing, insulation, and labeling of the new piping.
- Furnish and install all necessary support materials, and labor for installation.
- System startup.
- Provide lifts for outdoor boiler flue enclosure work.

III. PROCESS

In September of 2024 the City Facility Team received sole source approval from our CAO to have Vermont Mechanical complete this work. This approval was given to ensure a timely installation to make sure that the building's employees and visitors do not lose access to heat and hot water. Vermont Mechanical completed the boiler replacement in 2023, so, by using them again the materials and work will match making the system more reliable. In addition, Vermont Mechanical has recently replaced the City Hall sump tank and our most recent renovation giving them important background for this historic building. The quoted prices are reasonable.

IV. PROJECT FUNDING SOURCES, BUDGET AND ESTIMATES

Funding for this project is coming from Facilities Capital for City Hall HVAC work as shown in the FY24 budget. This budget was approved by the Capital Committee prior to the budget being approved by City Council.

Funding Sources & Budget	
Facilities Capital	\$116,598.00
Total Budget	\$116,598.00
Contractor bid	\$105,998.00
~10% Contingency (on above items)	\$10,600.00
Total Project Estimate	\$116,598.00

The contingency on the bid amount above is intended to cover any unanticipated costs that may come up as part of the installation.

V. SCHEDULE

The anticipated project schedule is as follows:

- November 4, 2024: Board of Finance approval
- November 12, 2024 City Council approval
- November 13, 2024 Contract signed
- Start of construction November 2024



DEPARTMENT RECOMMENDATION

Board of Finance Motion:

To approve and recommend that the City Council approve and authorize the execution of a contract with Vermont Mechanical Inc., for a price not to exceed \$105,998, to provide services related to the replacement of boilers in City Hall, plus a project contingency of \$5,300 (for a total authorized project expenditure including contingency not to exceed \$111,298), and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, to execute the contract, any related documents needed to carry out the project, and any contract amendments necessary to utilize the project contingency, subject to review by the City Attorney's Office.

City Council Motion:

To approve and authorize the execution of a contract with Vermont Mechanical Inc., for a price not to exceed \$105,998, to provide services related to boiler replacement in City Hall, plus a project contingency of \$5,300.00 (for a total authorized project expenditure including contingency not to exceed \$111,298), and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, to execute the contract, any related documents needed to carry out the project, and any contract amendments necessary to utilize the project contingency, subject to review by the City Attorney's Office.

Board of Finance and City Council Submission ChecklistDepartment: BPRW Submitter: Kim BleakleyTitle/Subject: Replacement Boilers in City Hall

	Approval:	Meeting Date:
☒	Board of Finance	11/18/2024
☒	City Council	11/18/2024
☐	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	10/23/2024	Cindi Wight
Mayor's Office informed and approved memo	Yes	11/1/2024	Joe Magee
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	No	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	10/24/2024	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	10/29/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.

MEMO

Date: November 18, 2024

To: Board of Finance

From: Jon Adams-Kollitz, Project Manager

Sophie Sauvé, Parks Comprehensive Planner,

Cindi Wight, Director, Department of Parks, Recreation & Waterfront

Re: Engineering Services for Harbor Dredging Contract

I. Purpose

The Department of Parks, Recreation & Waterfront (BPRW) seeks approval and authorization to enter into an agreement with Vanasse Hangen Brustlin, Inc. for engineering services for harbor dredging and sediment reuse/disposal for a maximum limiting amount of \$64,851 with a 15% contingency, bringing the total project budget to \$74,579

II. Background

Burlington Harbor is used extensively by recreational and commercial boaters. BPRW owns and operates two marina facilities in the harbor, one at the Community Boathouse (College Street) and another at Perkins Pier (Maple Street). Both have accumulated substantial sediment over time and require dredging in order to restore navigation and use of boat slips. Both provide a substantial amount of revenue for the city and the accumulated sedimentation impacts both marinas' use as lake levels lower throughout the summer as slips and commercial access become inaccessible.

The project has stalled over several months due to challenges with the consultant team hired in 2023 to perform the engineering work. Deficiencies in their work were identified during the project bidding process in early 2024 and after substantial efforts by City Staff to work with the consultant team to correct the work and the course of the project, the contract was not renewed. In an effort to move the project forward to avoid any additional delays to the project, BPRW identified Vanasse, Hangen and Brustlin (VHB), a firm with solid knowledge of the Burlington Waterfront and well versed in environmental quality regulations in Vermont and specifically, iRULE, which impacts the project, as the contractor to bring this project to completion.

The project scope includes professional engineering services to work in collaboration on identifying any additional soil sampling needed to conform to Vermont regulations, to develop a work plan for addressing soil disposal, collecting samples, identifying permit needs and potential changes and revisions to the project plans, as well as construction oversight.

III. PROCESS

BPRW was previously under contract with ATM/Geosyntec, Inc. for this project from June 21, 2023 to the expiration of their contract on June 30, 2024. ATM/Geosyntec was considering subcontracting with VHB to bring the project into state permitting compliance and their team had been updated on the project. In addition to VHB's extensive experience in environmental quality along the Waterfront and at Perkins Pier, they are very familiar with the project and are also well-versed in iRULE and



Vermont regulations. The excessive sediment at both marinas has the potential to impact future revenues should any further delays occur to bidding out the project again. BPRW obtained sole source approval to contract directly with VHB on the expanded scope and revisions to the construction documents.

IV. PROJECT FUNDING SOURCES, BUDGET, AND ESTIMATES

The Engineering Services for Harbor Dredging project funding source is FY23 Go Bond Funds and should we need additional funds via contingency, we will utilize FY24 Go Bond Funds allocated to the Harbor Marina Dredging Construction part of the project. The following chart details the project budget and anticipated costs in support of anticipated expenditures for the project.

WATERFRONT HARBOR DREDGING BUDGET	
FY23 GO Bond Funds – Harbor Marina Dredging – Engineering/Design	\$80,000
FY24 GO Bond Funds – Harbor Marina Dredging - Sediment Removal	\$495,000
FY25 GO Bond Funds – Harbor Marina Dredging	\$80,000
TOTAL HARBOR MARINA DREDGING PROJECT BUDGET	\$655,000
Waterfront Harbor Dredging Estimate	
Geosyntec, Inc. Consulting Fee - Expended	\$65,792
VHB, Inc. Consulting fee	\$64,851
Consultant Contingency – 15%	\$9,728
TOTAL WATERFRONT HARBOR DREDGING ENGINEERING DESIGN WORK ESTIMATE	\$140,371

The contingency on the bid amount above is intended to cover any unanticipated costs that may come up as part of the Waterfront Harbor Dredging Project- Engineering Costs. Remaining project funds will be applied to construction costs of removing the sediments from both marinas. Initial proposals from contractors for the work varied between \$495,000- \$1.2M. Additional testing of sediment proposed by VHB is anticipated to help reduce the cost of sediment disposal.

V. SCHEDULE

The anticipated project schedule is as follows:

- 11/18/2024: Board of Finance (Contract Approval)
- Week of 11/18/2024: Contract Signing
- March 2025: Bid Construction Project
- December 2025: Project completed

DEPARTMENT RECOMMENDATION

Board of Finance Motion:



To approve and authorize the execution of a contract with VHB, Inc. for a price not to exceed \$74,579 for the Waterfront Harbor Dredging project, plus a project contingency of \$9,728, for a total authorized project expenditure not to exceed \$74,579 and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office.

Board of Finance and City Council Submission ChecklistDepartment: Parks, Recreation & Waterfront Submitter: Sophie SauvéTitle/Subject: Dredging Design Engineering Contract Approval

	Approval:	Meeting Date:
☒	Board of Finance	11/18/2024
☐	City Council	Click or tap to enter a date.
☐	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	11/11/2024	Cindi Wight
Mayor's Office informed and approved memo	Yes	11/13/2024	Joe Magee
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	No	Click or tap to enter a date.	
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	11/13/2024	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	11/13/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.

MEMO

Date: November 18th, 2024
To: Board of Finance and City Council
From: Sophie Sauvé, Parks Comprehensive Planner,
Cindi Wight, Director, Department of Parks, Recreation & Waterfront
Re: Authorization to Accept Grant Funds for Oakledge Universally Accessible Playground Project

I. Purpose

The Department of Parks, Recreation and Waterfront (BPRW) seeks approval and authorization to accept grant funds from the State of Vermont Land and Water Conservation Fund (LWCF) for the Oakledge Universally Accessible Playground Project (OUAP). The above referenced grant was awarded to BPRW for the project in 2020, with authorization to begin construction in 2022. Most of the construction under the award was completed in 2023 with the final remaining project (renovations of the restrooms at Oakledge Park), forthcoming in 2025.

This request is for retro-active approval of grant acceptance. There were substantial delays in receiving a grant agreement from the State due to Presidential and staff turnover in 2020 and the COVID-19 pandemic. The CAO approved the department starting the project to prevent further delays and increased costs.

II. Background

The Oakledge Universally Accessible Playground included the replacement of the playground at Oakledge Park with a completely universally accessible playground. For the playground to be universally accessible, significant earthwork was undertaken to eliminate the need for stairs or ladders on features such as an in-ground carousel. The project included stormwater management to meet permitting requirements and the addition of four new Americans with Disabilities Act (ADA)-compliant parking spaces. Paved paths were added to/from the new parking area and from the lower pavilion to the playground and connecting the playground to the newly rehabilitated Greenway in Oakledge. The final part of the project includes significant renovation of the lower pavilion restrooms to transform two unused shower areas into fully accessible family restrooms that will include an adult changing table.

Board of Finance and City Council authorized contracting with ECI for the construction of the playground. Construction of OUAP began in earnest in fall of 2022 and was completed in the fall of 2023. The LWCF grant provides the much-needed match for the project, which includes an amendment to increase the total grant award based on significant inflation impacts to the project budget since the award in 2020, and will provide BPRW with the funds necessary to renovate the restrooms per the plan. The grant is reimbursement-based and provides a 50% match for the project.

III. PROJECT FUNDING SOURCES, BUDGET, AND ESTIMATES

The Oakledge Universally Accessible Playground Construction project funding sources are: Penny for Parks (PFP) and Park Impact Fees (PIF), bond funds for poured-in-place surfacing, a Building and



Communities Grant from the State of Vermont, a Christopher and Dana Reeve Foundation Grant, a grant from the Land, Water and Conservation Fund (LWCF) through the State of Vermont, and donations raised by Oakledge for All (with the Parks Foundation acting as fiduciary representative).

The following chart details the project budget, costs associated with the construction of the project and forthcoming expenses for the restroom project.

Oakledge Universally Accessible Playground Project Budget	
PLAYGROUND PROJECT BUDGET REVENUE	
FY22 Penny for Parks	\$200,000
FY23 Park Impact Fee Funds	\$100,000
FY22 Bond	\$200,000
FY22 Bond – Playground Surfacing	\$90,000
OFA Fundraising – Private Donations	\$135,000
Dana and Christopher Reeve Foundation – Quality of Life Grant	\$25,000
State of Vermont – Buildings and General Services Building Communities Grant	\$25,000
RESTROOM PROJECT BUDGET REVENUE	
FY22 Penny for Parks	\$65,000
FY24 Penny for Parks	\$104,750
PLAYGROUND AND RESTROOM REVENUE	
LWCF Grant	\$724,979
Total OUAP Budget	\$1,669,729
OUAP PROJECT EXPENSES	
Playground Construction Expenses	\$1,269,394
Restroom Renovations – Estimated Expenses	\$257,000
Restroom Contingency – 10%	\$28,000
Total OUAP Estimated Expenses	\$1,554,394

IV. DEPARTMENT RECOMMENDATION

Board of Finance Motion:

To retroactively approve and recommend that the City Council authorize the acceptance of grant funds in the amount of \$724,979 from the State of Vermont Land and Water Conservation Fund for the Oakledge Universally Accessible Playground Project and authorize the Director of Parks, Recreation and Waterfront to execute the grant agreement and all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office.



City Council Motion:

To retroactively approve and authorize the acceptance of grant funds in the amount of \$724,979 from the State of Vermont Land and Water Conservation Fund for the Oakledge Universally Accessible Playground Project and authorize the Director of Parks, Recreation and Waterfront to execute the grant agreement and all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office.

Board of Finance and City Council Submission Checklist

Department: Parks, Recreation & Waterfront Submitter: Sophie Sauvé

Title/Subject: Land and Water Conservation Fund Grant Acceptance Request

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	11/18/2024

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Signoff Needed	Received	Date Received	Note
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Mayor's Office informed and approved memo	Yes	11/13/2024	Joe Magee
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
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MEMO

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From: Sophie Sauvé, Parks Comprehensive Planner,
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Total OUAP Estimated Expenses	\$1,554,394

IV. DEPARTMENT RECOMMENDATION

Board of Finance Motion:

To retroactively approve and recommend that the City Council authorize the acceptance of grant funds in the amount of \$724,979 from the State of Vermont Land and Water Conservation Fund for the Oakledge Universally Accessible Playground Project and authorize the Director of Parks, Recreation and Waterfront to execute the grant agreement and all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office.



City Council Motion:

To retroactively approve and authorize the acceptance of grant funds in the amount of \$724,979 from the State of Vermont Land and Water Conservation Fund for the Oakledge Universally Accessible Playground Project and authorize the Director of Parks, Recreation and Waterfront to execute the grant agreement and all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office.

Board of Finance and City Council Submission ChecklistDepartment: Parks, Recreation & Waterfront Submitter: Sophie SauvéTitle/Subject: Land and Water Conservation Fund Grant Acceptance Request

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	11/18/2024

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	11/11/2024	Cindi Wight
Mayor's Office informed and approved memo	Yes	11/13/2024	Joe Magee
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	No	Click or tap to enter a date.	
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	11/12/2024	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	11/12/2024	Katherine Schad
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CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.



To: Burlington Board of Finance
Burlington City Council

From: Kara Alnasrawi, Director of Business and Workforce Development;
Alexandra Bacheller, Workforce Development Manager
Rebecca Reese, Early Learning Initiative Manager

CC: Mayor Emma Mulvaney-Stanak
Katherine Schad, CAO

Date: November 18, 2024

Re: **Burlington's Construction and Weatherization Workforce Training Program under Rebuilding American Infrastructure with Sustainability and Equity (RAISE) 2023**

Request:

The Office of Business and Workforce Development (BWD) requests approval and recommendation from the Board of Finance and authorization from City Council to execute the contract for Burlington's Construction and Weatherization Training Program under RAISE with ReSOURCE, for \$995,704.00 to provide workforce training opportunities to residents of the Greater Burlington Area. This training is a mandatory component of the RAISE grant, awarded to DPW for the downtown connection work. This portion is allocated specifically for this type of workforce training.

Procurement:

The Office of Business and Workforce Development requested proposals from workforce training organizations for training services related to construction and weatherization on September 13, 2024. The Municipality sought an organization(s) with expertise in construction and weatherization training including, but not limited to, basic foundations of construction, introductory weatherization, HVAC-R training, work zone safety, excavation, electrical safety, and heavy equipment training. This is part of Burlington's Great Streets Project and Reconnecting Downtown funded by the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant awarded to the City. The Burlington's Construction and Weatherization Workforce Training Program proposal Selection Committee included:

- Kara Alnasrawi, Director of Business and Workforce Development, City of Burlington
- Alexandra Bacheller, Workforce Development Manager, Business and workforce Development, City of Burlington
- Julia Ursaki, Public Works Engineer, Department of Public Works, City of Burlington
- Rebecca Reese, Early Learning Initiative Manager, Business and Workforce Development, City of Burlington
- Peter Pochop, Project Manager, Project Delivery Bureau, Vermont Agency of Transportation

The committee met on October 16, 2024, and unanimously determined the joint-proposal submitted by ReSOURCE with support from Vermont Adult Learning, and Vermont Works for Women was the most qualified. ReSOURCE proposed occupational training programs for un-and under-employed Vermonters focusing efforts to low-income and other at-risk populations in and around Burlington, Vermont. The cohort training model builds upon ReSOURCE's and Vermont Adult Learning's success and fully integrates the needs of participants with the needs of local employers. This partnership will provide targeted training in construction, weatherization (including both heat pump and HVAC focused trainings), and

heavy equipment. Each training correlates to local industries where ReSOURCE has employer partners who are interested in hiring graduates who have received the appropriate training and certifications necessary to be successful in their chosen career path. More than 80% of ReSOURCE graduates find employment in their chosen path.

Proposal Deliverables:

All trainings proposed by ReSOURCE, with support from Vermont Adult Learning, and Vermont Works for Women come with industry-recognized credentials upon successful completion, including certifications from the National Center for Construction Education and Research (NCCER), Occupational Safety and Health Administration (OSHA), and Environmental Protection Agency (EPA). Using the cohort model, ReSOURCE will train a total of 189 individuals over three years, with more than 50% focused on clean industries:

- 54 individuals in Construction 101
- 99 individuals in Weatherization 101, HVAC, and Heat Pump
- 36 individuals in Heavy Equipment Operation

This will have an enormous impact on the construction and clean energy industries, as well as an incredibly positive economic impact on individuals who successfully complete trainings.

In addition to construction and weatherization skills-based training, Vermont Adult Learning will provide bridge classes and translated curriculum to English-language-learners to support their successful completion of trainings. Those who need it will have the opportunity to take industry-specific language courses to better understand the technical vocabulary before stepping into the training environments. Vermont Works for Women will provide Gender Equity Training and support to cohorts. ReSOURCE offers wrap-around services in soft skills work like resume preparation, interview skills, and financial planning. Participants will receive stipends to access supportive services, like childcare and transportation. In addition, at the end of training, participants will earn a completion bonus.

Funding:

The source of funding for Burlington's Construction and Weatherization Training program is the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant awarded to the City late summer, 2023.

Board of Finance Motion:

To approve and recommend that the City Council authorize the Director of Business & Workforce Development to execute a three-year contract and any other related documents necessary to carry out the agreement with ReSOURCE in an amount up to \$995,704.00 for the workforce development training of Burlington's Construction and Weatherization Training Program, subject to the review and approval of the City Attorney.

City Council Motion:

To authorize the Director of Business & Workforce Development to execute a three-year contract and any other related documents necessary to carry out the agreement with ReSOURCE in an amount up to \$995,704.00 for the workforce development training of Burlington's Construction and Weatherization Training Program, subject to the review and approval of the City Attorney.

**CITY OF BURLINGTON
CONSULTANT CONTRACT**

**CDS Cherry Street and RAISE Reconnecting Downtown
Burlington CDS CD23(1) - VTrans Grant #CA0811**

This Consultant Contract (“Contract”) is entered into by and between the City of Burlington, Vermont (“the City”), and ReSOURCE(“Consultant”), a Vermont corporation located at 339 Pine Street, Burlington, Vermont.

Consultant and the City agree to the terms and conditions of this Contract.

1. DEFINITIONS

The following terms shall be construed and interpreted as follows:

- A. **“Contract Documents”** means all the documents identified in Section 4 (Scope of Work) of this Contract.
- B. **“Effective Date”** means the date on which this Contract is approved and signed by the City, as shown on the signature page.
- C. **“Party”** means the City or Consultant, and **“Parties”** means the City and Consultant.
- D. **“Project”** means the Burlington’s Construction and Weatherization Training Program to fulfill the workforce development activities component of the RAISE grant for the design and construction activities to rebuild Bank, Cherry, Pine, and Paul Streets; redevelop such area; and improve the downtown to waterfront connection.
- E. **“Work”** means the services described in Section 5 (Payment for Services) of this Contract, along with the specifications contained in the Contract Documents as defined in Section 4 (Scope of Work) below.

2. RECITALS

- A. **Authority.** Each Party represents and warrants to the other that the execution and delivery of this Contract and the performance of such Party’s obligations have been duly authorized.
- B. **Consideration.** The Parties acknowledge that the mutual promises and covenants contained herein and other good and valuable consideration are sufficient and adequate to support this Contract.
- C. **Purpose.** The City seeks to employ the Consultant to provide workforce training programs including construction, weatherization and heavy equipment operation. Workforce training programming will be supported by gender equity training and support, English-language-learner classes, supportive services stipends, professional skills, and on-the-job training opportunities as outlined in the RFP response to be found in attachment B of this document.

3. EFFECTIVE DATE & TERM

- A. **Effective Date.** This Contract shall not be valid or enforceable until the Effective Date. The City shall not be bound by any provision of this Contract before the Effective Date and shall have no obligation to pay Consultant for any performance or expense incurred before the Effective Date or after the expiration or termination of this Contract.
- B. **Term.** This Contract and the Parties' respective performance shall commence on the Effective Date and expire on 12/01/2030 or upon the satisfaction of the City, unless sooner terminated as provided herein.

4. SCOPE OF WORK

The Consultant shall perform the services listed in Attachment A (Request for Proposals) to the reasonable satisfaction of the Director of Business and Workforce Development or designee and as described in Attachment B (Consultant's Response to Request for Proposals), B-1 Addendum I to ReSOURCE Proposal, and B-2 Addendum II to ReSOURCE Proposal subject to Section 7.B hereof and the reasonable directions of Director of Business and Workforce Development or designee.

5. PAYMENT FOR SERVICES

- A. **Amount.** The City shall pay the Consultant for completion of the Work in accordance with Attachment B (Consultant's Response to Request for Proposals), B-1 Addendum I to ReSOURCE Proposal, and B-2 Addendum II to ReSOURCE proposal, subject to the Maximum Limiting Amount in Paragraph C, below.

Consultant agrees to accept this payment as full compensation for performance of all services and expenses incurred under this Agreement.

- B. **Payment Schedule.** The City shall pay the Consultant in the manner and at such times as set forth in the Contract Documents. The City seeks to make payment within thirty days of receipt of an invoice and any backup documentation requested under subsection D (Invoice) below.
- C. **Maximum Limiting Amount.** The total amount that may be paid to the Consultant for all services and expenses under this Contract shall not exceed the maximum limiting amount of \$995,704.00. The City shall not be liable to Consultant for any amount exceeding the maximum limiting amount without duly authorized written approval.
- D. **Invoice.** Consultant shall submit one copy of each invoice, including rates and a detailed breakdown by task for each individual providing services, and backup documentation for any equipment or other expenses to the following:

Alex Bacheller, Workforce Development Manager

131 Church Street, Suite 209, Burlington

abacheller@burlingtonvt.gov

CC: Julia Ursaki, Public Works Engineer

645 Pine Street, Burlington

Jursaki@burlingtonvt.gov

The City reserves the right to request supplemental information prior to payment. Consultant shall not be entitled to payment under this Contract without providing sufficient backup documentation satisfactory to the City.

6. SECTION & ATTACHMENT HEADINGS

The article and attachment headings throughout this Contract are for the convenience of City and Consultant and are not intended nor shall they be used to construe the intent of this Contract or any part hereof, or to modify, amplify, or aid in the interpretation or construction of any of the provisions hereof.

7. CONTRACT DOCUMENTS & ORDER OF PRECEDENT

A. Contract Documents. The Contract Documents are hereby adopted, incorporated by reference, and made part of this Contract. The intention of the Contract Documents is to establish the necessary terms, conditions, labor, materials, equipment, and other items necessary for the proper execution and completion of the Work to ensure the intended results.

The following documents constitute the Contract Documents:

Attachment A: Request for Proposals dated 9/13/2024

Attachment A-1: Addendum 1 to RFP

Attachment A-2: Addendum 2 to RFP

Attachment A-3: Addendum 3 to RFP

Attachment B: Consultant's Response to Request for Proposals dated 10/04/2024

Attachment B-1: Addendum I to ReSOURCE Proposal

Attachment B-2: Addendum II to ReSOURCE Proposal

Attachment C: Burlington Standard Contract Conditions for Consultants

Attachment D: Burlington Livable Wage Ordinance Certification

Attachment E: Burlington Outsourcing Ordinance Certification

Attachment F: Burlington Union Deterrence Ordinance Certification

Attachment G: Consultant's Certificate of Insurance & Endorsements

Attachment H: VTrans Conflict of Interest Form

Attachment I: VTrans Debarment and Non-Collusion Form

Attachment J: DOT Form 272-040 EE

Attachment K: Certification Regarding Lobbying
Attachment L: Contractor's EEO Certification Form (CA-109)

B. **Order of Precedent.** To the extent a conflict or inconsistency exists between the Contract Documents, or provisions therein, then the Contract takes precedent. Any Invitation for Bids, Additional Contract Provisions, and the City Ordinance Certifications shall prevail over any inconsistency with the Contractor's Scope of Work and Cost Proposal.

8. [Reserved]

— Signatures follow on the next page —

9. SIGNATURE

Persons signing for the Parties hereby swear and affirm that they are authorized to act on behalf of their respective Party and acknowledge that the other Party is relying on their representations to that effect. This Contract may be executed in counterparts, each of which may be deemed an original. This Contract may be executed electronically, and an electronic copy or other facsimile shall be treated as an original.

**Consultant
ReSOURCE**

By: _____
[name]
[title]
Duly Authorized

Date: _____

**City of Burlington
Business and Workforce
Development**

By: _____
Kara Alnasrawi
Director

Date: _____

Attachment A:
Request for Proposals dated 9/13/2024

**CITY OF BURLINGTON
REQUEST FOR PROPOSALS**

Burlington's Construction and Weatherization Workforce Training Program

Issued: Friday, September 13, 2024

Due: Friday, October 4, 2024

Contact person: Alex Bacheller, Workforce Development Manager,
abacheller@burlingtonvt.gov. All questions related to this request for proposal shall be addressed to this individual no later than 5 business days prior to the due date above. Questions and responses will be posted to the City of Burlington RFP webpage on Friday, September 27, 2024.

I. PROJECT BACKGROUND

The City of Burlington is requesting proposals from workforce training organizations (Consultants) for training services related to workforce development. Grant funding was received from the US Department of Transportation and is being managed by the Vermont Agency of Transportation. The Municipality is seeking a Consultant with expertise in construction training including, but not limited to, basic foundations of construction, introductory weatherization, HVAC-R training, work zone safety, excavation, electrical safety, and heavy equipment training. The procurement process for selection of the Consultant selection will be a Request for Proposals (RFP) reviewed by a Selection Committee.

The purpose of the workforce development portion of the project is to provide construction related training to individuals in the Burlington area, with preference given to Burlington residents. Our goal is to train 150-180 individuals in the span of three years. This is part of Burlington's Great Streets Project funded in-part by the Rebuilding American Infrastructure with Sustainability and Equity grant awarded to the City in the spring of 2023.

This work is managed by Alex Bacheller, Workforce Development Manager. The owner of the project is the City and the ultimate authority for the workforce training consultant during the project rests with the City of Burlington City Council. During the solicitation period, the sole point of contact is The City's Workforce Development Manager. You shall not speak with any other City of Burlington or Agency of Transportation representative regarding this Request for Proposals until selection has been made and a contract has been executed.

Dependent upon the capacity and offerings of Consultants, the City may select more than one training organization to deliver workforce training programs.

II. SCOPE OF WORK

The City of Burlington has entered into an agreement with the Vermont Agency of Transportation to develop a project to rebuild Bank Street and Cherry Street and build one new block of Saint Paul Street and one new block of Pine Street to the [Burlington Great Streets Standards](#). This project includes a grant award portion allocated to workforce training programs encompassing construction and related fields. Our goal is to train 150-180 individuals in the span of three years.

Dependent upon the capacity and offerings of Consultants, the City may select more than one training organization to deliver workforce training programs.

In general, the scope of work shall include:

- Consultant shall provide OSHA 10 certification and relevant NCCER credentials. Consultants will work in-tandem with the City of Burlington to advertise for workforce training opportunities.

- Consultants will actively recruit participants for workforce trainings with a focus on historically marginalized communities, immigrants, and youth.
- Consultants utilize a cohort-model as best practice for delivering workforce trainings.
- Consultants utilize a blend of direct-instruction and hands-on experiences.
- Consultants that provide diversity, equity, inclusion, gender training to participants and employer partners will be looked upon favorably.
- Consultants recruit from the Greater Burlington area with preference given to Burlington residents.
- Consultants provide stipends for supportive services such as childcare and transportation
- Consultants provide completion bonuses for participants who successfully complete training.
- Consultants provide basic tools and equipment to participants that ensure safety during training and future employment. Consultants provide basic safety gear to participants that may include:
 - Safety glasses, ear protection, gloves, composite boots, safety vest, hard hat, headlamp, cold/wet outdoor gear
- Consultants will train participants in any/all of the following:

Foundations of Construction:

▪ Minimum requirements shall include:

- Safety (OSHA 10)
- Use of Hand Tools
- Use of Power Tools
- Construction Math
 - Other topics and trainings may be covered at consultant's ability and capacity such as welding and flagging.

Foundations of Weatherization:

▪ Minimum requirements shall include:

- Heating, Ventilation, and Air Conditioning Refrigerant (HVAC-R) training
- Fundamentals of HVAC systems, equipment and methods used to heat and cool
- Heat pump installation
- EPA Section 608 certification (handling refrigerants)
- Construction education
 - Other topics and trainings may be covered to consultant's ability and capacity which may include:
 - Building Science ◦ Air flow, heat flow, moisture flow
 - Energy Efficiency ◦ Window repair ◦ Weather stripping
 - Battery Installation
 - Weatherization Installer certification
 - Weatherization Technician certification

Heavy Equipment Operation: Minimum requirements shall include:

- Safety certification (OSHA)
- Heavy equipment credentials

- Other topics and trainings may be covered to consultant's ability and capacity which may include:
 - Forklift certification
 - Excavator certification
 - Backhoe Loader certification
 - Front End Loader certification
 - Roller certification
 - Compactor certification
 - Crane certification
 - Dump Truck certification
 - Consultants will protect participants in trainings.
- Consultants will create a safe and supportive learning environment.
- Consultants will educate participants around physical safety precautions in the construction, weatherization, and heavy equipment operation fields.
- Consultants will provide regular progress reports to the City of Burlington.
 - These reports will be deliverable at the beginning, mid-point and end of a cohort training or upon request by the City of Burlington.
- Consultants will provide detailed invoices for services to the City of Burlington.
- Consultants will provide certification to all participants who successfully complete trainings.
- Consultants who provide training in professional development skills, like interview skills and resume writing, will be looked upon favorably.
- Consultants will provide on-the-job training opportunities to participants who successfully complete training.
 - When appropriate, Consultants will coordinate with the City of Burlington to place participants on the construction-portion of the RAISE grant.
- Consultants will provide the on-the-job trainee with weekly progress reports signed by both the trainee and trainee's supervisor to assist with the successful completion of the training.

III. DELIVERABLES

Consultant must provide a list of detailed deliverables including but not limited to:

- Cost including:
 - Total cost per training session
 - Total cost per pupil
- Length of training
- Number of trainees per cohort and number of cohorts consultant can run in a 12-month period
- Training milestones including certifications attained upon successful completion Reporting requirements for this grant include monthly communications including:
 - Invoice with funds spent to date with a cost breakdown
 - Number of participants
 - Number of participants successfully completed (when appropriate) and credentials earned □ Cohort demographics including but not limited to:
 - Gender identity, race, ethnic identity(ies), age, location
 - Percentage of participants who secured employment and employer Exhibit A includes reporting requirements template for consultant's reference.

Exhibit B includes an invoice template for consultant's reference.

IV. RESPONSE FORMAT

Responses to this RFP should consist of a technical and cost proposal submitted in one complete proposal including:

1. A cover letter expressing the organization's interest in working with the City of Burlington including identification of the principal individuals that will provide the requested services.
2. A description of the general approach to be taken toward completion of the trainings, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
3. A scope of work that includes detailed steps to be taken, including any products and milestones or deliverables resulting from each task.
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
7. A cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost per class of labor, number of individuals per cohort, overhead rate, credentials graduates will hold and fee for the training. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

Please note that the proposal should be limited to a total of 10 pages.

V. CONSULTANT SELECTION

The Selection Committee is made up of 3 to 5 members, which includes members from Business and Workforce Development in the City of Burlington and members from VTrans. If your organization is selected, the Selection Committee will make a recommendation to the VTrans Project Manager, the City Board of Finance and the City Council to award a contract.

The proposal will be evaluated considering the following criteria:

<i>Category</i>	<i>Points</i>
<i>Cohort Model</i>	<i>10</i>
<i>Blended instruction (hands-on and direct instruction)</i>	<i>10</i>
<i>Basic tools & safety gear provided</i>	<i>10</i>
<i>Program qualifications to offer construction and/or weatherization and/or heavy equipment</i>	<i>10</i>
<i>Safety and protection of participants</i>	<i>10</i>
<i>Prior experience running trainings</i>	<i>10</i>
<i>On-the-job training experience provided or coordinated</i>	<i>10</i>

<i>Certifications or credentials upon successful completion</i>	10
<i>Advertising, outreach and recruitment</i>	5
<i>Supportive Services</i>	5
<i>Diversity, equity, inclusion, gender trainings</i>	5
<i>Professional Development Skills</i>	5

The rates that are proposed will be in effect for the complete term of the contract.

The selection committee may elect to interview the consultant prior to final selection. The City of Burlington reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

The proposal will be evaluated and awarded based on the personnel presented in the proposal. Should the awarded consultant propose any substitutions to the project personnel either at the time of the proposal or in the future, they must submit a request to VTrans' Municipal Assistance [Section](#) in consultation with the Municipality, for approval of such a change.

No proposal will be considered accepted until all necessary City authorizations, including those required by Board of Finance and City Council, if necessary, have been received and an agreement is executed by both parties.

VI. SUBMISSIONS

All questions related to this request for proposal shall be addressed to the contact person indicated, Alex Bacheller, Workforce Development Manager (abacheller@burlingtonvt.gov) by October 4, 2024.

The proposal shall conform to the following requirements. The consultant shall:

Submit as an electronic submission via email clearly marked in the subject with the project name Burlington's Construction and Weatherization Workforce Training Program. Please inform the Contact Person prior to submission to avoid proposal being relegated to their spam or junk email files. Proposals and/or modifications received after the date and time due will not be accepted or reviewed. No facsimile machine transmitted proposals will be accepted.

The proposal upon submission becomes the property of the City of Burlington. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The City of Burlington reserves the right to reject the proposal received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the City of Burlington. This solicitation in no way obligates the City of Burlington to award a contract.

VII. EXHIBITS

- A. Exhibit A: Reporting Template
- B. Exhibit B: Invoice Template
- C. Exhibit C: Draft Consultant Contract (removed for expediency, see above)
- D. Exhibit D: Burlington Standard Contract Conditions (removed for expediency, see Attachment C)
 - i. Exhibit D-1: Insurance Indemnification (removed for expediency, see Attachment C-1)
- E. Exhibit E: Burlington Livable Wage Ordinance Certification (removed for expediency, see Attachment D)

- F. Exhibit F: Burlington Outsourcing Ordinance Certification (removed for expediency, see Attachment E)
- G. Exhibit G: Burlington Union Deterrence Ordinance Certification (removed for expediency, see Attachment F)

Bid documents include this main body of the request for proposals and all exhibits.

VIII. CONTRACTING

The consultant must qualify as an independent contractor and, prior to being awarded a contract, must apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. The contract will not be executed until the consultant is registered with the Secretary of State's Office. The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in the RFP. It is expected that the consultant will make good faith efforts to solicit DBE sub-consultants. The successful Consultant will be expected to execute sub-agreements with sub-consultants named in the Statement of Qualifications upon award of this contract.

Prior to beginning any work, the consultant shall obtain Insurance Coverage in accordance with the Burlington Contract Conditions (Exhibit E in this RFP). The certificate of insurance coverage shall be documented on forms acceptable to the City.

IX. AGREEMENT REQUIREMENTS

The selected consultant will be required to execute a contract with the City on the terms and conditions required by the City, including but not limited to those in the Burlington Contract Conditions (Exhibit E) and the attached Draft Agreement. No proposal will be considered accepted until all necessary City authorizations—including those required by Board of Finance and City Council if necessary—have been received and an agreement is executed by both parties.

X. LIMITATIONS OF LIABILITY

The City assumes no responsibility or liability for the response to this Request for Proposals.

XI. COSTS ASSOCIATED WITH PROPOSAL

Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity, including any requests for additional information or interviews. The City will not reimburse any person or entity for any costs incurred prior to the issuance of the contract.

XII. INDEMNIFICATION

Any party responding to this Request for Proposals is acting in an independent capacity and not as an officer or employee of the City. Any party responding to this Request for Proposals will be required to indemnify, defend, and hold harmless the City, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the responding party's acts and/or omissions in or related to the response.

XIII. REJECTION OF PROPOSALS

The City reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract to the proposal the City deems will meet its best interests, even if that proposal is not the lowest bid. The City reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. This Request for Proposals in no way obligates the City to award a contract.

XIV. OWNERSHIP OF DOCUMENTS

Any materials submitted to the City in response to this Request for Proposals shall become the property of the City unless another arrangement is made by written agreement between the City and the responding party. The responding party may retain copies of the original documents.

XV. DUTY TO INFORM CITY OF BID DOCUMENT ERRORS

If a bidder knows, suspects, or has reasonable cause to believe, that an error or omission exists in any bid documents, including but not limited to unit prices and rate calculations, the bidder shall immediately give the City written notice thereof. Consultant shall not cause or permit any work to be conducted that may related to the error or omission without first receiving written acknowledgment from the City that City representatives understand the possible error or omission and have approved the requested modifications to the bid or contract documents or that the consultant may proceed without any modification being made to the bid or contract documents.

XVI. PUBLIC RECORDS

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records the responding party considers to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding party otherwise seeks to have the City consider as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a proposal is proprietary, contains a trade secret, or is otherwise exempt. Particular records, pages, and sections which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

XVII. PUBLIC HEALTH EMERGENCIES

Bidders are advised that public health emergencies, as declared by the City, the State of Vermont, or the Federal Government may introduce significant uncertainty into the project, including disruption of timelines or revised practices. Consultants shall consider public health emergencies as they develop project schedules and advance the work. If a public health emergency is declared, the City will not be responsible for any delays related to the sequence of operations or any expenses or losses incurred as a result of any delays. Any delays related to public emergencies will be excusable but will not be compensable.

Exhibit A
Burlington's Construction and Weatherization Workforce Training Program
RAISE Reporting Requirements

City of Burlington, Business and Workforce Development Office
 131 Church Street, Suite 209
 Burlington, VT 05401
 Alex Bacheller, abacheller@burlingtonvt.gov

Vendor Name
 Vendor Address
 Vendor phone, email Contact person

Training Title:

Date Range of Training	
# of Participants	
Participants Completed (if applicable)	

Credentials

Please provide the credential(s) earned by participants who successfully complete training. **Demographics**

Gender Identity	% Male, Female, Nonbinary
Race(s)	%
Ethnic Identity(ies)	%
Age	
Other	Include more lines if necessary

Employment

# of Participants Employed (following training)	
Employer Details	Employer Name Website

Exhibit B
Burlington's Construction and Weatherization Workforce Training Program
RAISE Invoice

Vendor Name

Vendor Address

Vendor Phone & email

Time Frame (Dates)	Hours/Items x Participants	Memo (Brief explanation of how funds were used)

Total

Attachment A-1:
Addendum 1 to RFP

ADDENDUM #1

Date: September 23, 2024

To: Burlington's Construction and Weatherization Workforce Training Program Proposers

From: Alex Bacheller, Workforce Development Manager, Business and Workforce Development

CC: Kara Alnasrawi, Director, Business and Workforce Development

Subject: Burlington's Construction and Weatherization Workforce Training Program, RFP

The following is to provide clarification for the Request for Proposals issued by the City of Burlington for Burlington's Construction and Weatherization Workforce Training Program.

Questions Received:

What is the award floor and ceiling for proposals?

The City has about \$1 million in funds to provide robust training programs over the next 5 years. Given that the City of Burlington is expecting to award contracts to multiple bidders, and bidders will be proposing different trainings with varying models, costs, and number of participants, this RFP has no specific floor or ceiling, and proposals will be evaluated based on the value and impact of the proposed training programs and their cost.

The scope of work states consultants are to recruit from the "Greater Burlington" area. Does this include South Burlington, Winooski, Williston, Essex, Colchester, etc.? All of Chittenden County? Secondly, how would you like consultants to prioritize Burlington residents vs. those residing in surrounding areas outside of Burlington who are willing to commute to Burlington for work and may be more ready to engage in employment?

Participants from throughout Chittenden County are welcome to participate in the program. After closing an enrollment period, the consultant should prioritize students who reside in Burlington. The City of Burlington prioritizes supporting residents of its municipality, while recognizing the importance of increasing construction and weatherization workers throughout the region who can perform such work within Burlington.

The scope of work mentions providing "relevant NCCER credentials". Are NCCER credentials a requirement?

NCCER credentials are not a requirement. However, when and where such credentials are appropriate, a proposer who includes them in their proposal will be looked upon favorably.

The scope of work states "consultants provide basic tools and equipment to participants that ensure safety during training and future employment. While it is understood that tools and equipment will be provided by consultants during training, is the intention for consultants to budget for tool kits/equipment to be given to participants after completing training as well?"

Basic tools and equipment shall be given to the participant to keep both for use during training and post-training when employed in the field. This can come in the form of actual items or a stipend for equipment.

Under training topics, can you clarify the minimum requirement "heavy equipment credentials"? What credentials are required that are different from the list following that states "may be covered" (Forklift certification, Excavator certification, etc.)

The list states "may be covered" to allow for proposers to offer only one certification if that is the only certification they are able to offer. The more certifications that a proposer can offer, the more favorably their application will be looked upon.

The final bullet point of the scope of work states "Consultants will provide on-the-job trainees with weekly progress reports signed by both the trainee and trainee's supervisor to assist with the successful completion of the training." Is there a minimum duration requirement for on-the-job training or job shadows?

The City does not require any minimum on-the-job training period, however industry standard indicates that 2 weeks or longer is an appropriate timeframe for trainees to gain relevant experience.

Can you confirm the timeline/period of performance?

Year 1 begins with calendar year, 2025. Grant funding expires in December 2030.

Would your preference be to see an overall cost proposal by year or for us to differentiate costs by cohort/program area as well as by year.

Proposers should break down costs per program/cohort so the Selection Committee can see specifics. Proposals will be evaluated based on the value and impact of the proposed training programs and their cost.

Regarding the cost proposal, we noted the requirement of stipends for supportive services. Are you requesting an explanation here as to how the stipends provided are adequate to meet participants' needs for supportive services or some separate partnership to provide access to childcare and/or transportation?

Proposers shall budget for a supportive services stipend to be paid to individuals to cover their personal costs as they pertain to childcare, transportation, etc. This funding does not require an additional partnership to provide supportive services.

Would providing a graduation "work kit" of gear to keep satisfy the completion bonus requirement or is this intended to be a separate cash bonus to help incentivize completion?

Proposers shall include a separate, cash completion bonus paid to participants following successful completion of the program to incentivize completing the training.

Attachment A-2:
Addendum 2 to RFP

ADDENDUM #2

Date: September 27, 2024

To: Burlington's Construction and Weatherization Workforce Training Program Proposers

From: Alex Bacheller, Workforce Development Manager, Business and Workforce Development

CC: Kara Alnasrawi, Director, Business and Workforce Development

Subject: Burlington's Construction and Weatherization Workforce Training Program, RFP

The following is to provide clarification for the Request for Proposals issued by the City of Burlington for Burlington's Construction and Weatherization Workforce Training Program.

Questions Received:

If organizers are planning a joint proposal, what is the expected response format? Does the 10-page limit stand for a joint proposal? In addition, can organizations select

Disadvantaged Businesses (DBEs) as sub-consultants and highlight in the proposal? If organizations are planning to submit a joint proposal, the City of Burlington expects organizations to follow the Response Format, considering the Deliverables section. The 10-page limit can be waived for joint efforts, but proposers shall be concise in their proposals. In addition, DBE sub-consultants and proposers will be looked upon favorably during the selection process.

Does the City envision this as a grant award or contract?

This Request for Proposals selection will result in a contract with the City of Burlington.

Is a joint proposal/bid that meets all criteria stronger or preferable to submitting multiple separate, but coordinated bids?

Neither form of submission will be viewed more favorably than the other.

What is the timeline for the grant funds?

The timeline for the RAISE grant workforce development funding is 5 years. There was an error in the original posting, as the City has an extension. Year 1 is 2025-2026, Year 2 2026-2027, and so on. Funding expires in December of 2030.

What level of construction math are you looking for (e.g., area and volume vs engineering calculus)?

The expectation is basic construction math that is applicable to any on-the-job experience. This should be something that is accomplished in a short training window and does not require math understanding beyond a high school diploma or equivalent.

Are there specific hand and power tools that we are required to cover?

There are no specific hand and power tools that are required to be covered. Participants should be equipped with knowledge of hand and power tools to safely and successfully be employed in the construction field.

In foundations of weatherization, can you further define "Construction education"? Do you have a specific task list associated with this request?

Construction education under the weatherization umbrella refers to any basic construction understanding necessary for participants to complete the weatherization training. This includes but is not limited to construction foundations like safety (OSHA 10), use of hand tools, use of power tools, construction math.

Do you have a list of employers related to this project? If not, are you expecting a stakeholder facilitation aspect to recruit and onboard employers?

At this point, the City does not have a contract with a construction company that will complete the Reconnecting Downtown construction and transportation project, as the workforce training programs will begin before construction does. We expect proposers have or will develop relationships with employers to facilitate on-the-job training experiences for participants in workforce training programs.

Is there a set number of hours this training must have?

There is no set number of hours this training must have, but instead should offer enough time to equip participants with the knowledge, safety standards, and any relevant certifications necessary depending on the training. Industry standard suggests most construction, weatherization, and trades workforce trainings last two to eight weeks in length.

Do you have a facility to teach at or is this the contractor's responsibility? The facility and relevant materials are the responsibility of the proposer.

Can you offer an extension on the Request for Proposals due date?

We cannot offer any extensions on the Request for Proposals due date. All proposals are due to Alex Bacheller (abacheller@burlingtonvt.gov) by Friday, 10/4 at 5:00pm.

Attachment A-3:
Addendum 3 to RFP

ADDENDUM #3

Date: September 30, 2024

To: Burlington's Construction and Weatherization Workforce Training Program Proposers

From: Alex Bacheller, Workforce Development Manager, Business and Workforce Development

CC: Kara Alnasrawi, Director, Business and Workforce Development

Subject: Burlington's Construction and Weatherization Workforce Training Program, RFP

The following is to provide clarification for the Request for Proposals issued by the City of Burlington for Burlington's Construction and Weatherization Workforce Training Program.

Questions Received:

Is there a preferred target dollar amount for stipends for supportive services? There is no preferred target dollar amount for stipends for supportive services, but proposers shall consider average costs for childcare, transportation, and the like for the greater Burlington area when pricing support service stipends.

Is there a preferred target dollar amount for completion bonuses?

There is no preferred target dollar amount for completion bonuses, but proposers shall consider the length of the training and participant's time spent. In addition, the completion bonus shall be an amount that encourages successful completion of the training.

Could you define certification? Is this a certificate of completion or an industry recognized credential?

A certification shall include an industry recognized standard when appropriate. Proposers should consider OSHA and NCCER. In addition, if heavy equipment trainings are offered, appropriate certifications should accompany completion of the training. Where there is no industry recognized credential, a certificate of program completion will do.

Attachment B:
Consultant Response to Request for Proposals dated 10/04/2024

October 4, 2024

City of Burlington - Business and Workforce Development
Alex Bacheller, Workforce Development Manager
131 Church Street, Suite 209
Burlington, VT 05401

Dear Alex Bacheller,

It is my pleasure to submit ReSOURCE's enclosed proposal for consideration requesting \$995,704 from the City of Burlington's Construction and Weatherization Workforce Training Program.

ReSOURCE, in collaboration with Vermont Adult Learning and Vermont Works for Women proposes Workforce Development Training programs with both English Language Learning and Gender Equity support that will have a significant impact on Burlington and the greater Burlington area. ReSOURCE's approach focuses on empowering individuals, strengthening Vermont communities, and relieving poverty by building a stronger workforce. Through our proposed partnership, Burlington residents will gain valuable skills and industry-recognized certifications that prepare them for in-demand careers with higher starting wages and secure employment tracks with area employers.

Each organization has a long history of working in and around Burlington and supporting area workforce development needs. Our interest in working with the City of Burlington is to combine our expertise in construction training, weatherization, HVAC, and Heavy Equipment with the City's unique needs and expectations.

We are looking forward to the prospect of working together over the coming years, growing our relationship with the City of Burlington, and ultimately, delivering the training and support area residents will need to move into in-demand jobs. Please don't hesitate to contact me if you have any questions or need additional information. Thank you.

Sincerely,



Tom Longstreth

ReSOURCE Executive Director



PROGRAM DESCRIPTION

A description of the general approach to be taken toward completion of the trainings, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.

ReSOURCE's goal is to form a partnership to meet each element of the proposed scope of work as outlined in the RFP. With ReSOURCE as the lead and Vermont Adult Learning (VAL) and Vermont Works for Women (VWW) providing additional supports, this funding would enable us to scale current programming as it relates to occupational training programs for un-and under-employed Vermonters as well as low-income and other at-risk populations in and around Burlington, Vermont. This Cohort Training model builds upon ReSOURCE's and VAL's success and fully integrates the needs of participants with the needs of local employers. This partnership will provide targeted training in Construction, Weatherization (including both Heat Pump and HVAC focused trainings), and Heavy Equipment. All are local industries where we have employer partners who are interested in hiring our graduates knowing they have received the appropriate training and certifications necessary to be successful in their chosen career path.

ReSOURCE places our graduates on tracks for jobs with higher wages, benefits, and increased earning potential for the future. With the development opportunities in Burlington, now, more than ever is the time to build on that success with locally expanded cohorts of training that will essentially double the number of low income individuals and youth training through ReSOURCE in the Greater Burlington area while also growing new and existing partnerships with area nonprofits and employers throughout the State in need of a skilled workforce.

ReSOURCE developed these "cohort-style" training programs in 2018 in collaboration with CEDO because we specialize in hands-on skill building ideally suited for the trades and are able to reach a demographic left behind by the "four-year college-or-bust" mindset that precludes many from successful outcomes and prevents a focus on the skill-building needed to prepare people for pathways in Vermont's growing fields. Over the last 4 years following the Covid-19 pandemic, labor shortages have continued to stress these industries. ReSOURCE's employer partners are eager to try innovative pathways and partnerships for training and supported employment, this includes hiring from new demographics and requesting additional training and support to do so successfully. With the proposed 3-6 week cohort model, ReSOURCE boasts greater than 80% placement rates into employment.

Cohorts of Construction, Weatherization, HVAC, Heat Pump, and Heavy Equipment trainings have a broad ability to bring new entrants into Vermont's workforce. Graduates will be fully prepared to move into careers as weatherization or heat pump installers, carpenters, construction workers, heavy equipment operators, and in some cases, apprenticeships with area employers. Similarly, the job-shadowing component at the end of each cohort of training provides extra time spent developing fit and successful placements, ensuring a higher likelihood of employment success and opportunities for career advancement. Each fills a basic skill set needed to build the pipeline to employment in specialized careers.

Below is the outline of our Cohort Model. Each cohort provides at least 2 industry-recognized credentials over the course of training. The start of training provides experience with tool use and safety and classroom instruction followed by practical application and hands-on learning, and then a job shadow experience.

Construction training prepares trainees for entry-level work in the trades. During this six-week course, participants earn credentials to build up their experience and resume. With established employer partnerships, trainees are given the opportunity to receive job placement.

What You'll Learn

1. NCCER Hand Tool Credential
2. NCCER Power Tool Credential
3. OSHA-10 Certificate
4. ReSOURCE PPD Badge
5. Hands on learning

Workshop Outline

In this 6-week, Monday – Friday (9-4), program trainees learn key knowledge and fundamentals that will create a solid foundation for future growth. Weeks 1 & 2

The first 2 weeks are focused on the NCCER credentials and begin the instruction of construction math. The variety of hand & power tools covered can be found on any job site, creating a core knowledge to build upon with future experiences. Additionally, during this timeframe, trainees receive professional development, which includes a mock interview and resume development and accumulates to a job fair with employers that are actively hiring. Weeks 3 & 4

Weeks 3 & 4 Complete an OSHA-10 class, practical skills application on community build projects. Past projects have included framing a wall and adding electrical outlets, picnic tables/benches, 3-sided sheds, and chicken coops.

Weeks 5 & 6

Weeks 5 & 6 Job Shadows

Similarly, Weatherization provides NCCER and OSHA-10, HVAC and Heat Pump also offer OSHA-10 and EPA 608 while also covering building science, energy efficiency, and fundamentals of construction, weatherization, and HVAC systems. Heavy Equipment provides both OSHA-10 and forklift certifications along with experiential learning with various heavy equipment rentals and practical application on a job site.

In our conversations with area employers, the most common barrier to workforce entry is around receiving necessary applicants, let alone qualified applicants. ReSOURCE, while not immune to this challenge in recruiting for and filling our training programs, is well-suited to recruit from less traditional employment sources. We are well connected to un- and under-employed populations as well as those with barriers to employment who may not have otherwise considered a career in the trades. This connection enables ReSOURCE to better prepare candidates and train for and help determine viable career pathways as well as placements and additional hands-on training opportunities with area employer partners. ReSOURCE is also experienced in teaching soft skills, particularly time and task management, teamwork, flexibility, communication, and self-motivation. All of these have scored highly as important skills for entry-level workers and are included in our curriculum, summarized above.

Funding this proposal will enable ReSOURCE to build on an already proven and successful model and utilize partners to scale up the scope of training offered, wraparound services provided, and the number of individuals receiving targeted training for available jobs.

ReSOURCE projects 29 cohorts serving 189 individuals over the next 3 years. An estimated 161 trainees will complete training, earning 423 certifications with approximately 129 individuals entering the workforce following the completion of their training.

After successful completion of the 2-4 weeks of classroom and experiential learning, trainees will be matched with partner employers for up to 2 weeks of job shadowing. These will be employers who have agreed to hire if the match is right. ReSOURCE will partner with employers who offer above minimum wage, benefits, and opportunities for advancement. During the job shadow, program coordinators meet regularly with the trainee and supervisor to check in on progress and fit. This may be individual meetings or group meetings. The intent is to ensure the fit is right for a job offer at the end of the job shadow and to increase retention and success.

In the rare cases where the match is not right, ReSOURCE will work with the trainee to assess the next step. Next steps might be a job shadow with a new employer, employment outside the occupational training focus, part-time work, additional training or something else. ReSOURCE's trainee-focused approach will prioritize the trainee's success and ensure employer partners are finding the right employees.

ReSOURCE has established employer partners in each corner of the State, and as interest and need allows, ReSOURCE is committed to expanding this network. ReSOURCE's Program Managers will match trainees and employers through an interview process, and support both through regular contact throughout the job shadow portion of their training. These job shadows serve as a bridge to hiring for many. We've learned that graduates often need more time and on-the-job experience to ascertain fit and whether or not the goals of the individual and the employer are met by a position. The job shadow provides the perfect opportunity to complete that assessment in a low-risk way for employers while also providing real-life work experience and transferable skill-building for individuals regardless of whether or not they choose to continue on to employment with that employer.

SCOPE OF WORK

A scope of work that includes detailed steps to be taken, including any products and milestones or deliverables resulting from each task.

Scope	Cohort Count	Participant Count	# Weeks	Certifications Provided
Cohort Model for Trainings	29	189		
Foundations of Construction	9	54	54	OSHA -10; NCCER
Foundations of Weatherization	3	18	18	OSHA -10; NCCER
HVAC	6	36	36	EPA 608; OSHA-10
Weatherization/Heat Pump	5	45	20	EPA 608; OSHA-10, First Aid/CPR/AED

Heavy Equipment Operation	6	36	18	OSHA-10; Forklift
Description				
All proposed training follows the cohort model and represents 3-6 week, entry-level training opportunities for jobs with area employers. Each will follow the same delivery model: 2-4 weeks of structured classroom and experiential training followed by up to 2 weeks of job shadows, gaining work experience training onsite with employers, many of whom have agreed to hire if the match is right. Classroom and Experiential Learning has four components: 1. Industry-recognized certifications including EPA 608; OSHA-10, NCCER, Fork Lift, and First Aid/CPR/AED certifications taught and administered by certified ReSOURCE and VAL instructors 2. Technical Training: Instructors provide classroom-style and experiential learning in both technical and job-site safety training related to their field of interest. For example, construction fundamentals are taught in a classroom setting in ReSOURCE's South End Joinery wood shop on Pine Street, Burlington; These skills are then practically applied while building a shed or completing other public service projects. Similarly, cooling systems may be introduced through an instructional video, then students expand their knowledge by disassembling a cooling unit. Instructors provide ongoing feedback to students through observation in the classroom and in hands-on settings, assessing skills desired by partner employers. 3. Professional Development Training: Also called "soft skills," these are the skills employers report have the biggest impact on retention. The ability to handle conflict, ask for help, get along with coworkers, work independently and as part of a team, show up reliably and on time, communicate, and remain flexible are as necessary as technical skills. 4. Career readiness training: 4 hours of career readiness instruction includes resume building, job application, LinkedIn, and Interview support. Time is split between the group setting with individual instruction and support built in as well.				
Scope	Cohort Count	Participant Count	# Weeks	Certifications Provided
Additional Subcontracted Services	*Assumed not unique individuals			
ELL Bridge Class, Training, and Employer Support	2	16	NA	NA
Description				
Bridge Classes will be offered at 6-8 weeks per training with 3 days a week, 3 hrs a day of training provided. In addition, VAL is currently utilizing an Integrated Education and Training (IET) model to develop an ELL-targeted curriculum that will equip ELL participants with the industry-specific vocabulary necessary to successfully pursue employment opportunities in weatherization, heat pump installation, and climate work. The curriculum is being created by a team of Adult Ed instructors, ELL instructors, technical instructors, and employment specialists. By expanding linguistic access to our Energy Works opportunities for New Americans and refugees, VAL expedites pathways to employment by focusing English instruction on industry-specific vocabulary and concepts. VAL ELL instructors associated with this project hold Teaching English as a Second Language (TESOL) Certification.				
Scope	Cohort Count	Participant Count	# Weeks	Certifications Provided
Gender Equity Training and Support	6	150		NA
Description				

ReSOURCE is proposing to contract Vermont Works for Women's (VWW) services to provide Gender Equity training and support. VWW will run 2 in-person, 3-hour trainings per year for up to 25-30 individuals per workshop. VWW recognizes that preparing women to pursue successful and economically stable careers that are non-traditional for women – such as renewable energy fields – is only one piece of the puzzle: employers must also do the work to be prepared, inclusive, and ready to hire and support women in their workplaces. Far too many stories from our participants and program mentors point to workplaces and job sites where culture and behavior still represent an “old boys’ club” unwelcoming to women. To address the systemic issues, VWW will provide gender equity support, training, and consultation for employer partners. Recent partners include all of the low-income weatherization assistance crews and supervisors in Vermont, and Vermont Heating & Ventilation (a leading HVAC/R installer with staff in Vermont and bordering communities in New Hampshire).

In these trainings, employers learn about the persistence of sexual harassment and assault in the construction trades and how gender bias and gender norms impact us all. Through small-group discussions and role-playing scenarios, they also learn about implicit bias and microaggressions and how to interrupt bias and be a good ally on the worksite. Finally, participants learn about enhanced company policies, such as including gender equity in employee performance reviews and other ways to ensure an inclusive, supportive workplace environment for all genders.

ReSOURCE is committed to working with the City of Burlington to advertise workforce training opportunities and support recruitment. ReSOURCE will distribute promotional materials to State agencies, nonprofit partners, and area community centers and educators. ReSOURCE will post online regarding upcoming scheduled trainings. This information will be developed by ReSOURCE’s marketing department and will be updated for individual programs, locations and dates. ReSOURCE and our partners have already discussed cross promotion and referral opportunities and will coordinate paid advertising from social media to print resources. Similarly, ReSOURCE would propose utilizing any City listservs or newsletters to support awareness and recruitment campaigns and would be open to the opportunity to present our programs and current schedules to any community working groups or at appropriate and relevant meetings. ReSOURCE’s applications are all available online, but we also make flyers available locally through DOL partners, the local One Stop job centers, area employer partners, and other community partners and nonprofits. Targeted advertising is planned as needed ahead of the start date for each cohort and partners are committed to a coordinated schedule so as not to compete for participants locally.

This partnership will recruit participants for workforce trainings with a focus on historically marginalized communities, immigrants, and youth because of the built-in supports offered for English Language Learners as well as Gender Equity support to help women entering the trades, but also because these target populations already fit the demographics served by each organization. ReSOURCE’s target population will include low-income Burlington residents. A subset of this population is unemployed or underemployed Vermonters reporting low wages, lack of wages, or inability to get or keep a job with adequate wages, hours, and benefits or some combination of the three. ReSOURCE will seek to target those workers who have not previously considered entering the trades due to a lack of skills, confidence, or knowledge of how to go about building a new career. The population served includes low-moderate income individuals living at or below 80% of the area median family income and Vermonters with disabilities. While prioritizing Burlington residents, all training will be held in Chittenden County and the Greater Burlington area. In the current economic climate, those who are currently un- or under-employed tend to have the greatest barriers to entering the workforce. This can include unstable housing, lack of transportation or childcare, lower literacy, or other challenges restricting their capacity to engage in full-time employment. ReSOURCE and our partners are committed to reducing barriers to employment while also ensuring accessibility to the training that will make that possible. The stipends offered for each training are meant to reduce barriers to accessing the training itself with a completion bonus that will incentivize reaching the end despite the circumstances and very real obstacles that have stood in the way up until this point. ReSOURCE and our partners are committed to tracking demographic information of individuals served including, but not limited to gender identity, race, ethnic identity(ies), age, and location.

All identified applicants will be screened for eligibility. ReSOURCE utilizes an eligibility rubric that includes screening categories such as an assessment of career goals, the applicant's basic needs and skills, and their responsiveness. Once an applicant is found eligible, ReSOURCE will schedule information sessions, individual interviews, and reference checks. These will be led by ReSOURCE's Training Managers.

Once enrolled in the training program, each participant receives basic safety gear for the duration of the training and to take with them into employment. This will include safety glasses, ear protection, gloves, and apparel.

In addition to the cohort model described above, this partnership will offer additional supports through both Gender Equity training and ELL supports. English Language Learner support

- Outreach and recruitment of New Americans, refugees, and ELL participants in collaboration with the U.S. Committee for Refugees and Immigrants (USCRI) and the Vermont Migrant Education Program among other advocacy services for ELLs.
- English assessments to determine readiness to engage in the climate workforce (ELL students must assess at CASAS Level 4 or higher to be considered).
- Providing a 6-8 week "bridge" class of climate industry English immersion instruction to expedite English learning in the fields of weatherization, heat pump installation, and general construction.
- English support during grant trainings- preparing ELL participants for class, debriefing/recapping after class as needed
- English support between ELLs and employers who hire ELL participants upon completion of training. English support will be provided on site and integrated with employer orientation, onboarding, and initial training.

Gender Equity Training and support

- VWW offers a variety of services focusing on gender equity in the workplace □ The Gender Equity Workplace Program consists of:
- Women's Focus Groups: Assess the working environment for women and gender-expansive individuals in your company through facilitated conversations led by VWW; follow up debrief with management as well as a written report provided with recommendations for improvements
- Pre-Survey: Online survey to gauge staff knowledge and interest in topics covered in workshops and inform the focus of training content
- Busting Gender Bias Part I Workshop: This workshop explores the messages we all received growing up about gender and how those messages continue to influence our attitudes, beliefs, and behaviors today. We will review terms related to gender and discuss gender norms through facilitated small group conversations.
- Busting Gender Bias Part II: Participants will explore implicit bias more deeply and learn about microaggressions or "everyday bias" that frequently manifests in subtler ways. Finally, they will learn how to be good allies and practice "ready responses" to interrupt bias.
- VWW Report: VWW will draft a summary report of key observations, takeaways, and recommendations from group sessions and checklist assessments and meet with management or leadership to review and help set goals for next steps.

- VWW also offers stand alone workshops for Busting Gender Bias trainings (described above) and
- Recruitment and Retention for Gender Equity: job seekers spend just 49.7 seconds reviewing a listing before deciding it's not a fit. This workshop will provide a brief recap of the economic benefits of workplace diversity and provide tools and strategies for attracting gender-diverse candidates to your organization.
- VWW also offers workplace focus groups, employee resource groups, and GEAR, the Gender Equity Advancement Roundtable

Additionally, as a leveraged resource, VAL is available to provide the following free services to participants who co-enroll at VAL - in person at our Chittenden location (77 College Street) or remotely via our Online Learning Center:

- Literacy Education: Reading, Writing, Math, computer and financial literacy education
- (general) English Language Learning and US Citizenship preparation *does not include the industry specific technical English instruction summarized below
- High School Diploma and GED Credentialing
- Career and College Readiness

Finally, below is a table of milestones and deliverables over the course of this funding:

YEAR 1						
	Construction	Weatherization	HVAC	Heat Pump	Heavy Equipment	TOTAL/ Year
Number of Cohorts	3	1	2	1	2	9
Number of Participants	18	6	12	9	12	57
Number of Completers	15	5	10	8	10	48
Certifications Earned	36	12	24	27	24	123
Completers placed in Employment	12	4	8	6	8	39
Rate successfully placed in employment	80%	80%	80%	80%	80%	80%
YEAR 2						
	Construction	Weatherization	HVAC	Heat Pump	Heavy Equipment	TOTAL/ Year
Number of Cohorts	3	1	2	2	2	10
Number of Participants	18	6	12	18	12	66
Number of Completers	15	5	10	15	10	56
Certifications Earned	36	12	24	54	24	150
Completers placed in Employment	12	4	8	12	8	45
Rate successfully placed in employment	80%	80%	80%	80%	80%	80%

YEAR 3						
	Construction	Weatherization	HVAC	Heat Pump	Heavy Equipment	TOTAL/ Year
Number of Cohorts	3	1	2	2	2	10
Number of Participants	18	6	12	18	12	66
Number of Completers	15	5	10	15	10	56
Certifications Earned	36	12	24	54	24	150
Completers placed in Employment	12	4	8	12	8	45
Rate successfully placed in employment	80%	80%	80%	80%	80%	80%

SUMMARY OF LABOR HOURS

A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.

Labor hours are calculated for each role and broken out between functions, including recruitment/ screening, case management, advertising/outreach, and program management. These time estimates are different for some programs due to program structure. For example, instruction for ReSOURCE's HVAC Intensive is provided directly by the Program Manager, while other programs have both a Program Manager and a separate Instructor. Labor hours for managers are calculated from an estimate of total work hours in the year (40 hrs per week x 52 weeks less combined time off and holiday time) divided by total cohorts to be run per year. Labor hours for Directors are derived from historical experience and expectations for the total number of cohorts to be run annually (including some statewide training not funded under this proposal). The Marketing Manager's time was similarly estimated from total annual time, a percentage allocated to Intensive program recruitment, and the total number of annual Intensive cohorts (including ones not funded under this grant).

Labor totals vary by program but range from 486 hours for HVAC, where the manager is also the instructor, to 648 for Vermont Adult Learning's weatherization/heat pump training. Labor rates range from \$45 per hour for ReSOURCE's 3 employees, who are on payroll only for 3-4 weeks in the middle of each cohort, to \$30/hour, which is the average effective rate for a program manager's salary.

ReSOURCE has been a fixture in Vermont since 1991, empowering individuals and strengthening Vermont communities through Workforce Development, Poverty Relief, and Environmental Stewardship. For more than 30 years ReSOURCE has expanded its services and programming to offer more opportunities to at risk-youth and low-income individuals and families in Chittenden, Washington, and Lamoille counties, as well as neighboring communities throughout Vermont. ReSOURCE has a long history of responding to emergent needs and creating training programs that meet community demand and remains committed to investing in and growing key training programs with the demonstrated ability to transform lives. ReSOURCE trains over 300 people on average each year meeting an urgent need to create opportunity for disadvantaged and low skilled potential workers through skill training, credentialing, and placement with local employers.

Program/Role	Staff	Certifications
Admin	Andrew Jope, Training Director	Masters of Public Administration, NCCER Certified Instructor and Proctor
Const 101	Jeff Schake, Program Manager	NCCER Certified Instructor and Proctor
Instructors	Maggie Robinson, Program Manager	NCCER Certified Instructor and Proctor
	Tammy Ellis	NCCER Certified Instructor
	Ron Cardinal	NCCER Certified Instructor
	Brian Hsiang	NCCER Certified Instructor
	Barb Greenia	NCCER Certified Instructor
WX 101	Pam Laser, Program Manager	NCCER Certified Instructor and Proctor
Instructors	Maggie Robinson, Program Manager	NCCER Certified Instructor and Proctor
	Chris Parsons	BPI Certified, NCCER Certified Instructor, OSHA-10 Certified Instructor
	Junio Anthes-Moody	BPI Certified
	Brad Cook	BPI Certified
HVAC 101	Daniel Hayes, Program Manager and Instructor	EPA 608 Certified Instructor

Est. in 1980, Vermont Adult Learning’s mission is to create an innovative, inclusive, and equitable learning environment that provides personalized opportunities for education and career development for Vermont residents by building relationships, strengthening communities, and fostering lifelong learning.

VAL is one of four agencies serving Vermont’s Adult Education and Literacy Network (AELN). 48% of AELN students come to VAL unemployed, often facing multiple concurrent barriers. Specifically, 89% of their learners are low-income, 29% have language barriers, 25% report a disability, 4% are homeless or foster-involved youth, and 2% are ex-offenders. 57% of the learners who come to VAL are women, 36% are non-white (significantly, 93.8% of Vermonters are white, making this six times the ratio of non-white Vermonters statewide), and 52% are between the ages of 16-24. Notably, from FY22 to FY24 the AELN has seen an 88% increase in English Language Learners, a reflection of the growing population of refugees resettled in Vermont.

In 2024, VAL served 1,466 students, 602 of whom were English Language Learners.

Vermont Works for Women (VWW) has been training and supporting employers since their inception in 1987. Since 2019, VWW has offered Gender Equity workshops and technical assistance to over 140 employers. In 2023 alone, VWW provided 20 workshops to 29 employers (17 Trailblazer host sites, 5 schools, and 8 other employers). Altogether these trainings reached 1,006 individuals.

VWW has been recognized locally and nationally by the National Alliance for Partnerships in Equity 2017 Teamwork Award, Vermont Children’s Trust Fund’s Sally Fox Award, the National Association of Mayors, the Vermont Housing and Conservation Board, Hunger Free Vermont, The Lake Champlain Regional Chamber of Commerce, the National Girls Collaborative and the John Merck Fund.

BUDGET

A cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost per class of labor, number of individuals per cohort, overhead rate, credentials graduates will hold and fee for the training. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

As summarized in the table below and attached cost proposals, ReSOURCE has included seven types of training in this proposal. Five of these fall into the workforce training category and include an expectation of credential attainment, case management, payment of a stipend to trainees as well as a completion bonus, and placement of trainees into gainful employment. Many of the trainees served by the supplemental training programs are also counted in the workforce training total. For this reason, a key metric of success is the 189 unduplicated trainees to be served by the workforce training programs.

The cost per cohort is calculated from the labor hour estimate and pay rates, the associated fringe benefits and cost of non-work hours for time off, and the itemization of other costs. Significant other costs include the following:

Trainee stipends and completion bonuses: These are calculated based on a conservative number of trainees enrolled in each cohort. The actual cohort size may be up to 25% higher.

Credentials: Each program awards trainees a different mix of industry-recognized skill credentials. These costs vary slightly by program. Credentials with associated unit cost to be awarded include OSHA-10, \$75/per; NCCER, \$40/per; Forklift certification, \$15/per; and EPA 608, \$40/per.

Indirect Rate: ReSOURCE has applied an 18% indirect cost rate. This is below our current federally approved indirect rate agreement.

ReSOURCE will charge \$5,500 per trainee for its Intensives (Construction 101, Weatherization 101, HVAC, and Heavy Equipment) and thus cover close to half of each program cost with other funding. The grant fee per trainee for VAL's Weatherization and ESL add-on is \$3,499 and \$2,065 per trainee, respectively, and VAL is covering one-third of these program costs with other funding.

Vermont Works for Women will charge \$2,200 per cohort (not per trainee) for gender and equity training. These programs are designed for employers and employees and are included as supplemental training separate from the core workforce development programs, which will serve at least 189 trainees.

Cohort	Cohorts	Trainees Per Cohort	Trainees Funded	Cohort Cost	Total Cost	Grant Charge Per Trainee	Grant Cost Per Cohort	Full Grant Charge
ReSOURCE Construction 101	9	6	54	\$57,475	\$517,275	\$5,500	\$33,000	\$297,000
ReSOURCE Weatherization 101	3	6	18	\$57,475	\$172,425	\$5,500	\$33,000	\$99,000
ReSOURCE HVAC	6	6	36	\$52,012	\$312,071	\$5,500	\$33,000	\$198,000
ReSOURCE Heavy Equipment	6	6	36	\$53,667	\$322,003	\$5,500	\$33,000	\$198,000
VT Adult Learning Weatherization Full	5	9	45	\$52,514	\$262,568	\$3,499	\$31,493	\$157,465

Workforce Development Totals	29		189		\$1,586,342			\$949,465
Add-On Supplemental Trainings (Some of these trainees will be served through above workforce development programs)								
VT Adult Learning ELL Services	2	8	16	\$24,791	\$49,582	\$2,065	\$16,519	\$33,039
VT Works for Women Equity Workshops	6	25	150	\$24,791	\$148,746	n/a	\$2,200	\$13,200
Supplemental Training Total	8		166	\$49,582	\$198,328			\$46,239
Workforce & Supplemental Trainings	37		355		\$1,784,670			\$995,704

ReSOURCE Construction 101 Intensive				Program Length Weeks	6
3 Cohorts/Year	Director	Manager	Instructor	Marketing Mgr	Total
Direct Labor Rate by class	\$ 42.00	\$ 30.00	\$ 45.00	\$ 32.00	
Labor Tasks					
Recruitment/Screening	-	68.10	-	-	68.10
Case Management	-	158.90	-	-	158.90
Advertising/Outreach	-	-	-	11.00	11.00
Instruction	-	113.50	96.00	-	209.50
Program Management	21.00	113.50	-	-	134.50
Total Labor Hours	21	454	96	11	582
Total Labor Cost	\$ 882.00	\$ 13,620.00	\$ 4,320.00	\$ 352.00	\$ 19,174.00
Holiday & CTO Add	\$ 111.95	\$ 1,728.69	\$ 548.31	\$ 44.68	\$ 2,433.62
Other Fringe Benefits					\$ 4,410.02
Non-Labor					
Credential Fees					\$ 690.00
Stipends					\$ 16,200.00
Bonus					\$ 1,800.00
Trainee Tools/PPE					\$ 4,000.00
Contracted Services					
Total Non-Labor					\$ 22,690.00
Direct Cohort Cost					\$ 48,707.64
Indirect Costs					\$ 8,767.38
Total Cohort Cost					\$ 57,475.02
Trainees Per Cohort					6
Cost/pupil					\$ 9,579.17
Proposed Fee Per Trainee					\$ 5,500.00
Cohort Grant Combined Fee					\$ 33,000.00

ReSOURCE Weatherization 101 Intensive					Program Length Weeks	6
2 Cohorts/Year	Director	Manager	Instructor	Marketing Mgr	Total	
Direct Labor Rate by class	\$ 42.00	\$ 30.00	\$ 45.00	\$ 32.00		

Labor Tasks					
Recruitment/Screening	-	68.10	-	-	68.10
Case Management	-	158.90	-	-	158.90
Advertising/Outreach	-	-	-	11.00	11.00
Instruction	-	113.50	96.00	-	209.50
Program Management	21.00	113.50	-	-	134.50
Total Labor Hours	21	454	96	11	582
Total Labor Cost	\$ 882.00	\$ 13,620.00	\$ 4,320.00	\$ 352.00	\$ 19,174.00
Holiday & CTO Add	\$ 111.95	\$ 1,728.69	\$ 548.31	\$ 44.68	\$ 2,433.62
Other Fringe Benefits					\$ 4,410.02
Non-Labor					
Credential Fees					\$ 690.00
Stipends					\$ 16,200.00
Bonus					\$ 1,800.00
Trainee Tools/PPE					\$ 4,000.00
Contracted Services					
Total Non-Labor					\$ 22,690.00
Direct Cohort Cost					\$ 48,707.64
Indirect Costs					\$ 8,767.38
Total Cohort Cost					\$ 57,475.02
Trainees Per Cohort					6
Cost/pupil					\$ 9,579.17
Proposed Fee Per Trainee					\$ 5,500.00
Cohort Grant Combined Fee					\$ 33,000.00

ReSOURCE HVAC Intensive					Program Length Weeks	6
3 Cohorts/Year	Director	Manager	Instructor	Marketing Mgr	Total	
Direct Labor Rate by class	\$ 42.00	\$ 32.00	\$ 45.00	\$ 32.00		
Labor Tasks						
Recruitment/Screening	-	68.10	-	-	68.10	
Case Management	-	158.90	-	-	158.90	
Advertising/Outreach	-	-	-	11.00	11.00	

Instruction	-	158.90	-	-	158.90
Program Management	21.00	68.10	-	-	89.10
Total Labor Hours	21	454	0	11	486
Total Labor Cost	\$ 882.00	\$ 14,528.00	\$ -	\$ 352.00	\$ 15,762.00
Holiday & CTO Add	\$ 111.95	\$ 1,843.94	\$ -	\$ 44.68	\$ 2,000.56
Other Fringe Benefits					\$ 3,625.26
Non-Labor					
Credential Fees					\$ 690.00
Stipends					\$ 16,200.00
Bonus					\$ 1,800.00
Trainee Tools/PPE					\$ 4,000.00
Contracted Services					
Total Non-Labor					\$ 22,690.00
Direct Cohort Cost					\$ 44,077.82
Indirect Costs					\$ 7,934.01
Total Cohort Cost					\$ 52,011.83
Trainees Per Cohort					6
Cost/pupil					\$ 8,668.64
Proposed Fee Per Trainee					\$ 5,500.00
Cohort Grant Combined Fee					\$ 33,000.00

ReSOURCE Heavy Equipment Intensive					Program Length Weeks	6
2 Cohorts/Year	Director	Manager	Instructor	Marketing Mgr	Total	
Direct Labor Rate by class	\$ 42.00	\$ 30.00	\$ 45.00	\$ 32.00		
Labor Tasks						
Recruitment/Screening	-	68.10	-	-	68.10	
Case Management	-	158.90	-	-	158.90	
Advertising/Outreach	-	-	-	11.00	11.00	
Instruction	-	113.50	80.00	-	193.50	
Program Management	21.00	113.50	-	-	134.50	
Total Labor Hours	21	454	80	11	566	
Total Labor Cost	\$ 882.00	\$ 13,620.00	\$ 3,600.00	\$ 352.00	\$ 18,454.00	
Holiday & CTO Add	\$ 111.95	\$ 1,728.69	\$ 456.92	\$ 44.68	\$ 2,342.24	

Other Fringe Benefits					\$ 4,244.42
Non-Labor					
Credential Fees					\$ 540.00
Stipends					\$ 8,100.00
Bonus					\$ 1,800.00
Trainee Tools/PPE					\$ 4,000.00
Equipment Rental					\$ 6,000.00
Total Non-Labor					\$ 20,440.00
Direct Cohort Cost					\$ 45,480.66
Indirect Costs					\$ 8,186.52
Total Cohort Cost					\$ 53,667.18
Trainees Per Cohort					6
Cost/pupil					\$ 8,944.53
Proposed Fee Per Trainee					\$ 5,500.00
Cohort Grant Combined Fee					\$ 33,000.00

Subrecipient: Vermont Adult Learning, Inc

Weatherization/Heat Pump Combo Training: based on 9 participants										
	Director	Manager	Instructor	Marketing Mgr	Total		Grant Funds	VAL Cost Share		
Direct Labor Rate by class	\$ 36.58	\$ 31.00		\$ 31.00						
Labor Tasks										
Recruitment/Screening	8.00	32.00	-	60.00	\$ 3,144.64	\$ 2,095.42	\$ 1,049.22			
Case Management	-	60.00	-	-	\$ 1,860.00	\$ 1,239.41	\$ 620.59			
Advertising/Outreach	8.00	32.00	-	60.00	\$ 3,144.64	\$ 2,095.42	\$ 1,049.22			
Instruction	-	-	-	-	\$ -	\$ -	\$ -			
Program Management	72.00	160.00	-	-	\$ 7,593.76	\$ 5,060.08	\$ 2,533.68			
Job Readiness	-	24.00	-	116.00	\$ 4,340.00	\$ 2,891.95	\$ 1,448.05			
Evaluation	8.00	4.00	-	4.00	\$ 540.64	\$ 360.25	\$ 180.39			
Total Labor	96	312	0	240	\$ 20,623.68	\$ 13,742.52	\$ 6,881.16			
Indirect/Overhead					\$ 7,873.96	\$ 5,246.79	\$ 2,627.17			
Non-Labor						\$ -				
Credential Fees					\$ 135.00	\$ 89.96	\$ 45.04			
Participant Stipends					\$ 7,750.00	\$ 5,164.19	\$ 2,585.81			

Trainee Toolkits					\$ 1,350.00	\$ 899.57	\$ 450.43
Contracted Services					\$ 8,482.50	\$ 5,652.29	\$ 2,830.21
Travel					\$ 884.40	\$ 589.32	\$ 295.08
Supplies (office, books, manuals, shop materials)					\$ 1,109.00	\$ 738.98	\$ 370.02
Space Rental					\$ -	\$ -	\$ -
Student Supports (transport, childcare, training meals, etc.)					\$ 3,105.00	\$ 2,069.01	\$ 1,035.99
Marketing Materials/Paid Ads					\$ 1,200.00	\$ 799.62	\$ 400.38
Total Non-Labor					\$ 24,015.90	\$ 16,002.92	\$ 8,012.98
						\$ -	
Total Cost/Session					\$ 52,513.54	\$ 34,992.23	\$ 17,521.31
Cost/pupil					\$ 5,251.35	\$ 3,499.22	\$ 1,752.13
ELL Services: Bridge Class, Training, & Employer Onboarding Instruction : based on 8 participants							
	Director	Manager	Instructor	Marketing Mgr	Total	Grant Funds	VAL Cost Share
Direct Labor Rate by class	\$ 36.58	\$ 31.00	\$ 31.00	\$ 31.00			
Labor Tasks							
Recruitment/Screening	-	24.00	24.00	28.00	\$ 2,356.00	\$ 1,569.91	\$ 786.09
Case Management	-	24.00	-	-	\$ 744.00	\$ 495.76	\$ 248.24
Advertising/Outreach	16.00	-	-	28.00	\$ 1,453.28	\$ 968.39	\$ 484.89
Instruction	-	-	136.00	-	\$ 4,216.00	\$ 2,809.32	\$ 1,406.68
Program Management	24.00	24.00	-	-	\$ 1,621.92	\$ 1,080.76	\$ 541.16
Job Readiness	-	-	-	32.00	\$ 992.00	\$ 661.02	\$ 330.98
Evaluation	8.00	8.00	-	8.00	\$ 788.64	\$ 525.51	\$ 263.13
Total Labor	48	80	160	96	\$ 12,171.84	\$ 8,110.67	\$ 4,061.17
Indirect/Overhead					\$ 4,159.18	\$ 2,771.46	\$ 1,387.72
Non-Labor						\$ -	
Credential Fees					\$ -	\$ -	\$ -
Participant Stipends					\$ -	\$ -	\$ -
Trainee Toolkits					\$ -	\$ -	\$ -
Contracted Services					\$ 1,460.00	\$ 972.87	\$ 487.13
Travel					\$ 1,200.00	\$ 799.62	\$ 400.38
Supplies (office, books, manuals, shop materials)					\$ 600.00	\$ 399.81	\$ 200.19
Space Rental					\$ 2,400.00	\$ 1,599.23	\$ 800.77
Student Supports (transport, childcare, training meals, etc.)					\$ 1,600.00	\$ 1,066.15	\$ 533.85

Marketing Materials/Paid Ads					\$ 1,200.00	\$ 799.62	\$ 400.38	
Total Non-Labor						\$ 8,460.00	\$ 5,637.29	\$ 2,822.71
							\$ -	
Total Cost/Session						\$ 24,791.02	\$ 16,519.42	\$ 8,271.60
Cost/pupil						\$ 3,098.88	\$ 2,064.93	\$ 1,033.95

Attachment B-1:
Addendum I to ReSOURCE Proposal

ReSOURCE Proposal Addendum I:

1. You've stated that you will be using other funds to fill budget gaps. What is the reasoning behind this and will it affect how you prioritize/manage time spent on this project? Is it necessary to include other funds to keep your proposal within the award amount? Are you able to share what other funding would be used and if this funding is guaranteed funding?

As stated, labor hours in ReSOURCE's budget are calculated for each role and broken out between functions, including recruitment/screening, case management, advertising/outreach, and program management. The contract request amount is approximately 60% of the total cost per cohort. In order to meet the targets for trainees served, ReSOURCE needs to provide more cohorts as outlined and thus necessitates the need to include other funds. ReSOURCE directs qualifying applicants to state resources to apply for VSAC funding opportunities or qualifying WIOA funding. Similarly, we have a strong partnership with HireAbility that has funded 3 consecutive years driving the growth of this programming and will continue to support their clients through future training.

ReSOURCE has a diverse funding portfolio of federal, state, foundation and private funding. Some of this restricted funding is secured and will be directed to supporting both Burlington-based and non-Burlington based cohorts of training. The balance will be supported with tuition funds by eligible applicants. ReSOURCE also has 60% of our budget in unrestricted social enterprise income (from our reuse stores) that is available to support programming.

The limit of \$1M in available Workforce Development Funding was insufficient to run enough Burlington focused cohorts to meet the deliverables while maintaining our presence in other areas of the State. If additional funds were available, ReSOURCE would include additional labor costs to support Contract Management and Reporting.

2. Can you provide a specific list of the tools and PPE provided to participants in the program?

All participants receive a Toolbelt which includes a hammer, speed square, tape measure, torpedo level, cat's paw, and utility knife. This toolbelt is theirs both for the duration of training and after their time with ReSOURCE. Similarly, all trainees receive PPE including: ear protection, eye protection, and gloves as well as ReSOURCE apparel.

3. The RFP states *Consultants will provide regular progress reports to the City of Burlington. These reports will be deliverable at the beginning, mid-point, and end of a cohort training or upon request by the City of Burlington.* Can you provide a sample reporting schedule that aligns with your three-year schedule?

As cohorts might be overlapping and are 3-6 weeks in duration, 3 reports during each cohort are unlikely to provide a valuable update. Rather, a reporting schedule aligning with the calendar year, following a quarterly format, would align best with our three-year schedule. Reports could be submitted at the end of the month following each quarter and will include key details for Training: the number of cohorts held, number of participants, number of participants successfully completed; Credentials: type of credentials earned by graduates; Demographics: cohort demographics including but not limited to: Gender identity, race, ethnic identity, age, location; and Employment: the number of participants who secured employment and employer information.

Quarterly Reports will be submitted using the format provided in the RFP Exhibit A: Burlington's Construction and Weatherization Workforce Training Program RAISE Reporting Requirements via email on or before the following dates:

2025	2026	2027
Q1: April 30, 2025	Q1: April 30, 2026	Q1: April 30, 2027
Q2: July 31, 2025	Q2: July 31, 2026	Q2: July 31, 2027
Q3: October 31, 2025	Q3: October 31, 2026	Q3: October 31, 2027
Q4: January 31, 2026	Q4: January 31, 2027	Q4: January 31, 2028

A quarterly reporting structure works well for our programs because it aligns with the timing of our cohorts, which are planned throughout the year. This schedule allows us to capture data on enrollment and progress during the training while providing enough time for follow-up after each cohort ends. Graduates can complete their job shadows, secure job placements, and begin working before we report on employment outcomes. This ensures our data is accurate and reflects meaningful results, including job offers and wage information.

Additionally, monthly financial reports could be provided if requested. Otherwise, quarterly reports following the same timeline as the narrative reports would be preferred.

4. What do Job Shadow experiences typically look like from a participant standpoint?

Participants nearing the end of their training receive individualized career counseling services. Following an employer panel where they meet with a sampling of area employers interested in providing job shadow opportunities and hiring program graduates, participants are placed in 2-3 job shadow experiences with employers over a 2-week period. These placements intentionally match participant interests with employer needs. We're looking for the best fit in terms of personality, culture, and talent/opportunities. Throughout the experiences, program coordinators are heavily involved in supporting participants and employers. At the conclusion of job shadows, our goal is that participants will receive multiple job offers and have the opportunity to choose the best fit for their goals and future. We will provide 12 months of follow-up services with all participants, which can include support navigating conflict at work or support finding a new position.

5. Can you provide a list of employer partners you work with/have worked with in the past?

Recent employer partners in and around Burlington include:

HVAC: Vermont Mechanical, Vermont Heating and Ventilating, New England Air, Vermont Energy

Weatherization: CVOEO, Building Energy, New Frameworks

Construction: ReARCH, PC Construction, Breadloaf, Kingsbury, Sorrell Construction, Abacus, and Yellow Dog

Heavy Equipment: Kingsbury, City of Burlington McNeil Plant, VTrans (Vermont Agency of Transportation)

Again, this is a sample of employer partners primarily in and around Chittenden County, but ReSOURCE maintains partnerships throughout the state, with placements since 2018 and support for our YouthBuild program since 2004.

6. How do you and employer partners ensure safety for participants during hands-on training and Job Shadow experiences?

Employers and participants sign an agreement for every job shadow experience. Where the Employer, ReSOURCE and participants agree to the following:

Employer Agrees To:

- Provide orientation and work experience to trainee for the above specified timeframe. Extensions or reductions in this trial period may be made through mutual agreement.
- Give trainee feedback on performance in a positive and productive manner.
- Participate in phone and/or email check-ins, including verification of hours worked, and final evaluation meeting with immediate supervisor.
- If significant critical feedback is necessary, notify **ReSOURCE** Program Coordinator, so that ReSOURCE may support trainee and help to overcome problems.

ReSOURCE will:

- Screen and match trainee to employer and employer needs.
- Maintain trainee's enrollment in training program during work experience opportunity and **cover workers compensation and general liability insurance** and trainee stipend.
- Check in by phone and/or email, and coordinate an ending evaluation meeting.
- Provide coaching and support to ensure trainee's success and ability to adjust and adapt to employer's requirements and work culture. Offer intervention and mediation as necessary

Trainee will:

- Arrive on time and ready to work.
- Contact **ReSOURCE Coordinator and site supervisor** listed above if you will be late or not be able to make it in.
- Follow all on-the-job safety requirements.
- Provide feedback to the supervisor and/or ReSOURCE regarding concerns and challenges.
- Supply your own basic hand tools given in program:
 - Safety glasses, gloves, ear protection, hammer, torpedo level, speed square, cat hammer, tape measurer.
- Be prepared to work outdoors in the current weather conditions forecast for the day.
 - a. No shorts or tennis shoes.

In addition to safety training during the program and appropriate PPE and tools provided, it is expected that part of the employer's orientation includes an overview of safety policies, procedures, and expectations.

Attachment B-2:
Addendum II to ReSOURCE Proposal

ReSOURCE Proposal Addendum II:

1. Describe how access to training is free to all participants.

ReSOURCE does not charge participants for access to our proposed trainings. This training is funded by other partnerships where agencies approve of the training programming offered and agree to pay tuition for eligible participants. Additional funding comes from the organization's own unrestricted revenue and private fundraising. A participant being eligible for funding is not one of the criteria we measure to determine whether or not an applicant is likely to be successful. A successful trainee is someone who is motivated and ready to work; this can range from career changers who have already showcased professionalism, but need experience with tools or connection to local employers, to a recent high school graduate who is just starting out and exploring their career opportunities.

2. Clarify commitment to prioritization of Burlington residents

Attached is a draft rubric that more fully articulates the Applicant Screening process. Please note that nowhere in this document does access/eligibility for funding come into play as part of the scoring criteria. Instead, this is broken down into the following categories designed to measure readiness and fit: Responsiveness, Career Goals, Basic Needs/Skills, and for the purposes of this contract proposal, Residency. Applicants are scored in each category from 1 – Not eligible for enrollment to 3 –Priority Candidate. We're proposing to provide all Burlington residents with a "3" under this contract. No single "1" rating is in itself disqualifying, but rather a way for us to equitably rate the applicants based on our experience and past indicators of success. Still, much of this includes "openness" or "plans" because we understand we are meeting people where they are with barriers to employment and helping them navigate the necessary steps to find success.

Under this proposed rubric, all other things being equal, Burlington residents would automatically score as priority candidates based on residency. Similarly, we hope this more clearly illustrates that Burlington residents will not be rejected as applicants if they lack access to/eligibility.

Rubric For Applicant Screening

Category	1 – Not Eligible for Enrollment	2 – Potential Candidate	3 – Priority Candidate
Responsiveness	-Continually misses appointments and interviews. -Forms and documents not submitted. -Not responsive to phone/email requests -hard to reach.	-Some missing forms/documents, plans to obtain. -Can be hard to reach but generally responsive. -Has followed through on an interview.	-On time for appointments and interview -All forms and docs submitted in a timely fashion. -Responsive to phone and email requests
Career Goals	-Applicant cannot articulate career goals. -Career goals not aligned with class/sector. -No apparent drive/motivation. -Not seeking Employment post-training.	-Vague career goals but open to new possibilities. -Technical training good fit with learning style. -Some motivation, eagerness to learn new skills -Actively seeking Part Time Employment post-training.	-Applicant can articulate career goals. -Technical training is aligned with applicant's career goals. -Demonstrates a high level of motivation. -Actively seeking Full Time Employment post-training.
Basic Needs/Skills	-Significant barriers (housing, transportation, childcare) that are unable to be addressed prior to training. -Multiple scheduling conflicts-cannot complete course.	-Has childcare/housing barriers that can be addressed with supported services. -Has a transportation plan. -Some scheduling conflicts but able to complete course with reasonable accommodations	-Has access to reliable transportation -Has stable housing situation -Childcare in place and reliable -Schedule aligns with course hours- able to attend consistently.
Residency			Is a Burlington Resident

Attachment C:
Burlington Standard Contract Conditions for Consultants

BURLINGTON STANDARD CONTRACT

CONDITIONS FOR CONSULTANTS

1. **REGISTRATION:** The Consultant agrees to be registered with the Vermont Secretary of State's office as a business entity doing business in the State of Vermont at all times this Contract is effective. This registration must be complete prior to Contract execution.
2. **INSURANCE & INDEMNIFICATION:** The insurance and indemnification provisions set forth in Attachment C-1 are incorporated by this reference as though fully set forth. Any provisions of this Contract for indemnification, defense, release of liability, or warranty, shall survive termination hereof.
3. **CONFLICT OF INTEREST:** The Consultant shall disclose in writing to the City any actual or potential conflicts of interest or any appearance of a conflict of interest by the Consultant, its employees or agents, or its subconsultants, if any.
4. **PLANS, RECORDS, AND AVAILABLE DATA:** The City agrees to make available, at no charge, for the Consultant's use all available data related to the Contract including any preliminary plans, maps, drawings, photographs, reports, traffic data, calculations, EDM, valuable papers, topographic survey, utility location plats, or any other pertinent public records.
5. **PERSONNEL REQUIREMENTS AND CONDITIONS:** The Consultant shall employ only qualified personnel with appropriate and valid licensure, to the extent a license is required for the work performed. The City shall have the right to approve or disapprove key personnel assigned to administer activities related to the Contract.

Except with the approval of the City, during the life of the Contract, the Consultant shall not employ:

1. Any City employees who are directly involved with the awarding, administration, monitoring, or performance of the Contract or any project(s) that are the subjects of the Contract.
2. Any person so involved within one (1) year of termination of employment with the City.

The Consultant warrants that no company or person has been employed or retained, other than a bona fide employee working solely for the Consultant, to solicit or secure this Contract, and that no company or person has been paid or has a contract with the Consultant to be paid, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of the Contract. For breach or violation of this warranty, the City shall have the right to annul the Contract, without liability to the City, and to regain all costs incurred by the City in the performance of the Contract.

The City reserves the right to require removal of any person employed by a Consultant, from work related to the Contract, for misconduct, incompetence, or negligence as determined by the City, in the due and proper performance of Consultant's duties, or for neglecting or refusing to comply with the requirements of the Contract.

6. **PERFORMANCE:** Consultant warrants that performance of Work will conform to the requirements of this Contract. Consultant shall use that degree of ordinary care and reasonable diligence that an experienced and qualified provider of similar services would use acting in like circumstances and experience in such matters and in accordance with the standards, practices and procedures established by Consultant for its own business.

7. **DESIGN STANDARDS:**

A. Unless otherwise specifically provided for in the Contract, or directed in writing, Consultant services, studies or designs, that include or make reference to plans, specifications, special provisions, computations, estimates, or other data shall be in conformance with applicable City, state, and federal specifications, manuals, codes or regulations, including supplements to or revisions thereof, adopted prior to or during the duration of this Contract. In case of any conflict with the guidelines referenced, the Consultant is responsible to identify and follow any course of direction provided by the City.

B. The Consultant shall ensure that any design conforms to applicable requirements of the Americans with Disabilities Act, including any regulations or design standards promulgated pursuant thereto (including, without limitation, the current edition of the ADA Accessibility Guidelines), and any more stringent disability access laws that may apply. If applicable to the Work, and to the extent appropriate in the Consultant's reasonable professional judgment, the Consultant shall build reasonable tolerances into plans to ensure that as-built or remodeled, buildings or structures comply with applicable accessibility standards (e.g., so that the future tiling of a wall will not cause a restroom stall to fail to meet minimum width standards, etc.).

8. **RESPONSIBILITY FOR SUPERVISION:** The Consultant shall assume primary responsibility for general supervision of Consultant employees and their sub-consultants for all work performed under the Contract and shall be solely responsible for all procedures, methods of analysis, interpretation, conclusions and contents of work performed under the Contract. The Consultant shall be responsible to the City for all acts or omissions of its subconsultants and any other person performing work under this Contract.

9. **UTILITIES:** Whenever a facility or component of a private, public, or cooperatively-owned utility will be affected by any proposed construction, the Consultant will counsel with the City, plus achieve any necessary contacts and discussions with the affected owners, regarding any requirement necessary for revisions of facilities or existing installations, both above and below ground. Any such installations must be completely and accurately exhibited on any detail sheets or plans. The Consultant shall inform the City, in writing, of any such contacts and the results thereof.

10. **INSPECTION OF WORK:** The City shall, at all times, have access to the Consultant's work for the purposes of inspection, accounting, and auditing, and the Consultant shall provide whatever access is considered necessary to accomplish such inspections. At any time, the Consultant shall permit the City or representative for the City the opportunity to inspect any plans, drawings, estimates, specifications, or other materials prepared or undertaken by the Consultant pursuant to the Contract, as well as any preparatory work, work-in-progress, or completed work at a field site, where applicable.

Conferences, visits to a site, or an inspection of the work, may be held at the request of any involved party or by representatives of the City.

11. REVIEWS AND ACCEPTANCES: All preliminary and detailed designs, plans, specifications, estimates or other documents prepared by the Consultant, shall be subject to review and endorsement by the City.

Approval for any inspections or sequences of progress of work shall be documented by letters, memoranda or other appropriate written means.

A frequency for formal reviews shall be set forth in the Contract. Informal reviews, conducted by the City will be performed as deemed necessary. The Consultant shall respond to all official comments regardless of their source. The Consultant shall supply the City with written copies of all correspondence relating to formal and informal reviews.

No acceptance shall relieve a Consultant of their professional obligation to correct any defects or errors in their work at their own expense.

12. PUBLIC RELATIONS: Whenever it is necessary to perform work in the field, particularly with respect to reconnaissance, the Consultant will endeavor to maintain good relations with the public and any affected property owners. Personnel employed by or representing the Consultant shall conduct themselves with propriety. The Consultant agrees to inform property owners and/or tenants, in a timely manner, if there is need for entering upon private property as an agent of the City, in accordance with 19 V.S.A. § 35 and §.503, to accomplish the work under the Contract. The Consultant agrees that any work will be done with minimum damage to the land and disturbance to the owner. Upon request of the Consultant, the City shall furnish a letter of introduction to property owners soliciting their cooperation and explaining that the Consultant is acting as an agent of the City.

13. ACKNOWLEDGEMENTS: Acknowledgment of the City's support must be included in any and all publications, renderings and project publicity, including audio/visual materials

developed under this Contract.

14. APPEARANCES:

A. Hearings and Conferences: The Consultant shall provide services required by the City and necessary for furtherance of any work covered under the Contract. These services shall include appropriate representation at design conferences, public gatherings and hearings, and appearances before any legislative body, commission, board, or court, to justify, explain and defend its contractual services covered under the Contract.

The Consultant shall perform any liaison that the City deems necessary for the furtherance of the work and participate in conferences with the City, at any reasonable time, concerning interpretation and evaluation of all aspects covered under the Contract.

The Consultant further agrees to participate in meetings with the City and any other interested or affected participant, for the purpose of review or resolution of any conflicts pertaining to the Contract.

The Consultant shall be equitably paid for such services and for any reasonable expenses incurred in relation thereto in accordance with the Contract.

B. Appearance as Witness: If and when required by the City, the Consultant, or an appropriate representative, shall prepare and appear for any litigation concerning any relevant project or related contract, on behalf of the City. The Consultant shall be equitably paid, to the extent permitted by law, for such services and for any reasonable expenses incurred in relation thereto, in accordance with the Contract.

15. PAYMENT PROCEDURES: The City shall pay, or cause to be paid, to the Consultant or the Consultant's legal representative payments in accordance with the Contract. All payments will be made in reliance upon the accuracy of all representations made by the Consultant, whether in invoices, progress reports, emails, or other proof of work. When applicable, for the type of payment specified in the Contract, the progress report shall summarize actual costs and any earned portion of fixed fee.

All invoices and correspondence shall indicate the applicable project name, project number and the Contract number. When relevant, the invoice shall further be broken down in detail between projects.

When applicable, for the type of payment specified in the Contract, expenses for meals and travel shall be limited to the current approved in-state rates, as determined by the State of Vermont's labor contract, and need not be receipted. All other expenses are subject to approval by the City and must be accompanied with documentation to substantiate their charges.

No approval given or payment made under the Contract, shall be conclusive evidence of the performance of the Contract, either wholly or in part thereof, and no payment shall be construed to be acceptance of defective work or improper materials.

The City agrees to pay the Consultant and the Consultant agrees to accept, as full compensation for performance of all services rendered and expenses incurred, the fee specified in the Contract.

Upon completion of all services covered under the Contract and payment of the agreed upon fee, the Contract with its mutual obligations shall end.

16. DUTY TO INFORM CITY OF CONTRACT DOCUMENT ERRORS: If Consultant knows, or has reasonable cause to believe, that a clearly identifiable error or omission exists in the Contract Documents, including but not limited to unit prices and rate calculations, Consultant shall immediately give the City written notice thereof. Consultant shall not cause or permit any Work to be conducted which may relate to the error or omission without first receiving written notice by the City that City representatives understand the possible error or omission and have approved of modifications to the Contract Documents or that Consultant may proceed without any modification being made to Contract Documents.

17. NON-APPROPRIATION: The obligations of the City under this Contract are subject to annual appropriation by the Burlington City Council. If no funds or insufficient funds are appropriated or budgeted to support continuation of payments due under this Contract, the Contract shall terminate automatically on the first day of the fiscal year for which funds have not been appropriated. The Parties understand and agree that the obligations of the City to make payments under this Contract shall constitute a current expense of the City and shall not be construed to be a debt or a pledge of the credit of the City. The decision whether or not to budget and appropriate funds during each fiscal year of the City is within the discretion of the Mayor and City Council of the City. The City shall deliver written notice to Consultant as soon as practicable of any non-appropriation, and Contract

Consultant shall not be entitled to any payment or compensation of any kind for work performed after the City has delivered written notice of non-appropriation.

18. CHANGES AND AMENDMENTS: No changes or amendments to the Work of the Contract shall be effective unless documented in writing and signed by authorized representatives of the City and the Consultant.

19. EXTENSION OF TIME: The Consultant agrees to prosecute the work continuously and diligently and no charges or claims for damages shall be made by the Consultant for delays or hindrances, from any cause whatsoever, during the progress of any portion of services specified in the Contract. Such delays or hindrances, if any, may be compensated for by an extension of time for such reasonable period as the City may decide. Time extensions shall be granted by amendment, only for excusable delays, such as delays beyond the control of the Consultant and without the fault or negligence of the Consultant.

20. PUBLIC HEALTH EMERGENCY:

A. Compliance with Mandates and Guidance: The Consultant is advised that public health emergencies—meaning public health emergencies, as declared by the City, the State of Vermont, or the Federal Government—may introduce significant uncertainty into the project. The Consultant must comply with all local, state, federal orders, directives, regulations, guidance, advisories during a public health emergency. Consultant shall adhere to the below provisions and consider public health emergencies as it develops project schedules and advances the Work.

B. Creation of Public Health Emergency Plan: For any work performed on-site at a City location, the Consultant shall create a public health emergency plan acceptable to the City. The Consultant shall be responsible for following this plan and ensuring that the project or site is stable and in a safe and maintainable condition.

a. Public Health Emergency Plan: The Public Health Emergency Plan will contain:

- i. Measures to manage risk and mitigate potential impacts to the health and safety of the public, the City and Consultant's workers;
- ii. Explicit reference to any health and safety performance standards and mandates provided by the City, the State of Vermont, the Federal government, or other relevant governmental entities;
- iii. A schedule for possible updates to the plan as standards and mandates change; and
- iv. Means to adjust the schedule and sequence of work should the emergency change in nature or duration.

b. Review and Acceptance of Plan:

- i. Consultant must provide the plan to the City by the Effective Date of this Contract or by one (1) week prior to the commencement of on-site activities, whichever is later.
- ii. The City shall have sole discretion to require changes to the plan.
- iii. The City may revisit the plan at any time to verify compliance with obligations that arise under a state of emergency.

C. Enforcement & Stoppage of Work: Consultant fails to comply with either 1) the approved public health emergency plan, or 2) any local, state, federal orders, directives, regulations, guidance, or advisories during a public health emergency, the City may stop Work under the Contract until such failure is corrected. Such failure to comply shall constitute a breach of the Contract.

Upon stoppage of work, the City may allow Work to resume, at a time determined by the City, under this Contract if such failure to comply is adequately corrected. The City shall have sole discretion in determining if Consultant has adequately corrected its failure to comply with the above.

If Consultant's breach of Contract has not been cured within seven (7) days after notice to stop Work from the City, then City may terminate this Contract, at its discretion.

D. City Liability Relating to Potential Delays: If a public health emergency is declared, the City will not be responsible for any delays related to the sequence of operations or any expenses or losses incurred as a result of any delays. Any delays related to a public health emergency will be excusable but will not be compensable.

21. FORCE MAJEURE: Neither Party to this Contract shall be liable to the other for any failure or delay of performance of any obligation under this Contract to the extent the failure or delay is caused by acts of God, public health emergencies, epidemics, acts of the public enemy, acts of superior governmental authority, weather conditions, riots, rebellion, sabotage, or any other circumstances for which it is not responsible, or which is not under its control ("Force Majeure"). To assert Force Majeure, the nonperforming party must prove that a) it made all reasonable efforts to remove, eliminate, or minimize the cause of delay or damage, b) diligently pursued performance of its obligations, c) substantially fulfilled all obligations that could be fulfilled, and d) timely notified the other part of the likelihood or actual occurrence of a Force Majeure event. If any such causes for delay are of such magnitude as to prevent the complete performance of the Contract within two (2) years of the originally scheduled completion date, either Party may by written notice request to amend or terminate the Contract. The suspension of any obligations under this section shall not cause the term of this Contract to be extended and shall not affect any rights accrued under this Contract prior to the occurrence of the Force Majeure. The Party giving notice of the Force Majeure shall also give notice of its cessation.

22. PAYMENT FOR EXTRA WORK, ADDITIONAL SERVICES OR CHANGES: The City may, in writing, and without invalidating the Contract, require changes resulting from revision or abandonment of work already performed by the Consultant or changes in the scope of work.

The value of such changes, to the extent not reflected in other payments to the Consultant, shall be incorporated in an amendment and be determined by mutual agreement. Any adjustments of this nature shall be executed under the appropriate fee established in the Contract, based on the adjusted quantity of work.

No changes for which additional fee payment is claimed shall be made unless pursuant to a written order from the City, and no claim for payment shall be valid unless so ordered.

The Consultant agrees to maintain complete and accurate records, in a form satisfactory to the City for all time devoted directly to same by Consultant employees. The City reserves the right to audit the records of the Consultant related to any extra work or additional services. Any such services rendered shall be subject, in all other respects, to the terms of the Contract. When changes are so ordered, no additional work shall be performed

by the Consultant until a Contract amendment has been fully executed, unless written notice to proceed is issued by the City. Any claim for extension of time that may be necessitated as a result of extra work or additional services and changes shall be given consideration and evaluated insofar as it directly relates to the change.

23. FAILURE TO COMPLY WITH TIME SCHEDULE: If the City is dissatisfied because of slow progress or incompetence in the performance of the Work in accordance with the schedule for completion of the various aspects of construction, the City shall give the Consultant written notice in which the City shall specify in detail the cause of dissatisfaction. Should the Consultant fail or refuse to remedy the matters complained of within five days after the written notice is received by the Consultant, the City shall have the right to take control of the Work and either make good the deficiencies of the Consultant itself or direct the activities of the Consultant in doing so, employing such additional help as the City deems advisable. In such events, the City shall be entitled to collect from the Consultant any expenses in completing the Work. In addition, the City may withhold from the amount payable to the Consultant an amount approximately equal to any interest lost or charges incurred by the City for each calendar day that the Consultant is in default after the time of completion stipulated in the Contract Documents.

24. RETURN OF MATERIALS: Consultant agrees that at the expiration or termination of this Contract, it shall return to City all materials provided to it during its engagement on behalf of City.

25. ACCEPTANCE OF FINAL PAYMENT; RELEASE: Consultant's acceptance of the final payment shall be a release in full of all claims against the City or its agents arising out of or by reason of the Work. Any payment, however, final or otherwise, shall not release the Consultant or their sureties from any obligations under the Contract Documents or any performance or payment bond.

26. OWNERSHIP OF THE WORK: The Consultant agrees that the ownership of all studies, data sheets, survey notes, subsoil information, drawings, tracings, estimates, specifications, proposals, diagrams, calculations, EDM and other material prepared or collected by the Consultant, hereafter referred to as "instruments of professional service", shall become the property of the City as they are prepared and/or developed during execution of the Contract. The Consultant agrees to allow the City access to all "instruments of professional service" at any time. The Consultant shall not copyright any material originating under the Contract without prior written approval of the City. No publications or publicity of the work, in part or in total, shall be made without the express written agreement of the City, except that Consultant may in general terms use previously developed instruments of professional service to describe its abilities for a project in promotional materials.

27. PROPRIETARY RIGHTS: The Parties under the Contract hereby mutually agree that, if patentable discoveries or inventions should result from work performed by the Consultants under the Contract, all rights accruing from such discoveries or inventions shall be the sole property of the Consultant. The Consultant, however, agrees to and does hereby grant to the City an irrevocable, nonexclusive, non-transferable, and royalty-free license to the manufacture, use, and disposition of any discovery or invention that may be developed as a part of the Work under the Contract.

28. PUBLIC RECORDS: The Consultant understands that any and all records related to and acquired by the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act and that the determination of how those records must be handled is solely within the purview of City. The Consultant shall identify all records that it considers to be trade secrets as that term is defined by subsection 317(c)(9) of the

Vermont Public Records Act and shall also identify all other records it considers to be exempt under the Act. It is not sufficient to merely state generally that the record is proprietary or a trade secret or is otherwise exempt. Particular records, pages or section which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

29. **RECORDS RETENTION AND ACCESS:** The Consultant agrees to retain, in its files, and to produce to the City—within the time periods requested—all books, documents, Electronic Data Media (EDM), accounting records, and other records produced or acquired by the Consultant in the performance of this Contract which are related to the City, at any time during this Contract and for a period of at least three (3) years after its completion or termination. In addition, if any audit, claim, or litigation is commenced before the expiration of that three (3) year period, the records shall be retained until all related audits, claims, or litigation are resolved. The Consultant further agrees that the City shall have access to all the above information for the purpose of review and audit during the Contract period and anytime within the aforementioned retention period. Copies of all of the above referenced information shall be provided to the City, if requested, in the format in which the records were obtained, created, or maintained, such that their original use and purpose can be achieved. Consultant, sub-consultants, or their representatives performing work related to the Contract, are responsible to ensure that all data and information created or stored on EDM is secure and can be duplicated and used if the EDM mechanism is subjected to power outage, obsolescence, or damage.

30. **CONTRACT DISPUTES:** In the event of a dispute between the parties to this Contract each party will continue to perform its obligations unless the Contract is terminated in accordance with these terms.

31. **SETTLEMENTS OF MISUNDERSTANDINGS:** Neither Party shall file any litigation arising from this Contract without first attempting in good faith to resolve the Parties' dispute through negotiated settlement or mediation; provided, however, that any applicable statute of limitations shall toll during any period in which the Parties are actively and mutually engaged in dispute resolution; and provided further that nothing herein shall prevent either Party from seeking emergency relief in appropriate circumstances from a court of competent jurisdiction.

32. **CITY'S OPTION TO TERMINATE:** The Contract may be terminated in accordance with the following provisions, which are not exclusive:

A. **Termination for Convenience:** At any time prior to completion of services specified under the Contract, the City may terminate the Contract for any reason by submitting written notice via certified or registered mail to the Consultant, not less than fifteen (15) days prior to the termination date, of its intention to do so. If the termination is for the City's convenience, payment to the Consultant will be made promptly for the amount of any fees earned to the date of the notice of termination and costs of materials obtained in preparation for Work but not yet installed or delivered, less any payments previously made. However, if a notice of termination is given to a Consultant prior to completion of twenty (20) percent of the estimated services, as set forth in the approved Work Schedule and Progress Report, the Consultant will be reimbursed for that portion of any reasonable and necessary expenses incurred to date of the notice of termination that are in excess of the amount earned under its approved fee to the date of said termination. Such requests for reimbursement shall be supported with factual data and shall be subject

to the City's approval. The Consultant shall make no claim for additional compensation against the City by reason of such termination.

B. Termination for Cause:

i. **Breach:** Consultant shall be in default if Consultant fails in any manner to fully perform and carry out each and all conditions of this Contract, including, but not limited to, Consultant's failure to begin or to prosecute the Work in a timely manner or to make progress as to endanger performance of this Contract; failure to supply a sufficient number of properly skilled employees or a sufficient quantity of materials of proper quality; failure to perform the Work unsatisfactorily as determined by the City; failure to neglect or refuse to remove materials; or in the event of a breach of warranty with respect to any materials, workmanship, or performance guaranty. Consultant will not be in default for any excusable delays as provided in Sections 19-21.

The City may give Consultant written notice of such default. If Consultant does not cure such default or provide a plan to cure such default which is acceptable to the City within the time permitted by the City, then the City may terminate this contract for cause.

ii. **Proceedings for Relief of Debtors:** If a federal or state proceeding for relief of debtors is undertaken by or against Consultant, or if Consultant makes an assignment for the benefit of creditors, then the City may immediately terminate this contract.

iii. **Dishonest Conduct:** If Consultant engages in any dishonest conduct related to the performance or administration of this Contract then the City may immediately terminate this contract.

iv. **Cover:** In the event the City terminates this contract as provided in this section, the City may procure, upon such terms and in such manner as the City may deem appropriate, services similar in scope and level of effort to those so terminated, and Consultant shall be liable to the City for all of its costs and damages, including, but not limited to, any excess costs for such services, interest, or other charges the City incurs to cover.

v. **Rights and Remedies Not Exclusive:** The rights and remedies of the City provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

33. GENERAL COMPLIANCE WITH LAWS: The Consultant and any subconsultant approved under this Contract shall comply with all applicable Federal, State and local laws, including but not limited to the Burlington Livable Wage Ordinance, the Non-Outsourcing Ordinance, and the Union-Deterrence Ordinance and shall provide the required certifications attesting to compliance with these ordinances (see attached ordinances and certifications).

Provisions of the Contract shall be interpreted and implemented in a manner consistent with each other and using procedures that will achieve the intent of both Parties. If, for any reason, a provision in the Contract is unenforceable or invalid, that provision shall be deemed severed from the Contract, and the remaining provisions shall be carried out with the same force and effect as if the severed provisions had never been a part of the Contract.

34. CIVIL RIGHTS AND EQUAL EMPLOYMENT OPPORTUNITY: During performance of the Contract, the Consultant will not discriminate against any employee or applicant for employment because of religious

affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status, or genetic information. Consultant, and any subconsultants, shall comply with any Federal, State, or local law, statute, regulation, Executive Order, or rule that applies to it or the services to be provided under this contract concerning equal employment, fair employment practices, affirmative action, or prohibitions on discrimination or harassment in employment.

35. CHILD SUPPORT PAYMENTS: By signing the Contract, the Consultant certifies, as of the date of signing the Contract, that the Consultant (a) is not under an obligation to pay child support; or (b) is under such an obligation and is in good standing with respect to that obligation; or (c) has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan. If the Consultant is a sole proprietorship, the Consultant's statement applies only to the proprietor. If the Consultant is a partnership, the Consultant's statement applies to all general partners with a permanent residence in Vermont. If the Consultant is a corporation, this provision does not apply.

36. TAX REQUIREMENTS: By signing the Contract, the Consultant certifies, as required by law under 32 VSA, Section 3113, that under the pains and penalties of perjury, that the Consultant is in good standing with respect to payment, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date of signature on the Contract.

37. NO GIFTS OR GRATUITIES: The Consultant shall not make any payment or gift or donation of substantial value to any elected official, officer, employee, or agent of the City during the term of this Contract.

38. ASSIGNMENT: Consultant shall not sublet or assign this Work, or any part of it, without the written consent of the City. If any subconsultant is approved, Consultant shall be responsible and liable for all acts or omissions of that subconsultant for any Work performed. If any subconsultant is approved, Consultant shall be responsible to ensure that the subconsultant is paid as agreed and that no lien is placed on any City property.

39. TRANSFERS, SUBLETTING, ETC: The Consultant shall not assign, sublet, or transfer any interest in the work, covered by this Contract, without prior written consent of the City, and further, if any sub-consultant participates in any work involving additional services, the estimated extent and cost of the contemplated work must receive prior written consent of the City. The approval or consent to assign or sublet any portion of the work, shall in no way relieve the Consultant of responsibility for the performance of that portion of the work so transferred. The form of the sub-consultant's contract shall be as developed by the Consultant and approved by the City. The Consultant shall ensure that insurance coverage exists for any operations to be performed by any sub-consultant as specified in the insurance requirements section of this Contract.

The services of the Consultant, to be performed under the Contract, shall not be transferred without written authorization of the City. Any authorized sub-contracts shall contain all of the same provisions contained in and attached to the original Contract with the City.

40. CONTINUING OBLIGATIONS: The Consultant agrees that if because of death, disability, or other occurrences, it becomes impossible to effectively perform its services in compliance with the Contract, neither the Consultant nor its surviving members shall be relieved of their obligations to complete the Contract unless the City agrees to terminate the Contract because it determines that the Consultant is unable to satisfactorily execute the Contract.

41. **INTERPRETATION & IMPLEMENTATION:** Provisions of the Contract shall be interpreted and implemented in a manner consistent with each other and using procedures that will achieve the intent of both Parties.

42. **ARM'S LENGTH:** This Contract has been negotiated at arm's length, and any ambiguity in any of its terms or provisions shall be interpreted in accordance with the intent of the parties and not against or in favor of either the City or Consultant.

43. **RELATIONSHIP:** The Consultant is an independent consultant and shall act in an independent capacity and not as officers or employees of the City. To that end, the Consultant shall determine the method, details, and means of performing the work, but will comply with all legal requirements in doing so. The Consultant shall provide its own tools, materials, or equipment. The Parties agree that neither the Consultant nor its principal(s) or employees are entitled to any employee benefits from the City. Consultant understands and agrees that it and its principal(s) or employees have no right to claim any benefits under the Burlington Employee Retirement System, the City's worker's compensation benefits, health insurance, dental insurance, life insurance, or any other employee benefit plan offered by the City. The Consultant agrees to execute any certifications or other documents and provide any certificates of insurance required by the City and understands that this Contract is conditioned on its doing so, if requested.

The Consultant understands and agrees that it is responsible for the payment of all taxes on the above sums and that the City will not withhold or pay for Social Security, Medicare, or other taxes or benefits or be responsible for any unemployment benefits.

44. **CHOICE OF LAW:** Vermont law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this Contract, notwithstanding conflicts of law principles. Any provision included or incorporated herein by reference which conflicts with said laws, rules, and regulations shall be null and void. Any provision rendered null and void by operation of this provision shall not invalidate the remainder of this Contract to the extent capable of execution.

45. **JURISDICTION:** All suits or actions related to this Contract shall be filed and proceedings held in the State of Vermont, notwithstanding any other law.

46. **BINDING EFFECT AND CONTINUITY:** This Contract shall be binding upon and shall inure to the benefit of the Parties, their respective heirs, successors, representatives, and assigns. If a dispute arises between the Parties, each Party will continue to perform its obligations under this Contract during the resolution of the dispute, until the Contract is terminated in accordance with its terms.

47. **SEVERABILITY:** The invalidity or unenforceability of any provision of this Contract, shall not affect the validity or enforceability of any other provision, which shall remain in full force and effect, provided that the Parties can continue to perform their obligations under this Contract in accordance with the intent of this Contract.

48. **ENTIRE CONTRACT & AGREEMENT:** This Contract constitutes the entire Contract, agreement, and understanding of the Parties with respect to the subject matter of this Contract.

Prior or contemporaneous additions, deletions, or other changes to this Contract shall not have any force or effect whatsoever, unless embodied herein.

49. APPENDICES: The City may attach to these conditions appendices containing various forms and typical sample sheets for guidance and assistance to the Consultant in the performance of the work. It is understood, however, that such forms and samples may be modified, altered, and augmented from time to time by the City as occasions may require. It is the responsibility of the Consultant to ensure that they have the latest versions applicable to the Contract.

50. NO THIRD PARTY BENEFICIARIES: This Contract does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Enforcement of this Contract and all rights and obligations hereunder are reserved solely to the Parties. Any services or benefits which third parties receive as a result of this Contract are incidental to this Contract, and do not create any rights for such third parties.

51. WAIVER: Notwithstanding the passage of time, a Party's failure or delay in exercising any right, power, or privilege under this Contract, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege.

Attachment C-1:
Insurance Indemnification

Insurance Indemnification

As used in this Exhibit, the term “Contractor” shall refer to the “Consultant”.

INSURANCE: Prior to beginning any work, the Contractor shall obtain the following insurance coverage from an insurance company registered and licensed to do business in the State of Vermont and having an A.M. Best insurance rating of at least A-, financial size category VII or greater (www.ambest.com). The certificate of insurance coverage shall be documented on forms acceptable to the City. Compliance with minimum limits and coverage, evidenced by a certificate of insurance showing policies and carriers that are acceptable to the City, must be received prior to the Effective Date of the Contract. If this Contract extends to more than one year, evidence of continuing coverage must be submitted to the City on an annual basis. Copies of any insurance policies may be required.

The Contractor is responsible to verify and confirm in writing to the City that: (i) all subcontractors must comply with the same insurance requirements as the Contractor; (ii) all work activities related to the Contract shall meet minimum coverage and limits; and (iii) all coverage shall include adequate protection for activities involving hazardous materials.

No warranty is made that the coverage and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor’s operations. These are solely minimums that have been developed and must be met to protect the interests of the City.

A. Commercial General Liability: With respect to all operations performed by the Contractor, subcontractors, agents or workers, it is the Contractor’s responsibility to ensure that commercial general liability insurance coverage, covering bodily injury and property damage, on an occurrence form, provides all major divisions of coverage including, but not limited to:

1. Premises Operations
2. Independent Contractors’ Protective
3. Products and Completed Operations
4. Personal Injury Liability
5. Medical Expenses

Coverage limits shall not be less than:

1. General Aggregate \$2,000,000
2. Products-Completed/Operations \$2,000,000
3. Personal & Advertising Injury \$1,000,000
4. Each Occurrence \$1,000,000

5. Damage to Rented Premises \$ 250,000

6. Med. Expense (Any one person) \$ 5,000

B. Workers' Compensation/Employer Liability: With respect to all operations performed, the Contractor shall carry workers' compensation insurance in accordance with the laws of the State of Vermont and ensure that all subcontractors carry the same workers' compensation insurance for all work performed by them under this contract. Minimum limits for Employer's Liability:

1. Bodily Injury by Accident: \$500,000 each accident

2. Bodily Injury by Disease: \$500,000 policy limit,

\$500,000 each employee

For contracts involving work of any kind or nature on Lake Champlain, Workers' Compensation/Employer's Liability policy shall include a Maritime Endorsement (USL&H).

C. Automobile Liability: The Contractor shall carry commercial automobile liability insurance covering all motor vehicles, including owned, non-owned and hired, used in connection with the Contract. Each policy shall provide coverage with a limit not less than: \$1,000,000 - Combined Single Limit for each occurrence.

D. Professional Liability/Errors & Omissions:

1. General: The Contractor shall carry appropriate professional liability insurance covering errors and omissions made during their performance of contractual duties with the following minimum limits:

(a) \$2,000,000 - Annual Aggregate/Policy Limit

(b) \$1,000,000 - Per Claim/Occurrence

2. Deductibles: The Contractor is responsible for any and all deductibles.

3. Coverage: The Contractor shall maintain continuous professional liability coverage for the period of the Contract and for a period of five years following substantial completion of construction.

E. Umbrella/Excess Liability:

1. \$1,000,000 Each Event Limit

2. \$3,000,000 General Aggregate Limit

3. Umbrella/Excess Liability is excess above Commercial General Liability, Automobile Liability, and Workers' Compensation/Employer Liability.

All policies shall be endorsed to provide the City thirty (30) days' notice of cancellation. Each policy (except workers compensation/employers' liability and errors & omissions/professional liability) shall be endorsed to name the City and its officers, employees, agents, successors, and assigns as additional insureds on a primary,

non-contributory basis. Each policy (except errors & omissions/professional liability) shall be endorsed to waive subrogation against the City.

INDEMNIFICATION:

A. Indemnification by Contractor: Except to the extent of the active negligence or willful misconduct of the City, or any of its boards, officers, agents, employees, assigns and successors in interest, the Contractor undertakes and agrees to defend, indemnify and hold harmless the City and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all suits and causes of action, claims, losses, penalties, liens, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by the City, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including the Contractor's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the negligent acts, errors, omissions or willful misconduct incident to the performance of this Contract by the Contractor or its subcontractors of any tier.

B. Notice of Claims & City's Right to Participate: If the City, its officers, agents, or employees are notified of any claims asserted against it to which this indemnification provision may apply, the City shall promptly thereafter notify the Contractor in writing that a claim to which the indemnification and defense provision may apply has been filed. The Contractor shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The City retains the right to participate, at its own expense, in the

defense of any claim, and to approve all proposed settlements of claims to which this provision applies.

C. City's Rights and Remedies: Rights and remedies available to the City under this provision are cumulative of those provided for elsewhere in this Contract and those allowed under the laws of the United States and the State of Vermont.

D. No Indemnification by City: Under no circumstance shall the City be obligated to indemnify the Contractor or any third party, nor shall the City be otherwise liable for expenses or reimbursement including attorney's fees, collection costs, or other costs of the Contractor or any third party.

Attachment C-2:
Federal Construction Requirements

Federal Aid Contract Requirements

This is a federal aid contract. The request for Proposals, Notice to Bidders, or other solicitation for this Contract may contain or incorporate by reference certain federal requirements, which are hereby incorporated by this reference as though fully set forth.

If this is a state-aid construction contract, unless otherwise indicated in, or modified by, any Contract Document, the 2024 VTrans Standard Specifications for Construction Contracts (or more current version) are incorporated herein by this reference as though fully set forth. In case of any conflict between the provisions thereof and the provisions of Attachment C-1 of this Contract regarding indemnification and defense, the more stringent requirements shall apply. The 2024 Standard Specifications are available here for reference purposes: <https://vtrans.vermont.gov/highway/construct-material/construct-services/pre-contractspecifications/vermont/2024>.

If this is a state-aid consultant contract, unless otherwise indicated in, or modified by, any Contract Document, the 2024 Vermont State Specifications for Contractor Services (or more current version) are incorporated herein by this reference as though fully set forth. In case of any conflict between the provisions thereof and the provisions of Attachment C-1 of this Contract regarding indemnification and defense, the more stringent requirements shall apply. The Standard Specifications are available here for reference purposes: [Municipal Assistance Bureau - Local Projects - DesignAndScopingConsultantProcurement](#)

If this is a federal-aid construction contract, applicable provisions of form FHWA-1273 are incorporated herein by this reference as though fully set forth. The current version of this form is available here for reference purposes: <https://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf>.

If this is a federal-aid construction contract, it shall be governed by the requirements of Section 70914 of the Build America, Buy America Act (BABAA), under Title IX of the Infrastructure Investment and Jobs Act, Pub. L. 177-58.

If this agreement is for professional services related to a project that is subject to the Build America, Buy America Act (BABAA) requirements under Title IX of the Infrastructure Investment and Jobs Act (“IIJA”), Pub. L. 177-58: While professional services are not subject to BABAA, the Consultant understands that they are responsible for ensuring that, absent a waiver by the appropriate federal agency, the City shall not approve for use in this project, any iron, steel, manufactured products, or construction materials unless such materials have been produced in the United States. The Consultant shall obtain all necessary compliance certificates for work that is within the Consultant’s scope of work. Failure to do so shall be a default under this agreement.

Guidance on complying with BABAA is outlined by the Office of Management and Budget’s Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure, April 18, 2022.

The Contractor or Consultant shall comply with all applicable federal, state, and local laws, including applicable provisions of 2 C.F.R. Part 200, and in particular applicable provisions of Appendix II to Part 200, available here for reference: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/appendix-Appendix%20II%20to%20Part%20200>.

The Contractor or Consultant shall not discriminate against any person in its use of the Grant based upon race, color, sex, gender (including pregnancy, general identity, or gender expression), sexual orientation, religion, national origin, ancestry or place of birth, mental or physical disability, age, or family status.

The Contractor or Consultant shall comply with the Equal Opportunity Clause set forth in 41 C.F.R. 60-1.4(b), available here for reference: [https://www.ecfr.gov/current/title-41/subtitle-B/chapter-60/part-60-1/subpart-A/section-60-1.4#p-60-1.4\(b\)](https://www.ecfr.gov/current/title-41/subtitle-B/chapter-60/part-60-1/subpart-A/section-60-1.4#p-60-1.4(b)).

Any requirement of any of the Contract Documents allowing City inspection or audit of any kind or nature relating to the Contract shall extend to any state or federal agency.

If this contract involves the procurement of telecommunications equipment or services, then the contract provisions referenced in Federal Acquisition Regulation 4.2105 are hereby incorporated into this Contract by reference as though fully set forth, and are available here for reference: https://www.acquisition.gov/far/4.2105#FAR_4_2105.

Attachment D:
Burlington Livable Wage Ordinance Certification

Certification of Agreement to Comply with the City of Burlington's Livable Wage Ordinance

I, _____ on behalf of _____ ("the Contractor"), in connection with a contract for _____ services to be provided to the City of Burlington ("the City"), hereby certify, under oath, that the Contractor (and any of its subcontractors or subgrantees under this contract) shall comply with the City's Livable Wage Ordinance ("LW O"), B.C.O. 21-80 et seq., and that:

- (1) The Contractor shall pay all "covered employees" as defined by the LWO (including covered employees of subcontractors or subgrantees) a livable wage (as determined, or adjusted, annually by the City's chief administrative officer), and shall provide required paid time off for the term of the contract (*or the duration of the contracted project*);
 - (a) Full-time employees are entitled to 12 days of paid time off per year; and
 - (b) Part-time employees are entitled to 12 days of paid time off per year on a prorated basis; (c) For a covered employer that provides employer assisted health care, the livable wage shall be at least \$17.96 per hour; and
 - (d) For a covered employer that does not provide employer assisted health care, the livable wage shall be at least \$19.15 per hour.
- (2) The Contractor shall post a notice regarding the applicability of the LWO in the workplace or in other locations where covered employees normally work, and where such notice can be readily seen;
- (3) Upon request of the City's chief administrative officer, the Contractor, for itself and, as applicable, for any of its subcontractors or subgrantees, shall provide payroll records, health insurance enrollment records, and other relevant documentation, as deemed necessary by the chief administrative officer, within ten (10) business days from receipt of the City's request;
- (4) The Contractor shall cooperate in any investigation conducted pursuant to the LWO by the City's designated accountability monitors or the City's Office of City Attorney & Corporate Counsel;
- (5) The Contractor shall not retaliate, nor allow any of its subcontractors or subgrantees to retaliate, against an employee or other person because such employee or person has exercised rights or is planning to exercise rights protected under the LW O, or has cooperated in an investigation conducted pursuant to the LWO;
- (6) The Contractor is required to insert in all subcontracts the requirements of the LWO. The

Contractor is liable for violations of the LWO committed by its covered subcontractors.

Date: _____ By: _____

Contractor, or its duly authorized agent

Subscribed and sworn to before me:

Date: _____

Notary Public

Attachment E:
Burlington Outsourcing Ordinance Certification

Certification of Compliance with the City of Burlington's Outsourcing Ordinance

I, _____, on behalf of _____

(Contractor) and in connection with the

_____ [p

roject], hereby certify under oath that (1) Contractor shall comply with the City of Burlington's Outsourcing Ordinance (Ordinance §§ 21-90 – 21-93); (2) as a condition of entering into this contract or grant, Contractor confirms that the services provided under the above-referenced contract will be performed in the United States or Canada.

Dated at _____, Vermont this ____ day of _____, 2018.

By: _____
Duly Authorized Agent

Subscribed and sworn to before me: _____
Notary

Attachment F:
Burlington Union Deterrence Ordinance Certification

**Certification of Compliance with the City of Burlington's
Union Deterrence Ordinance**

I, _____, on behalf of _____

(Contractor) and in connection with _____ (City

_____ contract/project/grant), hereby certify under oath that

(Contractor) has not advised the conduct of any illegal activity, and it does not currently, nor will it over the life of the contract advertise or provide union deterrence services in violation of the City's union deterrence ordinance.

Dated at _____, Vermont this ____ day of _____, 20__.

By: _____

Duly Authorized Agent

Attachment G:
Consultant's Certificate of Insurance & Endorsements

Attachment H:
Conflict of Interest Form

MUNICIPAL ASSISTANCE BUREAU
CONFLICT OF INTEREST DISCLOSURE FORM
FOR LOCALLY MANAGED PROJECTS

Name of Firm:

Project Name/Number:

Project Sponsor:

After reviewing the conflict of interest information in the VTrans Municipal Assistance Bureau Local Projects Guidebook, the 23 CFR §1.33 and 2 CFR §200.318, I have determined that no real or potential conflicts of interest have been identified for myself, any owner, partner or employee, with my firm or any of my sub-consulting firms providing services for the above local federal-aid project, including family members and personal interests of the above persons.

Signature of Consultant Representative in Responsible Charge

Signature of Municipal Representative in Responsible Charge (Signature of Municipal Representative only indicates receipt of this form)

Attachment I:
Debarment and Non-Collusion Form

MUNICIPAL ASSISTANCE BUREAU
CONSULTANT DEBARMENT AND NON-COLLUSION FORM
FOR LOCALLY MANAGED PROJECTS

Name of Firm:

Project Name/Number:

Project Sponsor:

I certify that neither I, my firm or its principals have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive consultant selection in connection with this proposal for the above local federal-aid project.

I certify that neither I, my firm or its principals are presently suspended, debarred, voluntarily excluded or determined ineligible by any Federal or State Agency; do not have a proposed suspension, debarment, voluntary exclusion or ineligibility determination pending; and have not been indicted, convicted, or had a civil judgement rendered against (it, him, her, them) by a court having jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

Signature of Consultant Representative in Responsible Charge

cc: Municipal Representative in Responsible Charge AOT Project Supervisor

Attachment J:
DOT Form 272-040 EF

Certification for Federal-Aid Contracts

The prospective participant certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is material representation of the fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts. which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Attachment K: Certification Regarding Lobbying

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influence or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions
- (3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization:

Street Address:

City, State, Zip:

CERTIFIED BY (type or print)

TITLE

SIGNATURE DATE

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

0348-0046

See reverse for public burden disclosure.)

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance		2. Status of Federal Action: aa. bid/offer/application b. initial award c. post-award		3. Report Type: a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: CI Prime SUBawardee Tier_____, if known : Con ressional District, if known: ^{4c}			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Con ressional District, if known:		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known :			9. Award Amount, if known :		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C, section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:					Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee. e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information
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collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information: Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Attachment L:
Contractor's EEO Certification Form (CA-109)

CONTRACTOR'S EEO CERTIFICATION FORM

Certification with regard to the Performance of Previous Contracts of Subcontracts subject to the Equal Opportunity Clause and the filing of Required Reports.

The bidder proposed subcontractor ☐ hereby certifies that he/she ☐ has not participated in a previous contract or subcontract subject ☐ has ☐ to the equal opportunity clause, as required by

Executive Orders 10925, 11114, or 11246 as amended, and that he/she has ☐, has not ☐, filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

Company

By

Title

NOTE: The above certification is required by the Equal Employment Opportunity regulations of the Secretary of Labor (41 CFR 60-1.7(b) (1)), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5 (Generally only contracts or subcontracts of \$101000 or under are exempt.) Currently, Standard Form 100 (EEO-I) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7 (b) (1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration, or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

Board of Finance and City Council Submission Checklist

Department: Business & Workforce Development Submitter: Kara Alnasrawi
 Title/Subject: BWD Construction and Weatherization Training Program

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	11/12/2024	Click or tap here to enter text.
Mayor's Office informed and approved memo	Yes	11/13/2024	Joe Magee
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Yes	11/12/2024	Hayley McClenahan
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	11/12/2024	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	11/12/2024	Click or tap here to enter text.
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Yes	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Yes	Board of Finance

Resolution Relating to

AUTHORIZATION TO ACCEPT U.S. DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT LEAD HAZARD
CONTROL AND HEALTHY HOMES GRANT

RESOLUTION_____

Sponsor(s): Bd. of Finance
Introduced: _____
Referred to: _____
Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Four.....

Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, childhood lead poisoning remains the number one environmental health threat affecting children, and asthma is the nation’s number one cause of school absences for elementary school children; and

WHEREAS, Vermont has the nation’s seventh oldest housing stock, and many Burlington homes and apartments still have deteriorated lead paint and other hazards posing a significant health threat to young children; and

WHEREAS, the Community & Economic Development Office (CEDO) was awarded the City’s first U.S Department of Housing and Urban Development (HUD) grant to launch the Burlington Lead Program (BLP) in October 2003 to reduce childhood lead poisoning and was successful in securing similar grants in 2007, 2011, 2014, 2017, and 2020; and

WHEREAS, at the end of the current HUD grant period the BLP will have made 722 homes lead safe; performed over 800 risk assessments/lead-based paint inspections; sponsored over 1,050 community education and outreach events; and trained over 4,100 property owners, contractors, and property managers about safe work practices and keeping their properties in lead-safe condition and compliant with the Vermont Lead Law; and

WHEREAS, at the end of the current HUD grant period the BLP will have addressed asthma triggers, moisture, and safety issues in over 200 housing units; and

WHEREAS, the City has received national recognition for its success in making homes safer, increasing testing rates among resident children, adopting an innovative lead safety ordinance, and for applying innovative outreach and education strategies; and

WHEREAS, CEDO developed a grant proposal for HUD’s Lead Hazard Control Grant Program that expanded the focus of the BLP into a broader “Healthy Homes” approach to address both lead and other health and safety hazards in the homes of low-income residents; and

WHEREAS, the application submitted on August 19, 2024 requested \$4,563,141 for Lead Hazard Control activities and \$529,000 for Healthy Homes activities; and

WHEREAS, on October 22, 2024 HUD notified CEDO that the City had been awarded \$4,301,890 for Lead Hazard Control activities and \$529,000 for Healthy Homes activities; and

WHEREAS, the Board of Finance at its meeting on November 18, 2024 approved execution of the Grant and Cooperative Agreement and the Assistance Award/Amendment;

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes Mayor Emma Mulvaney-Stanak to execute a Grant and Cooperative Agreement and an Assistance Award/Amendment for funding from the U.S. Department of Housing and Urban Development Lead Hazard Control Grant Program necessary to sustain and expand the focus of the Burlington Lead Program, subject to the prior review and approval of the City Attorney; and

BE IT FURTHER RESOLVED that the Mayor is also authorized to take such further actions and to execute such further instruments approved as to form by the City Attorney as may be necessary or convenient to effectuate the transactions contemplated hereby; and

BE IT FURTHER RESOLVED that if further funding comes available from the Lead Hazard Control Grant Program not requiring an additional local match or requiring a local match within the Mayor's approval authority under the Purchasing Policy, the Mayor shall be authorized to accept such funds and to execute an amendment to the Grant and Cooperative Agreement in connection with such additional funds, subject to the prior review and approval of the City Attorney and without further approval from the Board of Finance or City Council.

TR/Resolutions 2024/Authorization To Accept U.S. Department Of Housing And Urban Development Lead Hazard Control And Healthy Homes
Grant
11/6/24



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401
(802) 865-7144 • (802) 865-7024 (FAX)
www.burlingtonvt.gov/cedo

MEMORANDUM

TO: Board of Finance
City Council
Mayor Emma Mulvaney-Stanak

FROM: Brian Pine, Director, Community & Economic Development Office (CEDO)
Todd Rawlings, Assistant Director, Grants & Finance, CEDO
Margaret Williams, Burlington Lead Program Manager, Grants & Finance, CEDO

CC: Erik Ramakrishnan, Assistant City Attorney, City Attorney's Office

DATE: November 18, 2024

RE: U.S. Department of Housing and Urban Development 2024 Lead Hazard Control and Healthy Homes Grant VTLHD0531-24

Summary

CEDO is requesting that the Board of Finance and City Council approve the resolution to accept an approximately \$4,830,890 Lead Hazard Control and Healthy Homes (LHCHH) grant from the U.S. Department of Housing and Urban Development (HUD). The City applied for this grant on August 19, 2024 and received notification of the award on October 22, 2024. CEDO is proposing to execute this grant by December 15, 2024.

Background

Lead-based paint was banned for residential use in the United States in 1978. Due to their developing bodies and brains, children under six years old are the group most impacted by lead. Children exposed to lead can have developmental delays, brain and kidney damage, impaired cognitive function, and life-long health issues. Exposure to lead has been linked to increased high school dropout rates and criminal activity later in life. According to the Dartmouth Center for Evaluative Sciences 2006 report "The Cost of Lead Poisoning in Vermont" submitted to the Vermont Attorney General's Office, Vermont families and taxpayers conservatively lose \$80 million per year in lost future wages as well as in additional special education and health care costs. The City of Burlington has a high percentage of extremely old housing stock with over 10,000 units built before 1978 and which may contain lead-based paint hazards. Further, given the age of Burlington's housing stock, a significant number of homes have life-safety, moisture, and indoor air quality issues which can be corrected with Healthy Homes interventions.

Overview

The 2024 HUD award will be the City's 7th such grant and consists of approximately \$4,301,890 for costs associated with Lead Hazard Control activities and approximately \$529,000 for costs associated with addressing Healthy Homes issues within 96 low-income housing units in Burlington and Winooski. The grant will also utilize over \$786,552 of community match and in-kind services. Housed at CEDO, the Burlington Lead Program (BLP) has to date, made over 720 units lead safe for current and future occupants, tested and assessed over 900 units for the presence of lead-

based paint and hazards, held over 1,000 community events and trained over 4,000 people in lead-safe work practices. The BLP has also addressed asthma triggers, moisture, and safety issues in over 200 housing units.

The 2024 HUD LHCHH grant performance period will be four years after the grant agreement is executed. This program shall use existing CEDO staff and shall not require the creation of any new positions.

CEDO is thrilled to once again bring this important funding to the City. This award, the result of a very competitive process, is a testament to over 20 years successfully delivering this critical public health, direct service program to the residents of Burlington and Winooski. CEDO wishes to thank the Clerk/Treasurer's Office staff, particularly Katherine Schad and Nicole Losch, for their support of this grant application.

Requested Actions:

Board of Finance Motion:

Authorize the Mayor to accept the grant and recommend that the City Council waive the reading of the proposed resolution authorizing the Mayor to accept the Lead Hazard Control and Health Homes Grant, and take other actions in connection therewith, and to approve the resolution.

City Council Motion

Waive the reading of the proposed resolution authorizing the Mayor to accept the Lead Hazard Control and Health Homes Grant, and take other actions in connection therewith, and to approve the resolution.



EQUAL HOUSING OPPORTUNITY

Board of Finance and City Council Submission Checklist

Department: CEDO Submitter: Todd Rawlings
Title/Subject: U.S. Department of Housing and Urban Development 2024 Lead Hazard Control and Healthy Homes Grant VTLHD0531-24

	Approval:	Meeting Date:
☐	Board of Finance	
☐	City Council	
☒	Concurrent	11/18/2024

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	11/5/2024	
Mayor's Office informed and approved memo	Yes	11/5/2024	
Board/Commission, if required	N/A		
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A		
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	11/5/2024	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	11/5/2024	
Human Resources, if personnel action -Identify HR Manager in note	N/A		
CIO, if an IT-related investment/purchase	N/A		

Materials Included

	Included?	Note
Final Memo Attached?	Yes	
Contract Attached, if applicable?	N/A	
Additional Materials, if necessary	N/A	
Draft Resolution or Motion?	Yes	To be sent by City Attorney's Office
If for submission to Council, are sponsors identified?	Yes	Board of Finance



MEMORANDUM

To: Burlington City Council
Burlington Board of Finance

From: Darren Springer, General Manager
Tim Clancy, Human Resources Manager

Date: November 18, 2024

Subject: Position Updates

Through this memorandum, Burlington Electric Department (BED) respectfully requests that the Board of Finance and City Council approve the following position changes:

1. **Update the minimum of the pay range for the Director of Generation Operations**, a Regular, Full-time, Exempt, Non-Union, Grade M30 position, from (\$122,335.62-\$189,728.45) to (\$138,501.77-\$189,728.45).
2. **Update the minimum of the pay range for the Director of Generation Engineering & Maintenance**, a Regular, Full-time, Exempt, Non-Union, Grade M30 position, from (\$122,335.62-\$189,728.45) to (\$138,501.77-\$189,728.45).
3. **Convert the existing Supervisor of Plant Maintenance**, a Regular, Full-time, Exempt, Non-Union, Grade NS7 (\$73,082.26 -\$119,805.30) position, to a Working Crew Leader Generation Maintenance, a Regular, Full-time, Non-Exempt, Union, Grade F22 (\$68,681.97-\$112,593.55) position. The Working Crew Leader Generation Maintenance position will report to the Director of Generation Engineering & Maintenance.
4. **Update the tiering levels, titles, classifications, and job descriptions for the Electrician 1st Class Production**, a Regular, Full-time, Non-Exempt, Union position to: Electrician Lead Worker Generation, Grade F20 (\$64,916.80-\$106,421.12); Electrician I – Generation, Grade 13 (\$61,280.34-\$100,459.42); Electrician II – Generation, Grade 11 (\$55,282.66-\$90,627.26); and Electrician III – Generation, Grade 9 (\$52,440.54-\$85,499.23).
5. **Update the tiering levels, titles, classifications, and job descriptions for the Engineering Production Technician**, a Regular, Full-time, Non-

Burlington Electric Department
585 Pine Street Burlington, VT 05401
burlingtonelectric.com

Phone 802.658.0300

- Exempt, Union position, to: Generation Technician I, Grade F20 (\$64,916.80-\$106,421.12); Generation Technician II, Grade 13 (\$61,280.34-\$100,459.42); and Generation Technician III, Grade 10 (\$53,423.34-\$87,579.23).
6. **Update the tiering levels, titles, classifications, and job descriptions for the Power Production Technician**, a Regular, Full-time, Non-Exempt, Union position, to: Hydro Generation Technician I, Grade F20 (\$64,916.80-\$106,421.12); Hydro Generation Technician II, Grade 13 (\$61,280.34-\$100,459.42); and Hydro Generation Technician III, Grade 10 (\$53,423.34-\$87,579.23).
 7. **Update the tiering levels, titles, classifications, and job descriptions for the Mechanic 1st Class**, a Regular, Full-time, Non-Exempt, Union position, to: Mechanic I, Grade 12 (\$58,719.65-\$96,261.78); Mechanic II, Grade 11 (\$55,282.66-\$90,627.26); and Mechanic III, Grade 9 (\$52,440.54-\$85,499.23).
 8. **Create tiered job descriptions for the Generation Generalist**, a Regular, Full-time, Non-Exempt, Union position, to allow employees to progress from Generation Generalist II, Grade 5 (\$46,196.59-\$75,732.18) to Generation Generalist I, Grade 7 (\$48,546.58-\$79,584.54).
 9. **Convert the existing Sr. Innovation Project Specialist/Customer Care Representative**, a Regular, Full-Time, Non-Exempt, Union, Grade 9 or 11 (depending on tiered level) position, to a Resource Planner position, a Regular, Full-time, Non-Exempt or Exempt (depending on tiered level), Union, Grade 8, A4, or A6 (depending on tiered level) position reporting to the Director of Policy & Planning.

Position Updates Rationale

BED submits the position updates in this memo to accomplish several key objectives, including adjustments to generation tiered positions, restructuring the management of the generation area (following the retirement of the Supervisor of Plant Maintenance) to flatten the organizational structure and add needed capacity in generation maintenance, and adding capacity in the policy & planning area. The proposed tiering adjustments for the generation maintenance positions are designed to improve the likelihood of recruiting qualified candidates to fill critical vacancies and allow present and future employees to advance to a higher-level position based on additional experience, training, professional development, continuing education, and/or professional licensure.

The Director of Generation Operations position has been vacant since July 26, 2024, and has been posted several times. BED has experienced challenges in recruiting for this position. In consultation with HR, BED is proposing changing the position pay grade M30 to (\$138,501.77-\$189,728.45) to improve the likelihood of recruiting qualified candidates to fill this critical role. There is no impact adjustment in pay for this vacant position in FY25 as a result of this change.

For the Director of Generation Engineering and Maintenance position, we are also recommending changing the position pay grade M30 to (\$138,501.77-\$189,728.45) so

the position will be equitable to the Director of Generation Operations. There is no adjustment in pay for the incumbent as a result of this change.

The vacant Supervisor of Plant Maintenance position would be converted to a Working Crew Leader Generation Maintenance position reporting to the Director of Generation Engineering & Maintenance. This position would provide BED with needed capacity and experience on the generation maintenance team and a backup person for the Winooski One Hydro Power Operator Level 2 duties.

The proposed 1st Class Electrician Production tiered position change creates a four-level progression for this position to allow employees to progress from entry level with less professional experience (Electrician III-Generation), to associate level with a Journeyman Electrician license (Electrician II-Generation), to mid-level with additional experience and a Journeyman Electrician license (Electrician I-Generation), to master level with additional experience and a Master Electrician license (Electrician Lead Worker Generation). The current Electrician 1st Class A employee will be placed in the Electrician I-Generation position.

The proposed Engineering Production Technician tiered position change creates a three-level progression for this position to allow employees to progress from associate level with less professional experience (Generation Technician III), to mid-level with some experience (Generation Technician II), to master level with additional experience and certification in Instrumentation Technician/equivalent certification (Generation Technician I). The current Senior Engineering Technician in the Non-Exempt, Regular, Full-time, Union position, pay Grade 12 (\$49,251.49-\$80,739.98) will be placed in the Generation Technician II position.

The proposed Power Production Technician tiered position change creates a three-level progression for this position to allow employees to progress from associate level with less professional experience (Hydro Generation Technician III), to mid-level with some experience (Hydro Generation Technician II), to master level with additional experience and certification in Instrumentation Technician/equivalent certification (Hydro Generation Technician I). The current Power Production Technician in the Non-Exempt, Regular, Full-time, Union position, pay Grade 12 (\$49,251.49-\$80,739.98) will be placed in the Hydro Generation Technician II position.

The proposed Mechanic 1st Class tiered position change creates a three-level progression for this position to allow employees to progress from associate level with less professional experience (Mechanic III), to mid-level with some experience (Mechanic II), to master level with additional experience and certification in Industrial Maintenance Mechanic/equivalent certification (Mechanic I). There is no adjustment in pay for the incumbent in FY25 as a result of this change.

The Generation Generalist position change creates a two-tiered progression for this position to allow employees to progress from associate level with limited professional experience (Generation Generalist II), to mid-level with some experience (Generation Generalist I). There is no adjustment in pay for the incumbents in FY25 as a result of this change.

The currently vacant Sr. Innovation Project Specialist/Customer Care Representative position would be converted to a Resource Planner position reporting to the Director of Policy & Planning. This position would provide BED with additional capacity to support critical functions including long-term resource planning and energy and REC market interactions, as well as innovative programs to advance Burlington's Net Zero Energy goal, including dynamic rate design and development, demand response/flexible load management, and distributed energy resource management.

We have conferred with the IBEW Union Stewards and Business Manager on all union position changes, and they support the changes without objection.

Overall Financial Impact

The FY25 financial impact on BED will be net positive as shown in Appendix C. This is due to the savings from the vacant Electrician 1st Class A Production and Director of Generation Operations positions. Future budget impacts will depend on the size and frequency of any cost of living or merit increases that may be granted to new hires.

We will attend the November 18, 2024 Board of Finance and City Council meetings to answer any questions or provide additional information. BED's 2023-2024 Strategic Direction is attached as Appendix A. The current organizational chart and proposed changes thereto are attached as Appendices B1 and B2, respectively. The job description changes are attached in Appendices D-I2 as noted below.

Board of Finance & City Council Motions

1. Board of Finance: To approve and recommend approval to the City Council for the following:
 - Update the minimum of the pay range for the Director of Generation Operations, a Regular, Full-time, Exempt, Non-Union, Grade M30 position, from (\$122,335.62-\$189,728.45) to (\$138,501.77-\$189,728.45).
 - Update the minimum of the pay range for the Director of Generation Engineering & Maintenance, a Regular, Full-time, Exempt, Non-Union, Grade M30 position, from (\$122,335.62-\$189,728.45) to (\$138,501.77-\$189,728.45).
 - Convert the existing Supervisor of Plant Maintenance, a Regular, Full-time, Exempt, Non-Union, Grade NS7 (\$73,082.26 -\$119,805.30) position, to a Working Crew Leader Generation Maintenance position, a Regular, Full-time, Non-Exempt, Union, Grade F22 (\$68,681.97-\$112,593.55) position. The Working Crew Leader Generation Maintenance position will report to the Director of Generation Engineering & Maintenance.
 - Update the tiering levels, titles, classifications, and job descriptions for the Electrician Production , a Regular, Full-time, Non-Exempt, Union position, to: Electrician Lead Worker Generation, Grade F20 (\$64,916.80-\$106,421.12); Electrician I – Generation, Grade 13 (\$61,280.34-\$100,459.4240); Electrician II – Generation, Grade 11 (\$55,282.66-\$90,627.26); and Electrician III – Generation, Grade 9 (\$52,440.54-\$85,499.23).

- Update the tiering levels, titles, classifications, and job descriptions for the Engineering Production Technician, a Regular, Full-time, Non-Exempt, Union position, to: Generation Technician I, Grade F20 (\$64,916.80-\$106,421.12); Generation Technician II, Grade 13 (\$61,280.34-\$100,459.42); and Generation Technician III, Grade 10 (\$53,423.34-\$87,579.23).
 - Update the tiering levels, titles, classifications, and job descriptions for the Power Production Technician, a Regular, Full-time, Non-Exempt, Union position, to: Hydro Generation Technician I, Grade F20 (\$64,916.80-\$106,421.12); Hydro Generation Technician II, Grade 13 (\$61,280.34-\$100,459.42); and Hydro Generation Technician III, Grade 10 (\$53,423.34-\$87,579.23).
 - Update the tiering levels, titles, classifications, and job descriptions for the Mechanic 1st Class, a Regular, Full-time, Non-Exempt, Union position, to: Mechanic I, Grade 12 (\$58,719.65-\$96,261.78); Mechanic II, Grade 11 (\$55,282.66-\$90,627.26); and Mechanic III, Grade 9 (\$52,440.54-\$85,499.23).
 - Create tiered job descriptions for the Generation Generalist, a Regular, Full-time, Non-Exempt, Union position, to allow employees to progress from Generation Generalist II, Grade 5 (\$46,196.59-\$75,732.18) to Generation Generalist I, Grade 7 (\$48,546.58-\$79,584.54).
 - Convert the existing Sr. Innovation Project Specialist/Customer Care Representative, a Regular, Full-Time, Non-Exempt, Union, Grade 9 or 11 (depending on tiered level) position, to a Resource Planner position, a Regular, Full-time, Non-Exempt or Exempt (depending on tiered level), Union, Grade 8, A4, or A6 (depending on tiered level) position reporting to the Director of Policy & Planning.
2. City Council: To approve the following:
- Update the minimum of the pay range for the Director of Generation Operations, a Regular, Full-time, Exempt, Non-Union, Grade M30 position, from (\$122,335.62-\$189,728.45) to (\$138,501.77-\$189,728.45).
 - Update the minimum of the pay range for the Director of Generation Engineering & Maintenance, a Regular, Full-time, Exempt, Non-Union, Grade M30 position, from (\$122,335.62-\$189,728.45) to (\$138,501.77-\$189,728.45).
 - Convert the existing Supervisor of Plant Maintenance, a Regular, Full-time, Exempt, Non-Union, Grade NS7 (\$73,082.26-\$119,805.30) position, to a Working Crew Leader Generation Maintenance position, a Regular, Full-time, Non-Exempt, Union, Grade F22 (\$68,681.97-\$112,593.55) position. The Working Crew Leader Generation Maintenance position will report to the Director of Generation Engineering & Maintenance.
 - Update the tiering levels, titles, classifications, and job descriptions for the Electrician Production, a Regular, Full-time, Non-Exempt, Union position, to: Electrician Lead Worker Generation, Grade F20 (\$64,916.80-\$106,421.12); Electrician I – Generation, Grade 13 (\$61,280.34-\$100,459.4240); Electrician II – Generation, Grade 11 (\$55,282.66-\$90,627.26); and Electrician III – Generation, Grade 9 (\$52,440.54-\$85,499.23).

- Update the tiering levels, titles, classifications, and job descriptions for the Engineering Production Technician, a Regular, Full-time, Non-Exempt, Union position, to: Generation Technician I, Grade F20 (\$64,916.80-\$106,421.12); Generation Technician II, Grade 13 (\$61,280.34-\$100,459.42); and Generation Technician III, Grade 10 (\$53,423.34-\$87,579.23).
- Update the tiering levels, titles, classifications, and job descriptions for the Power Production Technician, a Regular, Full-time, Non-Exempt, Union position, to: Hydro Generation Technician I, Grade F20 (\$64,916.80-\$106,421.12); Hydro Generation Technician II, Grade 13 (\$61,280.34-\$100,459.42); and Hydro Generation Technician III, Grade 10 (\$53,423.34-\$87,579.23).
- Update the tiering levels, titles, classifications, and job descriptions for the Mechanic 1st Class, a Regular, Full-time, Non-Exempt, Union position, to: Mechanic I, Grade 12 (\$58,719.65-\$96,261.78); Mechanic II, Grade 11 (\$55,282.66-\$90,627.26); and Mechanic III, Grade 9 (\$52,440.54-\$85,499.23).
- Create tiered job descriptions for the Generation Generalist, a Regular, Full-time, Non-Exempt, Union position, to allow employees to progress from Generation Generalist II, Grade 5 (\$46,196.59-\$75,732.18) to Generation Generalist I, Grade 7 (\$48,546.58-\$79,584.54).
- Convert the existing Sr. Innovation Project Specialist/Customer Care Representative, a Regular, Full-Time, Non-Exempt, Union, Grade 9 or 11 (depending on tiered level) position, to a Resource Planner position, a Regular, Full-time, Non-Exempt or Exempt (depending on tiered level), Union, Grade 8, A4, or A6 (depending on tiered level) position reporting to the Director of Policy & Planning.

Thank you for your consideration.



MISSION

To serve the energy needs of our customers in a safe, reliable, affordable, sustainable, and socially responsible manner.

VALUES

Safety, Reliability,
Community, Innovation

VISION

Make Burlington a Net Zero Energy city by eliminating fossil fuel usage across the electric, thermal, and ground transportation sectors by strategically electrifying, managing demand, realizing efficiency gains, and expanding local renewable generation while increasing system resilience.

STRATEGIC OBJECTIVES

Engage Customers and Community

Focus on customer first-call resolution to provide exceptional customer care

Increase education and engagement with customers on our Net Zero Energy vision through all communications channels, with a focus on web and social media and video

Ensure programs and services are equitable and fully accessible to all, so all Burlingtonians including people whose primary language is not English and low-to-moderate income, rental, Black, Indigenous, and People of Color (BIPOC), immigrant, and refugee populations can benefit from Net Zero Energy initiatives

Evolve traditional energy efficiency programs to complement strategic electrification efforts, to drive deeper greenhouse gas emissions reductions, help manage peak demand, and improve community resilience and environmental health

Proactively seek customer input, with the help of existing and strategic community partners, and incorporate their input into program design

Strengthen Reliability

Maintain five-year Distribution System and Generation construction plans to accommodate potential load increases due to the Net Zero Energy goals, and design and construct projects to continue to improve safety, reliability, and efficiency

Continue to follow maintenance plans for McNeil Generating Station, Winooski One Hydro, Gas Turbine, and the Distribution System

Take steps to ensure reliable operations through staff succession planning

Ensure consistent fuel supply availability at McNeil based on annual operational strategy and procurement procedures

Implement Outage Management System (OMS) and grid analytics to improve response to system outages, system reliability, and efficiency

Provide website and other educational tools so that customers can evaluate both cost and greenhouse gas emission reduction outcomes from heat pumps, electric vehicles, and other electrification technologies relative to current fuel sources

Invest in Our People, Processes, and Technology

Attract, develop, and retain a diverse workforce with the knowledge, skills, and ability to support BED's Net Zero vision and strategic objectives

Develop a culture of integrity, safety, inclusion, innovation, teamwork, cyber-awareness and continuous learning and improvement

Continually improve internal processes to design and deliver innovative programs and services, maximize operational efficiency and effectiveness, and optimize use of data to inform decision-making

Plan and invest in the technology infrastructure necessary to support BED's mission, vision, and strategic priorities, including multi-year replacement of core business systems

Lead by example in reducing vehicle miles traveled through remote work flexibility, support for multi-modal transportation and carsharing partners, and supporting bicycling (both conventional and e-bikes) through employee programs

Innovate to Reach Net Zero Energy

Advance district energy, battery storage projects, and local renewable energy production including customer-owned and community-based projects

Improve and expand automated demand response capability, with focus on EV charging and thermal, and implement appropriate end-use technologies to manage loads

Advance additional dynamic and creative rates to achieve Net Zero Energy goal

Continue to track and report to the community on progress toward the Net Zero Energy Roadmap goal

Provide clean and affordable transportation fuel through renewable electricity, and invest in and encourage use of the necessary infrastructure to serve customers across all modes of transportation, including electric bikes, electric vehicles, and electric transit buses

Actively participate in City policy processes aimed at reducing greenhouse gas emissions in the ground transportation and building sectors

Build and maximize use of partnerships that provide unique value and

Manage Budget and Risks Responsibly

Create financially responsible and sustainable budgets that balance the need for stable rates, investment in core infrastructure, and strong credit rating factors

Develop and maintain a sustainable debt financing plan for Net Zero Energy to support electrification while mitigating upward rate pressure

Strengthen internal policies and procedures to ensure timely and diligent compliance with risk, safety, financial, environmental, and other legal and regulatory standards

Efficiently and effectively manage procurement of goods and services

Strengthen cybersecurity by investing in advanced technologies, improving threat response processes, and providing continuous staff training to protect our infrastructure and customer data opportunities to make progress toward Net Zero Energy at a more rapid pace and greater scale

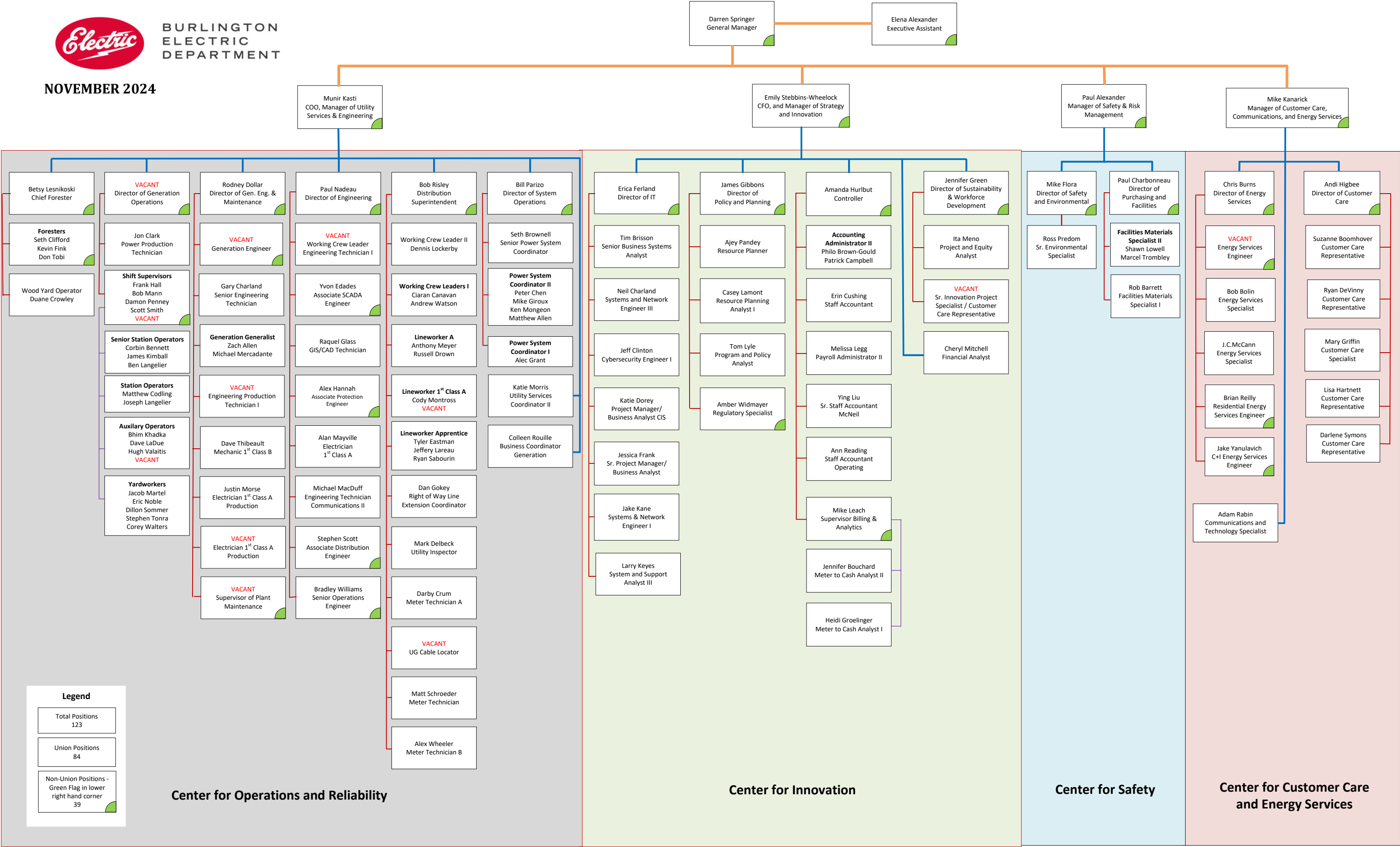
Maintain and invest in quality facilities and use them to pilot and showcase new technologies that advance Net Zero Energy

APPENDIX B1



BURLINGTON
ELECTRIC
DEPARTMENT

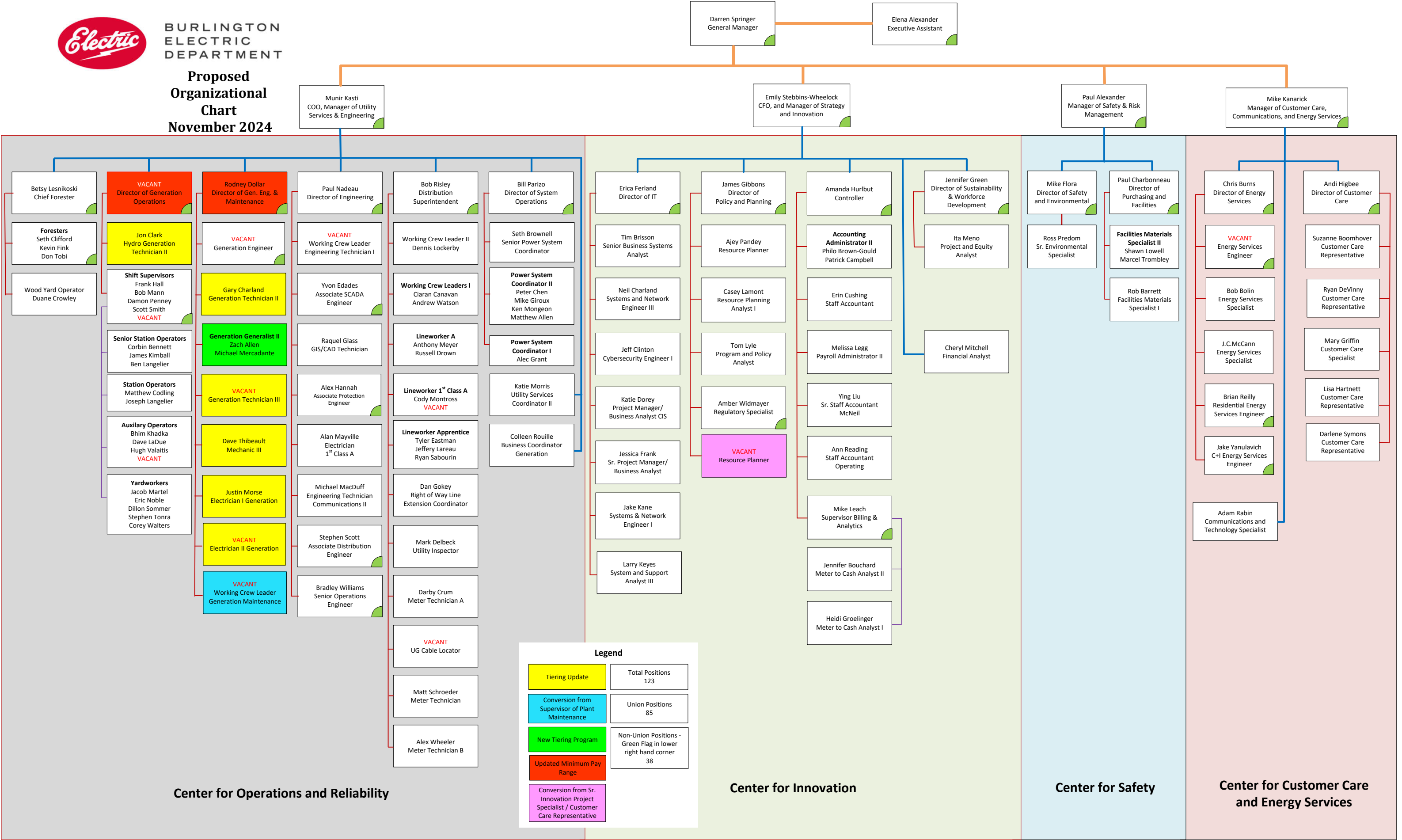
NOVEMBER 2024





BURLINGTON
ELECTRIC
DEPARTMENT

Proposed
Organizational
Chart
November 2024



Ref.#	Change	Area	Current Title	New Title	Current Report	New Report	Filled/Vacant	Current Grade	Current Range	New Grade	New Range	FY25 Budget	FY25 Forecast	Varriance to FY25 Budget, incl Labor Overhead	Employees	Total Difference	BED Cost Allocation	BED FY25 Portion
1	Update tiering, titles & job descriptions	Generation	Electrician 1st Class A - Production	Electrician I - Generation	Supervisor of Plant Maintenance	Director of Generation Engineering and Maintenance	Filled	11	\$55,282.65-\$90,627.26	13	\$61,280.34-\$100,459.42	\$90,627.26	\$93,522	\$3,994	1	\$3,994	50%	\$1,997
1a	Update tiering, titles & job descriptions	Generation	Electrician 1st Class A - Production	Electrician II - Generation	Supervisor of Plant Maintenance	Director of Generation Engineering and Maintenance	Vacant	11	\$55,282.65-\$90,627.26	11	\$55,282.65-\$90,627.26	\$90,627.26	\$90,627	\$0	1	\$0	50%	\$0
2	Update tiering, titles & job descriptions	Generation	Senior Engineering Technician	Generation Technician II	Supervisor of Plant Maintenance	Director of Generation Engineering and Maintenance	Filled	12	\$58,719.65-\$96,261.78	13	\$61,280.34-\$100,459.42	\$96,261.78	\$98,710	\$3,379	1	\$3,379	50%	\$1,690
2a	Update tiering, titles & job descriptions	Generation	Engineering Production Technician I	Generation Technician III	Supervisor of Plant Maintenance	Director of Generation Engineering and Maintenance	Vacant	11	\$55,282.65-\$90,627.26	10	\$53,423.34-\$87,579.23	\$90,627.26	\$87,579	-\$4,206	1	-\$4,206	50%	-\$2,103
3	Update tiering, titles & job descriptions	Generation	Power Production Technician	Hydro Generation Technician II	Supervisor of Plant Maintenance	Director of Generation Engineering and Maintenance	Filled	12	\$58,719.65-\$96,261.78	13	\$61,280.34-\$100,459.42	\$96,261.78	\$98,710	\$3,379	1	\$3,379	50%	\$1,690
4	Update tiering, titles & job descriptions	Generation	Mechanic 1st Class B	Mechanic III	Supervisor of Plant Maintenance	Director of Generation Engineering and Maintenance	Filled	9	\$52440.54-\$85,499.23	9	\$52440.54-\$85,499.23	\$76,068.00	\$76,068	\$0	1	\$0	50%	\$0
5	Update tiering, titles & job descriptions	Generation	Generation Generalist	Generation Generalist II	Supervisor of Plant Maintenance	Director of Generation Engineering and Maintenance	Filled	5	\$46,196.59-\$75,732.18	5	\$46,196.59-\$75,732.18	\$75,732.18	\$75,732	\$0	2	\$0	50%	\$0
6	Convert position	Generation	Supervisor of Plant Maintenance	Working Crew Leader Generation Maintenance	Director of Generation Engineering and Maintenance	Director of Generation Engineering and Maintenance	Vacant	NS7	\$73,082.26-\$119,805.30	F22	\$68,681.97-\$112,593.55	\$21,118	\$21,118	\$0	1	\$0	50%	\$0
7	Adjust Minimum Pay Range	Generation	Director of Generation Engineering and Maintenance	Director of Generation Engineering and Maintenance	Manager of Utility Services and Engineering	Manager of Utility Services and Engineering	Filled	M30	\$122,335.62-\$189,728.45	M30	\$138,501.77-\$189,728.45	\$187,843.00	\$187,843	\$0	1	\$0	55%	\$0
8	Adjust Minimum Pay Range	Generation	Director of Generation Operations	Director of Generation Operations	Manager of Utility Services and Engineering	Manager of Utility Services and Engineering	Vacant	M30	\$122,335.62-\$189,728.45	M30	\$138,501.77-\$189,728.45	\$177,253.00	\$94,074	-\$114,787	1	-\$114,787	65%	-\$74,612
9	Convert position	Policy & Planning	Innovation Specialist & Customer Care Rep	Resource Planner I, II, III	Director of Sustainability & Workforce Development	Director of Policy & Planning	Vacant	9/11	\$55,282.58-\$90,627.24 (grade 11)	8/A4/A6	\$76,721.67-\$125,773.03 (grade A6)	\$14,672.00	\$14,672	\$0	1	\$0	100%	\$0
Total Cost (Savings)																		-\$71,339

APPENDIX D

Working Crew Leader Generation Maintenance
Page 1 of 5

City of Burlington Job Description

Position Title: Working Crew Leader Generation Maintenance
Department: Burlington Electric Department
Reports to: Director of Generation Engineering & Maintenance
Pay Grade: F22 **Job Code:**
Exempt/Non-Exempt: Non-Exempt **Union:** IBEW

General Purpose:

This position is responsible for coordinating, leading, implementing, and reporting on all maintenance activities for all BED generating assets.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Under the direction of the Director of Generation Engineering & Maintenance, schedules and coordinates all work for the generation maintenance team.
- Leads the generation maintenance team in the installation, troubleshooting, maintenance and repair activities.
- Develops a daily work list for BED’s generation maintenance staff.
- Performs equipment inspections and preventive maintenance functions in cooperation with other Generation personnel.
- Conducts routine inspections of generating equipment.
- Maintains all appropriate records for equipment maintenance and machinery.
- Assists turbine representatives and Generation personnel during outages for repair and troubleshooting issues.
- Works closely with the generation engineer, and generation operation and maintenance personnel to determine problems and resolve them with minimum impact on operations.
- Works closely with the generation personnel to design, purchase, and install plant modifications or upgrades.

- Performs safety and procedure checks when work is being performed by outside contractors on maintenance or repairs.
- Responsible for work close out procedures relating to repairs/projects performed by contractors.
- Identifies training needs, assists with the development of a training program for generation maintenance personnel, and train employees as needed.
- Responsible for making sure generation maintenance staff conducts daily tailboard meeting forms for tasks they perform.
- Participates on BED Generation Safety Committee as required.
- Performs safety and procedure checks when work is being performed by employees on maintenance or repairs.
- Assists in preparation of specifications for proposed new equipment. Assists in evaluation of proposals, review design drawings, calculations, and make recommendations.
- Works with Purchasing Department to establish reorder levels to ensure adequate and cost-effective inventory levels.
- Contacts vendors regarding tools, spare parts, and supplies to maintain inventory in support of maintenance activities.
- Prepares purchase requisitions in accordance with purchasing policies and procedures.
- Provides technical instructions and operational recommendations to generation personnel. This includes, but not limited to, annual station overhauls, special projects, etc.
- Responsible for work close out procedures relating to repairs/projects performed by the generation maintenance staff.
- Instructs generation personnel on plant operating systems, use of technical manuals, station operating system software, and technical repairs.
- Learns and performs BED Winooski One Hydroelectric Operator Level 1 and Level 2 qualified duties.
- Learns and performs BED's Gas Turbine Operator L1 and L2 qualified duties.
- Performs the Gas Turbine on call responsibility on a rotating basis by responding to after hour callouts to qualify the Gas Turbine to participate in the ISO-New England Forward Reserve Market ("FRM").
- Assists the Director of Generation Engineering & Maintenance with developing 5-year maintenance and capital plans.

Non-Essential Job Functions:

- Operates heavy equipment including forklift, lift platform and small bucket truck as needed.
- Gives technical tours to general public as required.
- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Must possess an associate degree in engineering or completion of a two-year engineering technical program.
- Five years of experience in power generation operations and maintenance is required, including at least one (1) year of leadership experience.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Must have an Industrial Maintenance Mechanic (IMM) certification, Certified Instrumentation Technician (CIT), a California Water Environment Association (CWEA) Grade II Mechanical Technologist Certification, Master Electricians license, or certificate in boiler/turbine operation or completed at least two (2) college courses in engineering, plant operation, and plant maintenance.
- Ability to obtain and maintain a Certified Utility Safety Professional (CUSP) Power Generation Endorsement certification within two (2) years of date of hire.
- Must have knowledge of the fundamentals of pipefitting, electrical, and mechanical trades.
- Ability to perform complex mathematical calculations is required.
- Ability to understand Generation systems with the insight of interacting components and how those components can affect interrelating systems.
- Must be able to read and understands engineering drawings, wire circuit drawings, control schematics, P&IDs, diagrams, and loop sheets.
- Ability to operate in a Windows based operating environment using word-processing, spreadsheets, emails, and database software required.
- Ability to work with the generation control systems and software is required.
- Ability to obtain and maintain a valid Vermont State Driver's License within three months of date of hire.
- Must have demonstrated abilities in effective leadership, communication, and creation of environments in which employees feel supported, motivated, and highly productive.
- Must have the ability to interact harmoniously with coworkers.
- Ability to work overtime as needed consistent with provisions of the BED/IBEW Collective Bargaining Agreement.
- Ability to participate in various training such as confined space, CPR, First Aid, etc.
- Must pass pulmonary function test.
- Must be in good physical condition.
- Ability to adhere to safety procedures and guidelines, work in confined spaces and elevated areas, and work around energized high voltage equipment as required.
- Must wear proper safety equipment, including, but not limited to: work boots, high voltage rubber gloves, safety glasses, hard hats, respirators, hearing protection devices, and safety harnesses.

- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity, and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

☒ seeing	☒ ability to move	☒ lifting (occasionally
☒ color perception	distances within and	with assistance)
(red, green, amber)	between	100 pounds
☒ hearing/listening	warehouses/offices	☒ carrying (specify)
☒ clear speech	☒ climbing	50 pounds
☒ touching	☒ ability to mount and	☒ driving (local/over
☒ dexterity	dismount	the road)
☒ hand	forklift/truck	☒ analysis
☒ finger	☒ pushing/pulling	/comprehension
☐ reading - basic	☐ math skills – basic	☒ judgment/decision
☒ reading - complex	☒ math skills –	making
☐ writing - basic	complex	☒ pressurized
☒ writing - complex	☒ clerical	equipment
☐ shift work	☒ outside	☒ moving objects
☒ works alone	☒ extreme heat	☒ high places
☒ works with others	☒ extreme cold	☒ fumes/odors
☒ verbal contact	☒ noise	☒ hazardous materials
w/others	☒ mechanical	☒ dirt/dust
☒ face-to-face contact	equipment	
☒ inside	☒ electrical equipment	

Supervision:

Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created 10/29/2024

APPENDIX E1

Electrician ~~1st-Class-A~~ Lead Worker - ~~Production~~Generation
Page 1 of 5

City of Burlington Job Description

Position Title: Electrician ~~1st-Class-A~~ Lead Worker - ~~Production~~ Generation
Department: Burlington Electric Department – McNeil Generating Station
Reports to: ~~Supervisor of Plant~~ Director of Generation Engineering & Maintenance
Pay Grade: ~~13 F20~~ _ **Job Code:** 750
Exempt/Non-Exempt: Non-Exempt **Union:** IBEW

General Purpose: This position is responsible for maintaining and testing all existing electrical and electronic equipment including Programmable Logic Controllers (PLCs) and associated equipment in at BED’s generating facilities. In addition, this position is responsible for installing new equipment as directed.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Directs, schedules, and performs maintenance on electrical equipment including preventative maintenance checks at BED’s generating facilities.
- Install, repair, and program all electrical equipment at the plant including high voltage components of the electrostatic precipitator, transformer rectifiers, control adjustments, DC components, supply voltage, breakers, control circuits and electronics, rappers, controls, hopper heaters, level probes and grounds and data and voice communication equipment.
- Maintain, modify, wire, design, and program the programmable logic controllers (PLCs) at BED’s generating facilities.
- Maintains and installs new wiring of any BED generating facility control system, including control panels, CRT, and process computers, etc.
- Install, repair and/or maintain electrical and electronic equipment associated with the high-pressure boiler, turbine, generator, fuel handling, lighting, fire alarm, security, and communications at BED’s generating facilities.
- Perform electrical maintenance on security/surveillance system including closed circuit TV system.
- Performs maintenance on all BED generating facility station heating, ventilating, and air

conditioning systems.

- Operate and maintain various turbines (i.e., jet engines, gas expander turbines, hydro turbines, etc.)
- Perform the Gas Turbine (GT) on call responsibility on a rotating basis by responding to after hour callouts to qualify the GT to participate in the ISO-New England Forward Reserve Market (“FRM”).
- Maintain analog boiler control system.
- Responsible for maintenance, switching and grounding of 13,800-volt electrical equipment within McNeil Generation as required including associated protective devices and breakers.
- Perform manual and remote operation of 35KV equipment at McNeil Generating Station.
- Maintain and modify electrical distribution systems for the production facilities including voltages of 13,800 VAC, 4160 VAC, 480 VAC, 220 VAC, 110 VAC, 125 VDC and lower.
- Perform electrical testing such as meggering, Hipot testing, ground fault testing, emergency lighting, uninterruptible power supply and 125 VDC batteries, and miscellaneous testing on 13.8 KV, 4.16 KV switchgear, high voltage splicing and wire terminations.
- Perform electrical maintenance on station trucks and loaders.
- Contact vendor on equipment related problems or modification.
- Assist Technicians with maintenance and modifications to components of plant instrumentation.
- Perform electrical preventative maintenance checks and maintain equipment records and drawings.
- Participate in the development and implementation of BED’s Electrician Apprentice Program and train new electrician employees. Daily supervision of the Apprentice Electrician and responsibility for his/her on-the-job training and record keeping of such. This position will be held accountable for the Apprentice Training.
- Performs safety inspection and record keeping on all electrical tools.
- Maintains records on electrical equipment, PMS, motors, etc.
- Rebuilds small motors.
- Maintains 125 VDC control and emergency power system.
- ~~Interprets engineering drawings on old and new wiring and P~~roduces as-built drawings of any electrical changes at the station.
- Provides instruction to employees and electrical contractors on electrical equipment at BED’s generating facilities, including but not limited to, annual overhauls, special projects, etc.
- Assists Director of Generation Engineering and Maintenance with planning electrical maintenance required during annual overhauls.
- Assists Director of Generation Engineering and Maintenance with 5 year capital budget and planning.
- Participates in staff meetings to plan for electrical work.

Non-Essential Job Functions:

- Operate heavy equipment including forklift, lift platform and small bucket truck.
- Unload railcars as needed.
- Clean assigned areas as directed
- Perform other duties as required.

Qualifications/Basic Job Requirements:

- ~~Associate degree in Electrical Engineering or related field or certification of completion of a two-year electrical/electronic technical program and a minimum of four years' experience required.~~
- ~~Additional years of experience may be substituted for a degree requirement on a two-for-one-year basis.~~
- A high school diploma or equivalent and a minimum of nine years' experience as a licensed electrician required.
- Satisfactory completion of a recognized apprentice electrician's program required.
- Must possess a Vermont Master Electricians license.
- Must have experience with electronics and programmable logic controllers.
- Must have knowledge of analog and digital circuitry systems.
- Required to possess a valid State of Vermont driver's license.
- Must have the ability to interact harmoniously with co-workers.
- Must be in good physical condition.
- Ability to adhere to safety procedures and guidelines, work in confined spaces, work around energized high voltage equipment, and wear appropriate safety equipment as required.
- Must be able to read and understand engineering drawings, electrical schematic diagrams, and wire circuit drawings.
- Basic computer competency in word processing, spreadsheet and email is required.
- Must have the ability to diagnose, trouble shoot, and fix equipment as needed.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work overtime as needed consistent with the provisions of the BED/IBEW Collective Bargaining Agreement.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

☒ seeing	☒ ability to move distances	☒ lifting (occasionally with assistance)
☒ color perception (red, green, amber)	within and between warehouses/offices	100 pounds
☒ hearing/listening	☒ climbing	☒ carrying 50 pounds
☒ clear speech	☒ ability to mount and dismount forklift/truck	☒ driving (local/over the road)
☒ touching	☒ pushing/pulling	
☒ dexterity		
☒ hand		
☒ finger		
☐ reading - basic	☒ math skills - basic	☒ analysis/comprehension
☒ reading - complex	☐ math skills - complex	☒ judgment/decision making
☒ writing - basic	☒ clerical	
☐ writing - complex		
☐ shift work	☒ outside	☒ pressurized equipment
☒ works alone	☒ extreme heat	☒ moving objects
☒ works with others	☒ extreme cold	☒ high places
☒ verbal contact w/others	☒ noise	☒ fumes/odors
☒ face-to-face contact	☒ mechanical equipment	☒ hazardous materials
☒ inside	☒ electrical equipment	☒ dirt/dust

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(Revised Oct. 2002; Sent to Union 1/29/03; final 2/12/03)

(Revised 12/2007; reclass 01/08/08; sent to union 01/17/08; final 02/04/08)

Electrician ~~1st Class A~~ Lead Worker - ~~Production~~Generation
Page 5 of 5

(Revised 4/20/2017 and reclassified 04/19/2017)

(Revised 11/2017); Revised 8/12/2020; Revised 03/2021; Revised 8/26/22; Revised 12/8/22.

Revised 7/1/2024; Revised 10/31/24.

APPENDIX E2

Electrician I — ~~Generation~~ Production
Page 1 of 4

City of Burlington Job Description

Position Title: Electrician I — ~~Production~~ Generation
Department: Burlington Electric Department – McNeil Generating Station
Reports to: ~~Supervisor~~ Director of ~~Plant~~ Generation Engineering and Maintenance
Pay Grade: 13 **Job Code:**
Exempt/Non-Exempt: Non-Exempt **Union:** IBEW

General Purpose: To install maintain, troubleshoot, repair, and test all electrical and electronic apparatus including Programmable Logic Controllers (PLCs) and associated equipment at BED's Generating facilities.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Install, repair, and program all electrical equipment at the plant including high voltage components of the electrostatic precipitator, transformer rectifiers, control adjustments, DC components, supply voltage, breakers, control circuits and electronics, rappers, controls, hopper heaters, level probes and grounds and data and voice communication equipment.
- Maintain, modify, wire, design, and program the programmable logic controllers (PLCs) ~~for the motor control systems and burner management at BED's generating facilities.~~
- Maintains and installs new wiring of any BED generating facility control system, including control panels, CRT, and process computers, etc.
- Install, repair and/or maintain electrical and electronic equipment associated with the high-pressure boiler, turbine, generator, fuel handling, lighting, fire alarm, security, and communications at BED's generating facilities.
- Perform electrical maintenance on security/surveillance system including closed circuit TV system.
- Performs maintenance on all BED generating facility station heating, ventilating, and air conditioning systems.
- Operate and maintain various turbines (i.e., jet engines, gas expander turbines, hydro turbines, etc.).
- Perform the Gas Turbine (GT) on call responsibility on a rotating basis by responding to after

hour callouts to qualify the GT to participate in the ISO-New England Forward Reserve Market (“FRM”).

- Maintain analog boiler control system.
- Performing switching and grounding of 13.8 KV electrical equipment within McNeil Generation as required.
- Perform manual and remote operation of 35KV equipment at McNeil Generating Station.
- ~~Install, repair and/or maintain electrical and electronic equipment associated with the high-pressure boiler, turbine, generator, fuel handling, lighting, fire alarm, security, and communications.~~
- Maintain and modify electrical distribution systems for the production facilities including voltages of 13,800 VAC, 4160 VAC, 480 VAC, 220 VAC, 110 VAC, 125 VDC and lower.
- Perform electrical testing such as meggaring, Hipot testing and safety testing on electric tools, ground faults, emergency lighting, uninterruptable power supply and 125 VDC batteries.
- Perform electrical maintenance on station trucks and loaders.
- Contact vendor on equipment related problems.
- Assist Technicians with maintenance and modifications to components of plant instrumentation.
- Perform electrical preventative maintenance checks and maintain equipment records and drawings.
- Train new electrician employees as required.
- Performs safety inspection and record keeping on all electrical tools.
- Maintains records on electrical equipment, PMS, motors, etc.
- Rebuilds small motors.
- Maintains 125 VDC control and emergency power system.
- Produces as-built drawings of any electrical changes at the station.
- Assists Director of Generation Engineering and Maintenance with planning electrical work required during annual overhauls.

Non-Essential Functions:

- Operate heavy equipment including forklift, lift platform and small bucket truck.
- Unload railcars as needed.
- Clean assigned areas as directed.
- Perform other duties as required.

Qualifications/Basic Job Requirements:

- A high school diploma or equivalent and a minimum of ~~two~~ four years’ experience as a licensed electrician required.

- Satisfactory completion of a recognized apprentice electrician’s program required.
- Must possess a State of Vermont Journeyman Electricians license.
- ~~Must have experience with electronics and programmable logic controllers.~~
- Required to possess a valid State of Vermont driver’s license.
- Must have the ability to interact harmoniously with co-workers.
- Must be in good physical condition.
- Ability to adhere to safety procedures and guidelines, work in confined spaces, work around energized high voltage equipment, and wear appropriate safety equipment as required.
- Must be able to read and understand engineering drawings, electrical schematic diagrams, and wire circuit drawings.
- Basic knowledge of computers and PC based applications.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work overtime as needed consistent with the provisions of the BED/IBEW Collective Bargaining Agreement.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

☒ seeing	☒ ability to move distances	☒ lifting (occasionally with assistance)
☒ color perception (red, green, amber)	within and between warehouses/offices	100 pounds
☒ hearing/listening	☒ climbing	☒ carrying 50 pounds
☒ clear speech	☒ ability to mount and dismount forklift/truck	☒ driving (local/over the road)
☒ touching	☒ pushing/pulling	
☒ dexterity		
☒ hand		
☒ finger		
☐ reading - basic	☒ math skills - basic	☒ analysis/comprehension
☒ reading - complex	☐ math skills - complex	☒ judgment/decision making
☒ writing - basic	☒ clerical	

☐ writing - complex		
☐ shift work	☒ outside	☒ pressurized equipment
☒ works alone	☒ extreme heat	☒ moving objects
☒ works with others	☒ extreme cold	☒ high places
☒ verbal contact w/others	☒ noise	☒ fumes/odors
☒ face-to-face contact	☒ mechanical equipment	☒ hazardous materials
☒ inside	☒ electrical equipment	☒ dirt/dust

Supervision:

Directly Supervises: 0 Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created 10/24/24

City of Burlington Job Description

Position Title: Electrician ~~1st-Class-A II~~ – Production Generation
Department: Burlington Electric Department – McNeil Generating Station
Reports to: ~~Supervisor~~ Director of ~~Plant~~ Generation Engineering and Maintenance
Pay Grade: 11 **Job Code:**
Exempt/Non-Exempt: Non-Exempt **Union:** IBEW

General Purpose: To install maintain, troubleshoot, repair, and test all electrical and electronic apparatus including Programmable Logic Controllers (PLCs) and associated equipment at BED's Generating facilities.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Install, repair, and program all electrical equipment at the plant including high voltage components of the electrostatic precipitator, transformer rectifiers, control adjustments, DC components, supply voltage, breakers, control circuits and electronics, rappers, controls, hopper heaters, level probes and grounds and data and voice communication equipment.
- Learn to maintain, modify, wire, and program the programmable logic controllers (PLCs) at BED's generating facilities for the motor control systems and burner management.
- Maintains and installs new wiring of any BED generating facility control system, including control panels, CRT, and process computers, etc.
- Install, repair and/or maintain electrical and electronic equipment associated with the high-pressure boiler, turbine, generator, fuel handling, lighting, fire alarm, security, and communications at BED's generating facilities.
- Perform electrical maintenance on security/surveillance system including closed circuit TV system.
- Performs maintenance on all BED generating facility station heating, ventilating, and air conditioning systems.
- Operate and maintain various turbines (i.e., jet engines, gas expander turbines, hydro turbines, etc.).
- Perform the Gas Turbine (GT) on call responsibility on a rotating basis by responding to after

hour callouts to qualify the GT to participate in the ISO-New England Forward Reserve Market (“FRM”).

- Maintain analog boiler control system.
- Performing switching and grounding of 13.8 KV electrical equipment within McNeil Generation as required.
- Perform manual and remote operation of 35KV equipment at McNeil Generating Station.
- ~~Install, repair and/or maintain electrical and electronic equipment associated with the high-pressure boiler, turbine, generator, fuel handling, lighting, fire alarm, security, and communications.~~
- Maintain and modify electrical distribution systems for the production facilities including voltages of 13,800 VAC, 4160 VAC, 480 VAC, 220 VAC, 110 VAC, 125 VDC and lower.
- Perform electrical testing such as meggaring, Hipot testing and safety testing on electric tools, ground faults, emergency lighting, uninterruptable power supply and 125 VDC batteries.
- Perform electrical maintenance on station trucks and loaders.
- Contact vendor on equipment related problems.
- Assist Technicians with maintenance and modifications to components of plant instrumentation.
- Perform electrical preventative maintenance checks and maintain equipment records and drawings.
- Train new electrician employees as required.
- Performs safety inspection and record keeping on all electrical tools.
- Maintains records on electrical equipment, PMS, motors, etc.
- Rebuilds small motors.
- Maintains 125 VDC control and emergency power system.
- Produces as-built drawings of any electrical changes at the station.

Non-Essential Functions:

- Operate heavy equipment including forklift, lift platform and small bucket truck.
- Unload railcars as needed.
- Clean assigned areas as directed.
- Perform other duties as required.

Qualifications/Basic Job Requirements:

- A high school diploma or equivalent ~~and a minimum of two years’ experience required.~~
- Satisfactory completion of a recognized apprentice electrician’s program required.
- Must possess a State of Vermont Journeyman Electricians license.

- ~~Must have experience with electronics and programmable logic controllers.~~
- Required to possess a valid State of Vermont driver's license.
- Must have the ability to interact harmoniously with co-workers.
- Must be in good physical condition.
- Ability to adhere to safety procedures and guidelines, work in confined spaces, work around energized high voltage equipment, and wear appropriate safety equipment as required.
- Must be able to read and understand engineering drawings, electrical schematic diagrams, and wire circuit drawings.
- Basic knowledge of computers and PC based applications.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work overtime as needed consistent with the provisions of the BED/IBEW Collective Bargaining Agreement.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

☒ seeing	☒ ability to move distances	☒ lifting (occasionally with assistance)
☒ color perception (red, green, amber)	within and between warehouses/offices	100 pounds
☒ hearing/listening	☒ climbing	☒ carrying 50 pounds
☒ clear speech	☒ ability to mount and dismount forklift/truck	☒ driving (local/over the road)
☒ touching	☒ pushing/pulling	
☒ dexterity		
☒ hand		
☒ finger		
☐ reading - basic	☒ math skills - basic	☒ analysis/comprehension
☒ reading - complex	☐ math skills - complex	☒ judgment/decision making
☒ writing - basic	☒ clerical	
☐ writing - complex		
☐ shift work	☒ outside	☒ pressurized equipment

☒ works alone	☒ extreme heat	☒ moving objects
☒ works with others	☒ extreme cold	☒ high places
☒ verbal contact w/others	☒ noise	☒ fumes/odors
☒ face-to-face contact	☒ mechanical equipment	☒ hazardous materials
☒ inside	☒ electrical equipment	☒ dirt/dust

Supervision:

Directly Supervises: 0 Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(Revised 11/2017) (Revised 8/12/2020; Revised 03/2021); Revised 8/26/22: Revised 12/8/22;
Revised 10/24/24.:

Electrician ~~1st-Class-B III -- Production Generation~~
Page 1 of 4

City of Burlington Job Description

Position Title: Electrician ~~1st-Class-B III- Generation Production~~
Department: Burlington Electric Department – McNeil Generating Station
Reports to: Supervisor of Plant Maintenance
Pay Grade: 9 **Job Code:**
Exempt/Non-Exempt: Non-Exempt **Union:** IBEW

General Purpose: To install maintain, troubleshoot, repair and test under supervision all electrical and electronic apparatus ~~including Programmable Logic Controllers (PLCs) and~~ associated equipment at BED's Generating facilities.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- ~~Assist in the Install~~ installing and repair all electrical equipment at the plant including high voltage components of the electrostatic precipitator, transformer rectifiers, control adjustments, DC components, supply voltage, breakers, control circuits and electronics, rappers, controls, hopper heaters, level probes and grounds and data and voice communication equipment.
- ~~Assist in Maintain~~ maintaining and ~~modify~~ modifying the programmable logic controllers (PLCs) at BED's generating facilities.
- ~~Assist in Install~~ installing new wiring ~~of at~~ any BED generating facility control system, including control panels, CRT, and process computers, etc.
- ~~Assist in Install~~ installing, repairing and/or maintaining electrical and electronic equipment associated with the high-pressure boiler, turbine, generator, fuel handling, lighting, fire alarm, security, and communications.
- Maintain analog boiler control system.
- Learn and operate/maintain various turbines (i.e., jet engines, gas expander turbines, hydro turbines, etc.).
- ~~Once qualified, P~~perform the Gas Turbine (GT) on call responsibility on a rotating basis by responding to after hour callouts to qualify the GT to participate in the ISO-New England

Forward Reserve Market (“FRM”).

- ~~Assist in M~~aintain~~ing~~ and ~~modify~~ing electrical distribution systems for the production facilities including voltages of 13,800 VAC, 4160 VAC, 480 VAC, 220 VAC, 110 VAC, 125 VDC and lower.
- ~~Learn and p~~erform~~ing~~ switching and grounding of 13.8KV electrical equipment within McNeil generation as required.
- ~~Learn and P~~erform manual and remote operation of 35KV equipment at McNeil Generating Station.
- Perform electrical testing such as meggaring, Hipot testing and safety testing on electric tools, ground faults, emergency lighting, uninterruptable power supply and 125 VDC batteries.
- Perform electrical maintenance on station trucks and loaders.
- Assist Technicians with maintenance and modifications to components of plant instrumentation.
- Perform electrical preventative maintenance checks and maintain equipment records and drawings.

Non-Essential Functions:

- Operate heavy equipment including forklift, lift platform and small bucket truck.
- Unload railcars as needed.
- Clean assigned areas as directed.
- Perform other duties as required.

Qualifications/Basic Job Requirements:

- A high school diploma or equivalent required.
- Enrolled in or completed a recognized apprentice electrician’s program required.
- Must ~~possess or~~ obtain a State of Vermont Journeyman Electricians license within five years from date of hire.
- ~~Must have experience with electronics and programmable logic controllers.~~
- Required to possess a valid State of Vermont driver’s license.
- Must have the ability to interact harmoniously with co-workers.
- Must be in good physical condition.
- Ability to adhere to safety procedures and guidelines, work in confined spaces, work around energized high voltage equipment, and wear appropriate safety equipment as required.
- Must be able to read and understand engineering drawings, electrical schematic diagrams, and wire circuit drawings.
- Basic knowledge of computers and PC based applications.

- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work overtime as needed consistent with the provisions of the BED/IBEW Collective Bargaining Agreement.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

☒ seeing	☒ ability to move distances	☒ lifting (occasionally with assistance)
☒ color perception (red, green, amber)	within and between warehouses/offices	100 pounds
☒ hearing/listening	☒ climbing	☒ carrying 50 pounds
☒ clear speech	☒ ability to mount and dismount forklift/truck	☒ driving (local/over the road)
☒ touching	☒ pushing/pulling	
☒ dexterity		
☒ hand		
☒ finger		
☐ reading - basic	☒ math skills - basic	☒ analysis/comprehension
☒ reading - complex	☐ math skills - complex	☒ judgment/decision making
☒ writing - basic	☒ clerical	
☐ writing - complex		
☐ shift work	☒ outside	☒ pressurized equipment
☒ works alone	☒ extreme heat	☒ moving objects
☒ works with others	☒ extreme cold	☒ high places
☒ verbal contact w/others	☒ noise	☒ fumes/odors
☒ face-to-face contact	☒ mechanical equipment	☒ hazardous materials
☒ inside	☒ electrical equipment	☒ dirt/dust

Supervision:

Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(Created 11/2017); (Revised 8/12/2020) (Revised 03/2021); Revised 8/26/22; Revised 12/8/22;
Revised 10/24/24

City of Burlington Job Description

Position Title: ~~Engineering Production~~ Generation Technician II

Department: Burlington Electric Department ~~McNeil Generating Station~~

Reports to: ~~Supervisor of Plant~~ Director of Generation Engineering & Maintenance

Pay Grade: ~~13~~ F20 **Job Code:**

Exempt/Non-Exempt: Non-Exempt **Union:** IBEW

General Purpose:

This position is responsible for servicing and maintaining all process control devices at all BED Generating Assets. This position is also responsible for the overall operational duties of the Winooski One Hydro Station.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Maintain, calibrate, and repair all process control devices at all BED Generating Assets, including but not limited to: control temperature transmitters and indicators, positioners, transducers, controllers, and recorders, as well as many hydraulic, pneumatic, digital, and analog control systems.
- Conduct routine inspections and tests of operating instruments and controls.
- Maintain all appropriate records for control equipment.
- Maintain documentation established by manufacturers, owners and/or government agencies on instrumentation.
- Maintain all meters and tools used for instrument calibration in accordance with the National Bureau of Standards specifications.
- Contact vendors regarding tools, spare parts, and supplies to maintain inventory in support of instrumentation.
- Maintain and test on a regular basis the metering systems to meet quality control standards.
- Work closely with operating and maintenance personnel to determine problems and resolve

them with minimum impact on operations.

- Maintains, tests, and calibrates portable personal alarm detectors used for the Confined Space Entry Program.
- Works closely with the Generation personnel to design, purchase, and install plant modifications or upgrades.
- Perform equipment inspections and preventive maintenance functions in cooperation with other Generation personnel.
- ~~Perform the Gas Turbine (GT) on call responsibility on a rotating basis by responding to after hour callouts to qualify the GT to participate in the ISO-New England Forward Reserve~~
- Takes lead role on trouble shooting and repair of electronic controls.
- Comprehend the operation and controls of complex systems such as the Regenerative Selective Catalytic Reduction device.
- Assists with turbine representative and -Generation personnel during Steam Turbine Evaluation Program (STEP) and outages for repair and troubleshooting issues.
- Maintains maintenance and records of machinery.
- ~~Responsible for low and high pressure steam trap maintenance.~~
- ~~Unloads railcars as needed.~~
- ~~Gives technical tours to general public as required~~
- ~~Substitute for the Station Operator, Auxiliary and Yard Worker positions as needed.~~ Performs and trains other staff on the duties of BED's Hydro Generation Power Production Technician related to Winooski One Hydro Station.
- Performs BED's Gas Turbine Operator ~~L1 and L2~~ Level 1 and Level 2 qualified duties.
- Perform the Gas Turbine (GT) on call responsibility on a rotating basis by responding to after hour callouts to qualify the GT to participate in the ISO-New England Forward Reserve Market ("FRM").
- Provides back-up for maintenance of Continuous Emissions Monitoring System.
- Instructs station staff on plant Generation operating systems, use of technical manuals, station operating system software, and technical repairs.
- Provides technical instructions and operational recommendations to station Staff. This includes, but not limited to, annual station overhauls, special projects, etc.
- Assists the ~~Supervisor of Plant~~ Director of Generation Engineering & Maintenance with developing 5-year maintenance and capital plans.

Non-Essential Job Functions:

- Perform other duties as required.
- Gives technical tours to general public as required.
- Unloads railcars as needed.

Qualifications/Basic Job Requirements:

- Must possess an associate degree in engineering or ~~certification of~~ completion of a two-year engineering technical program and ~~five~~ nine years ~~of related~~ experience ~~in a position equivalent to Burlington Electric Department Engineering Production Technician I.~~
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- ~~One of the following two additional required educational paths:~~
 - ~~With associate degree in engineering, satisfactory completion of at least two (2) college level courses totaling at least six (6) credits in engineering, plant operation, writing, communications, sustainability, or other relevant field with all fields and schools to be approved by supervisor. Additional years of experience will not be substituted for the undergraduate level courses.~~
 - ~~Without associate degree in engineering: satisfactory completion of an undergraduate college certificate in engineering, plant operation, sustainability, business management, project management, or other related field with approval from supervisor. Additional years of experience will not be substituted for the certificate.~~
- Must have a Certified Instrumentation Technician (CIT), Certified Controls System Technician (CCST), Certified Automation Professional (CAP), or equivalent certification.
- Attend a minimum of 16 hours of supervisor approved training every three (3) to five (5) years.
- Must have knowledge of the fundamentals of pipefitting, electrical and mechanical trades.
- Ability to perform complex mathematical calculations is required.
- Ability to understand Generation systems with the insight of interacting components and how those components can affect interrelating systems.
- Must be able to read control schematics and diagrams and draw up loop sheets.
- Ability to work with precision measuring instruments is required.
- Ability to operate in a Windows based operating environment using word-processing, spreadsheets, emails, and database software required.
- Ability to work with the generation control systems and software is required.
- Must have the ability to interact harmoniously with coworkers.
- Ability to work overtime as needed consistent with provisions of the BED/IBEW Collective Bargaining Agreement.
- Ability to remotely operate Winooski One Hydro is required.
- Ability to participate in various training such as confined space, CPR, First Aid, etc.
- Ability to work in uncomfortable environmental conditions.
- Must be able to work independently and prioritize duties.
- Must pass pulmonary function test.
- Must have the ability to wear a respirator.

- Must have the ability to enter a confined space and elevated areas.
- Must be physically and mentally fit.
- Must adhere to safety procedures.
- Must have the ability to operate heavy equipment.
- Must wear proper safety equipment, including, but not limited to; work boots, high voltage rubber gloves, safety glasses, hard hats, respirators, hearing protection devices, and safety harnesses.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity, and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

☒ seeing	☒ ability to move	☒ lifting (occasionally
☒ color perception	distances within and	with assistance)
(red, green, amber)	between	100 pounds
☒ hearing/listening	warehouses/offices	☒ carrying (specify)
☒ clear speech	☒ climbing	50 pounds
☒ touching	☒ ability to mount and	☒ driving (local/over
☒ dexterity	dismount	the road)
☒ hand	forklift/truck	☒ analysis
☒ finger	☒ pushing/pulling	/comprehension
☐ reading - basic	☐ math skills – basic	☒ judgment/decision
☒ reading - complex	☒ math skills –	making
☐ writing - basic	complex	☒ pressurized
☒ writing - complex	☒ clerical	equipment
☐ shift work	☒ outside	☒ moving objects
☒ works alone	☒ extreme heat	☒ high places
☒ works with others	☒ extreme cold	☒ fumes/odors
☒ verbal contact	☒ noise	☒ hazardous materials
w/others	☒ mechanical	☒ dirt/dust
☒ face-to-face contact	equipment	
☒ inside	☒ electrical equipment	

Supervision:

Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created for Tiering 02/2021; Revised 11/2022; Revised 10/28/2024.

City of Burlington Job Description

Position Title: ~~Engineering Production~~ Generation Technician II

Department: Burlington Electric Department ~~McNeil Generating Station~~

Reports to: ~~Supervisor of Plant~~ Director of Generation Engineering & Maintenance

Pay Grade: ~~11~~ 13 **Job Code:**

Exempt/Non-Exempt: Non-Exempt **Union:** IBEW

General Purpose: This position services and maintains all process control devices at all BED Generating Assets. This position will also operate the Winooski One Hydro Station.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Maintain, calibrate, and repair all process control devices at all BED Generation Assets, including but not limited to: control temperature transmitters and indicators, positioners, transducers, controllers, and recorders, as well as many hydraulic, pneumatic, digital, and analog control systems.
- Conduct routine inspections and tests of operating instruments and controls.
- Maintain all appropriate records for control equipment.
- Maintain documentation established by manufacturers, owners and/or government agencies on instrumentation.
- Maintain all meters and tools used for instrument calibration in accordance with the National Bureau of Standards specifications.
- Contact vendors regarding tools, spare parts, and supplies to maintain inventory in support of instrumentation.
- Maintain and test on a regular basis the metering systems to meet quality control standards.
- Work closely with operating and maintenance personnel to determine problems and resolve them with minimum impact on operations.
- Maintains, tests, and calibrates portable personal alarm detectors used for the Confined Space Entry Program.
- Works closely with the Generation personnel to design, purchase, and install plant

modifications or upgrades.

- Perform equipment inspections and preventive maintenance functions in cooperation with other Generation personnel.
- ~~Perform the Gas Turbine (GT) on call responsibility on a rotating basis by responding to after hour callouts to qualify the GT to participate in the ISO-New England Forward Reserve~~
- Troubleshoot and repair electronic controls.
- Comprehend the operation and controls of complex systems such as the Regenerative Selective Catalytic Reduction device.
- Assist with turbine representative and Generation personnel during Steam Turbine Evaluation Program (STEP) and outages for repair and troubleshooting issues.
- ~~Performs low and high pressure steam trap maintenance.~~
- Maintains maintenance and records of machinery.
- ~~Unloads railcars as needed.~~
- ~~Give tours to the general public as required.~~
- ~~Learn and substitute for the Station Operator, Auxiliary and Yard Worker positions as needed.~~
- Learn, perform, and then provide training to staff on the duties of BED's Hydro Generation Power Production Technician related to Winooski One Hydro Station.
- ~~Learn and Perform BED's Gas Turbine Operator Level 1 and Level 2 qualified duties. Learn and become qualified to be a Level one operator for BED gas turbine.~~
- Perform the Gas Turbine (GT) on call responsibility on a rotating basis by responding to after hour callouts to qualify the GT to participate in the ISO-New England Forward Reserve Market ("FRM").
- Provides back-up for maintenance of Continuous Emissions Monitoring System.
- Instructs station staff on plant Generation operating systems, use of technical manuals, station operating system software, and technical repairs.

Non-Essential Job Functions:

- Perform other duties as required.
- Unloads railcars as needed.

Qualifications/Basic Job Requirements:

- Must possess an associate degree in engineering or ~~certification of~~ completion of a two-year engineering technical program and a minimum of ~~three~~ four -years' related experience required. ~~This experience includes repair of sensing and control instruments, maintenance of operational systems and understanding of power plant processes.~~
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.

- Must have knowledge of the fundamentals of pipefitting, electrical and mechanical trades.
- Ability to perform basic mathematical calculations is required.
- Ability to understand Generation systems with the insight of interacting components and how those components can affect interrelating systems.
- Must be able to read control schematics and diagrams and draw up loop sheets.
- Ability to work with precision measuring instruments is required.
- Must have the ability to interact harmoniously with coworkers.
- Ability to operate in a Windows based operating environment using word-processing, spreadsheets, emails, and database software required.
- Ability to work with Generation control systems and software is required.
- Ability to work overtime as needed consistent with provisions of the BED/IBEW Collective Bargaining Agreement.
- Ability to remotely operate the Winooski One Hydro Station is required.
- Ability to participate in various training such as confined space, CPR, First Aid, etc.
- Ability to work in uncomfortable environmental conditions.
- Must be able to work independently and prioritize duties.
- Must pass pulmonary function test.
- Must have the ability to wear a respirator.
- Must have the ability to enter a confined space and elevated areas.
- Must be physically and mentally fit.
- Must adhere to safety procedures.
- Must have the ability to operate heavy equipment.
- Must wear proper safety equipment, including, but not limited to; work boots, high voltage rubber gloves, safety glasses, hard hats, respirators, hearing protection devices, and safety harnesses.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity, and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

☒ seeing	☒ ability to move	☒ lifting (occasionally
☒ color perception	☒ distances within and	☒ with assistance)
☒ (red, green, amber)	☒ between	☒ 100 pounds
☒ hearing/listening	☒ warehouses/offices	☒ carrying (specify)
☒ clear speech	☒ climbing	☒ 50 pounds
☒ touching	☒ ability to mount and	☒ driving (local/over
☒ dexterity	☒ dismount	☒ the road)
☒ hand	☒ forklift/truck	☒ analysis
☒ finger	☒ pushing/pulling	☒ /comprehension
☒ reading - basic	☒ math skills – basic	☒ judgment/decision
☐ reading - complex	☒ math skills –	☒ making
☐ writing - basic	☒ complex	☒ pressurized
☒ writing - complex	☒ clerical	☒ equipment
☐ shift work	☒ outside	☒ moving objects
☒ works alone	☒ extreme heat	☒ high places
☒ works with others	☒ extreme cold	☒ fumes/odors
☒ verbal contact	☒ noise	☒ hazardous materials
☐ w/others	☒ mechanical	☒ dirt/dust
☒ face-to-face contact	☒ equipment	
☒ inside	☒ electrical equipment	

Supervision:

Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created for Tiering 02/2021; Revised 11/22; Revised 10/28/2024.

City of Burlington Job Description

Position Title: ~~Engineering Production~~ Generation Technician III

Department: Burlington Electric Department ~~McNeil Generating Station~~

Reports to: ~~Supervisor of Plant~~ Director of Generation Engineering & Maintenance

Pay Grade: 10 **Job Code:**

Exempt/Non-Exempt: Non-Exempt **Union:** IBEW

General Purpose: This position services and maintains all process control devices at all BED Generating Assets. This position will also operate the Winooski One Hydro Station.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Maintain, calibrate, and repair all process control devices at all BED Generation Assets, including but not limited to: control temperature transmitters and indicators, positioners, transducers, controllers, and recorders, as well as many hydraulic, pneumatic, digital, and analog control systems.
- Conduct routine inspections and tests of operating instruments and controls.
- Maintain all appropriate records for control equipment.
- Maintain documentation established by manufacturers, owners and/or government agencies on instrumentation.
- Maintain all meters and tools used for instrument calibration in accordance with the National Bureau of Standards specifications.
- Contact vendors regarding tools, spare parts, and supplies to maintain inventory in support of instrumentation.
- Maintain and test on a regular basis the metering systems to meet quality control standards.
- Work closely with operating and maintenance personnel to determine problems and resolve them with minimum impact on operations.
- Maintains, tests, and calibrates portable personal alarm detectors used for the Confined Space Entry Program.
- Works closely with the Generation personnel to design, purchase, and install plant

modifications or upgrades.

- Perform equipment inspections and preventive maintenance functions in cooperation with other Generation personnel.
- ~~Perform the Gas Turbine (GT) on call responsibility on a rotating basis by responding to after hour callouts to qualify the GT to participate in the ISO-New England Forward Reserve~~
- Troubleshoot and repair electronic controls.
- Comprehend the operation and controls of complex systems such as the Regenerative Selective Catalytic Reduction device.
- Assist with turbine representative and Generation personnel during Steam Turbine Evaluation Program (STEP) and outages for repair and troubleshooting issues.
- Maintains maintenance and records of machinery.
- ~~Performs low and high pressure steam trap maintenance.~~
- ~~Unloads railcars as needed.~~
- ~~Give tours to the general public as required.~~
- ~~Learn and substitute for the Station Operator, Auxiliary and Yard Worker positions as needed.~~
- Learn; and perform; and then provide training to staff on the duties of BED's Power Production- Hydro Generation Technician related to Winooski One Hydro Station.
- Learn and become qualified ~~to be a~~ Level one operator for BED gas turbine.
- Once qualified, perform the Gas Turbine (GT) on call responsibility on a rotating basis by responding to after hour callouts to qualify the GT to participate in the ISO-New England Forward Reserve Market ("FRM").
- ~~Assist in the Provides back-up for~~ maintenance of Continuous Emissions Monitoring System.

Non-Essential Job Functions:

- Perform other duties as required.
- Unloads railcars as needed.

Qualifications/Basic Job Requirements:

- Must possess an associate degree in engineering or ~~certification of~~ completion of a two-year engineering technical program ~~and a minimum of three years' experience required. This experience includes repair of sensing and control instruments, maintenance of operational systems and understanding of power plant processes.~~
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- ~~Must have Ability to learn knowledge of~~ the fundamentals of pipefitting, electrical and mechanical trades is required.
- Ability to perform basic mathematical calculations is required.

- Ability to understand Generation systems with the insight of interacting components and how those components can affect interrelating systems.
- Must be able to read control schematics and diagrams ~~and draw up loop sheets.~~
- Ability to work with precision measuring instruments is required.
- Must have the ability to interact harmoniously with coworkers.
- Ability to operate in a Windows based operating environment using word-processing, spreadsheets, emails, and database software required.
- Ability to work with Generation control systems and software is required.
- Ability to work overtime as needed consistent with provisions of the BED/IBEW Collective Bargaining Agreement.
- Ability to remotely operate the Winooski One Hydro Station is required.
- Ability to participate in various training such as confined space, CPR, First Aid, etc.
- Ability to work in uncomfortable environmental conditions.
- Must be able to work independently and prioritize duties.
- Must pass pulmonary function test.
- Must have the ability to wear a respirator.
- Must have the ability to enter a confined space and elevated areas.
- Must be physically and mentally fit.
- Must adhere to safety procedures.
- Must have the ability to operate heavy equipment.
- Must wear proper safety equipment, including, but not limited to; work boots, high voltage rubber gloves, safety glasses, hard hats, respirators, hearing protection devices, and safety harnesses.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity, and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

☒ seeing	☒ ability to move	☒ lifting (occasionally
☒ color perception	☒ distances within and	☒ with assistance)
☒ (red, green, amber)	☒ between	☒ 100 pounds
☒ hearing/listening	☒ warehouses/offices	☒ carrying (specify)
☒ clear speech	☒ climbing	☒ 50 pounds
☒ touching	☒ ability to mount and	☒ driving (local/over
☒ dexterity	☒ dismount	☒ the road)
☒ hand	☒ forklift/truck	☒ analysis
☒ finger	☒ pushing/pulling	☒ /comprehension
☒ reading - basic	☒ math skills – basic	☒ judgment/decision
☐ reading - complex	☒ math skills –	☒ making
☐ writing - basic	☒ complex	☒ pressurized
☒ writing - complex	☒ clerical	☒ equipment
☐ shift work	☒ outside	☒ moving objects
☒ works alone	☒ extreme heat	☒ high places
☒ works with others	☒ extreme cold	☒ fumes/odors
☒ verbal contact	☒ noise	☒ hazardous materials
☐ w/others	☒ mechanical	☒ dirt/dust
☒ face-to-face contact	☒ equipment	
☒ inside	☒ electrical equipment	

Supervision:

Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created for Tiering 02/2021; Revised 11/22; Revised 10/31/2024.

APPENDIX G1

~~Senior Power Production~~ Hydro Generation Technician I
Page 1 of 5

City of Burlington Job Description

Position Title: ~~Senior Power Production~~ Hydro Generation Technician I
Department: Burlington Electric Department- Generation
Reports to: Director of Generation Operations
Pay Grade: ~~13F20~~ 13F20 **Job Code:** ~~XXX~~
Exempt/Non-Exempt: Non-Exempt **Union:** IBEW

General Purpose:

This position is ~~primarily~~ responsible for the overall operation and maintenance of the Winooski One Hydro Station. This position coordinates all aspects of plant operation and production of electricity in a safe, efficient, and environmentally sound manner.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Operate all Control Room equipment that controls the turbines, generators, dam controls, and all other power generation systems.
- Inspect, monitor, and operate Station equipment to ensure proper operating conditions.
- Ensure Station is operating within local, State, and Federal permitted limits for fishing programs, flow conditions, and quality control.
- Responsible for following proper lock-out, tag-out procedures and the safe operation of breakers, as outlined in BED’s Accident Prevention Manual.
- Monitor all personnel access to the Station.
- Monitor and maintain lubrication systems on all plant equipment.
- Maintain record of plant operational parameters, Daily Checklist, and Weekly Reports.
- Notify appropriate personnel of unusual occurrences or operating problems.
- Keep abreast and adhere to all Station safety policies and procedures.
- Train all Shift Supervisors semi-annually on the Winooski One Hydro Generating Stations control systems and train other personnel as needed.
- Responsible for keeping the Station clean.
- Lead the scheduling and implementation of the preventative maintenance program.

- Maintain Maintenance Order System for the facility including prioritizing maintenance requests and ensuring adequate equipment and materials.
- Lead the planning, scheduling and implementation of all maintenance activities for the scheduled Annual Outage, including any Major Overhaul.
- Establish reorder levels for plant to ensure adequate and cost-effective inventory levels.
- Recommend the purchase of spare parts, equipment replacements, lubricants, and tools for the Winooski One Hydro Station.
- ~~Attend weekly staff meetings.~~
- Submit daily production calculations.
- Monitor weather and river flow conditions.
- Work after hours as needed to maintain the operation of the plant.
- Answer telephone calls after hours as needed to maintain the operation of the plant.
- Work with contractors to perform annual service as required for the Station equipment including; turbines, generators, breakers, relays, high voltage connections, hydro rake, pressure vessels, boilers, and hoists.
- Perform tours of the facility.
- Responsible for operating the fish programs according to permitting parameters; conducting fish lifts, equipment maintenance and cleaning, tagging, and processing of fish, and transportation.
- Responsible for keeping the intakes clean and free of debris.
- ~~Fill in at~~ Assist with the McNeil Station ~~in the maintenance and operation departments~~ as needed.
- ~~Monitor and maintain water chemistry and water treatment activities at McNeil Station including receipt of treatment chemicals.~~
- Ensure the hydro station is in compliance with any and all State and Federal codes and regulations.

Non-Essential Job Functions:

- Perform other related duties as required.
- Unload railcars at the McNeil Plant as needed.

Qualifications/Basic Job Requirements:

- Associate degree in engineering or related field completion of a two-year engineering technical program and nine years of related experience.
- Additional relevant experience may be substituted for a degree requirement on a two-for-one year basis.
- ~~One of the following two additional required educational paths:~~

- ~~○ with associate degree: satisfactory completion of at least two (2) undergraduate-level courses totaling at least six (6) credits in the fields of engineering, plant operation, writing, communications, sustainability, or other relevant field with all fields and schools to be approved by supervisor. Additional years of experience will not be substituted for the undergraduate-level courses.~~
- ~~○ No associate degree: satisfactory completion of Undergraduate Certificate in field of Engineering, Plant Operation, Sustainability, Business Management, Project Management, or other related field. Additional years of experience will not be substituted for the Undergraduate Certificate.~~
- Must have a Certified Instrumentation Technician (CIT), Certified Controls System Technician (CCST), Certified Automation Professional (CAP), or equivalent certification.
- ~~A minimum of five years of experience in a position equivalent to Burlington Electric Department Power Production Technician position.~~
- Attend a minimum of 16 hours of supervisor approved training every three (3) to five (5) years.
- Basic knowledge of Hydrology, hydraulics, lubrication, electricity and electronics, control logic, gas turbines, biomass facilities, and engineering units required.
- Ability to perform basic mathematical calculations is required.
- Must be able to read and understand engineering drawings, electrical schematic diagrams, and wire circuit drawings.
- Ability to successfully respond to Station emergencies is required.
- Ability to operate in a Windows based operating environment using word-processing, spreadsheets, emails, and database software required.
- Must be able to work with minimal supervision.
- Ability to communicate effectively, both orally and in writing, required.
- Must have the ability to interact harmoniously with co-workers, vendors, and the public.
- Ability to participate in various training including confined space training, CPR, First Aid, and all required training.
- Must pass a Pulmonary Function Test.
- Must have the ability to enter a confined space and elevated areas.
- Must be able to work independently and prioritize duties.
- Ability to establish and maintain good relations with co-workers.
- Ability be able to listen to and appropriately react to a supervisor's feedback and incorporate said feedback to improve employee performance.
- Must have the ability to operate heavy equipment.
- Ability to diagnose, trouble shoot, and fix equipment as needed.
- Ability to respond to call out conditions and remotely operate the Station is required.
- Ability to work with the generation control systems and software is required.

- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work overtime as needed consistent with the provisions of the BED/IBEW Collective Bargaining Agreement.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

X	seeing	X	ability to move distances within warehouses and offices
X	color perception (red, green, amber)	X	Lifting (with assistance) (100 pounds)
X	hearing/listening	X	carrying (50 pounds)
X	clear speech	X	Climbing
X	touching	X	Driving
X	dexterity x hand x finger	X	ability to mount and dismount forklift
X	reading – basic	X	pushing/pulling
X	reading – complex		shift work
X	math skills – basic	X	moving objects
	math skills – complex	X	pressurized equipment
X	writing – basic	X	extreme heat
X	writing – complex	X	extreme cold
X	analysis/comprehension	X	high places
X	judgment/decision making	X	Noise
X	clerical	X	fumes/odors
X	inside	X	dirt/dust
X	outside	X	hazardous materials
X	works alone	X	electrical equipment
X	works with others	X	mechanical equipment
X	face-to-face contact		
X	verbal contact w/others		

Supervision:

Directly Supervises: __ 0 __

Indirectly Supervises: __ 0 __

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Creation Date or Revised Date: 11/2019; Revised 03/2021; 8/25/22; Revised 6/6/23. Revised 10/28/2024.

APPENDIX G2

~~Power Production Hydro Generation~~ Technician II
Page 1 of 4

City of Burlington Job Description

Position Title: ~~Power Production~~ Hydro Generation Technician II

Department: Burlington Electric Department- Generation

Reports to: Director of Generation Operations

Pay Grade: 13 **Job Code:** XXX

Exempt/Non-Exempt: Non-Exempt **Union:** IBEW

General Purpose:

This position ~~is primarily responsible for the overall operation of~~ operates and maintains the Winooski One Hydro Station. This position coordinates all aspects of plant operation and production of electricity in a safe, efficient, and environmentally sound manner.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Operate all Control Room equipment that controls the turbines, generators, dam controls, and all other power generation systems.
- Inspect, monitor, and operate Station equipment to ensure proper operating conditions.
- Ensure Station is operating within local, State, and Federal permitted limits for fishing programs, flow conditions, and quality control.
- Responsible for following proper lock-out, tag-out procedures and the safe operation of breakers, as outlined in BED’s Accident Prevention Manual.
- Monitor all personnel access to the Station.
- Monitor and maintain lubrication systems on all plant equipment.
- Maintain record of plant operational parameters, Daily Checklist, and Weekly Reports.
- Notify appropriate personnel of unusual occurrences or operating problems.
- Keep abreast and adhere to all Station safety policies and procedures.
- Train all Shift Supervisors semi-annually on the Winooski One Hydro Generating Stations control systems and train other personnel as needed.
- Responsible for keeping the Station clean.
- Assist the Director of Generation Operations ~~Senior Generation Engineer~~ with scheduling and implementing a program of preventative maintenance.

- Maintain Maintenance Order System for the facility including prioritizing maintenance requests and ensuring adequate equipment and materials.
- Assist the ~~Senior Generation Engineer~~ Director of Generation Operations with planning, scheduling, and implementing the maintenance activities for the scheduled Annual Outage including any major overhaul.
- Establish reorder levels for plant to ensure adequate and cost-effective inventory levels.
- Recommend the purchase of spare parts, equipment replacement, lubricants, and tools for the Winooski One Hydro Station.
- ~~Attend weekly staff meetings.~~
- Submit daily production calculations.
- Monitor weather and river flow conditions.
- Work after hours as needed to maintain the operation of the plant.
- Answer telephone calls after hours as needed to maintain the operation of the plant.
- Work with contractors to perform annual service as required for the Station equipment including; turbines, generators, breakers, relays, high voltage connections, hydro rake, pressure vessels, boilers, and hoists.
- Perform tours of the facility.
- ~~Responsible for operating~~ Operate the fish programs according to permitting parameters; conducting fish lifts, equipment maintenance and cleaning, tagging, and processing of fish, and transportation.
- Responsible for keeping the intakes clean and free of debris.
- ~~Assist with~~ Fill in at the McNeil Station ~~in the~~ maintenance ~~and operation departments~~ as needed.
- ~~Monitor and maintain water chemistry and water treatment activities at McNeil Station including receipt of treatment chemicals.~~
- Assist the Director of Generation Operations ~~Senior Generation Engineer~~ in ensuring the hydro station is in compliance with any and all State and Federal codes and regulations.

Non-Essential Job Functions:

- Perform other related duties as required.
- Unload railcars at the McNeil Plant as needed.

Qualifications/Basic Job Requirements:

- Associates Degree in engineering or completion of a two-year engineering technical program related field and four years of related experience.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.

- ~~Must have three years of relevant plant operation experience required.~~
- Ability to perform basic mathematical calculations is required.
- Must be able to read and understand engineering drawings, electrical schematic diagrams, and wire circuit drawings.
- Ability to successfully respond to Station emergencies is required.
- Ability to operate in a Windows based operating environment using word-processing, spreadsheets, emails, and database software required.
- Must be able to work with minimal supervision.
- Ability to communicate effectively, both orally and in writing, required.
- Must have the ability to interact harmoniously with co-workers, vendors, and the public.
- Ability to participate in various training including confined space training, CPR, First Aid, and all required training.
- Must pass a Pulmonary Function Test.
- Must have the ability to enter a confined space and elevated areas.
- Must be able to work independently and prioritize duties.
- Ability to establish and maintain good relations with co-workers.
- Ability be able to listen to and appropriately react to a supervisor's feedback and incorporate said feedback to improve employee performance.
- Must have the ability to operate heavy equipment.
- Ability to diagnose, trouble shoot, and fix equipment as needed.
- Ability to respond to call out conditions and remotely operate the Station is required.
- Ability to work with the generation control systems and software is required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work overtime as needed consistent with the provisions of the BED/IBEW Collective Bargaining Agreement.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

X	Seeing	X	ability to move distances within warehouses and offices
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X	color perception (red, green, amber)	X	Lifting (with assistance) (100 pounds)
X	hearing/listening	X	carrying (50 pounds)
X	clear speech	X	Climbing
X	Touching	X	Driving
X	dexterity x hand x finger	X	ability to mount and dismount forklift
X	reading – basic	X	pushing/pulling
X	reading – complex		shift work
X	math skills – basic	X	moving objects
	math skills – complex	X	pressurized equipment
X	writing – basic	X	extreme heat
X	writing – complex	X	extreme cold
X	analysis/comprehension	X	high places
X	judgment/decision making	X	Noise
X	clerical	X	fumes/odors
X	inside	X	dirt/dust
X	outside	X	hazardous materials
X	works alone	X	electrical equipment
X	works with others	X	mechanical equipment
X	face-to-face contact		
X	verbal contact w/others		

Supervision:

Directly Supervises: __ 0 __

Indirectly Supervises: __ 0 __

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Creation Date or Revised Date: 05/2017; Revised 11/2019; Revised 03/2021; Revised 6/6/23.
Revised 10/28/2024.

APPENDIX G3

~~Power Production-Hydro Generation~~ Technician III
Page 1 of 4

City of Burlington Job Description

Position Title: ~~Power Production-Hydro Generation~~ Technician III
Department: Burlington Electric Department- Generation
Reports to: Director of Generation Operations
Pay Grade: 10 **Job Code:** XXX
Exempt/Non-Exempt: Non-Exempt **Union:** IBEW

General Purpose:

This position ~~is primarily responsible for the overall operation of~~ operates and maintains the Winooski One Hydro Station. This position coordinates all aspects of plant operation and production of electricity in a safe, efficient, and environmentally sound manner.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Operate all Control Room equipment that controls the turbines, generators, dam controls, and all other power generation systems.
- Inspect, monitor, and operate Station equipment to ensure proper operating conditions.
- Ensure Station is operating within local, State, and Federal permitted limits for fishing programs, flow conditions, and quality control.
- Responsible for following proper lock-out, tag-out procedures and the safe operation of breakers, as outlined in BED’s Accident Prevention Manual.
- Monitor all personnel access to the Station.
- Monitor and maintain lubrication systems on all plant equipment.
- Maintain record of plant operational parameters, Daily Checklist, and Weekly Reports.
- Notify appropriate personnel of unusual occurrences or operating problems.
- Keep abreast and adhere to all Station safety policies and procedures.
- ~~Assist with the Train training of all Shift Supervisors semi-annually on the Winooski One Hydro Generating Stations control systems and train other personnel as needed.~~
- Responsible for keeping the Station clean.
- Assist the ~~Director of Generation Operations Senior Generation Engineer~~ with scheduling and implementing a program of preventative maintenance.

- ~~Assist with Maintain~~ maintaining the Maintenance Order System for the facility including prioritizing maintenance requests and ensuring adequate equipment and materials.
- Assist the ~~Senior Generation Engineer~~ Director of Generation Operations with planning, scheduling, and implementing the maintenance activities for the scheduled Annual Outage including any major overhaul.
- ~~Assist with Establish~~ establishing reorder levels for plant to ensure adequate and cost-effective inventory levels.
- Recommend the purchase of spare parts, equipment replacement, lubricants, and tools for the Winooski One Hydro Station.
- ~~Attend weekly staff meetings.~~
- Submit daily production calculations.
- Monitor weather and river flow conditions.
- Work after hours as needed to maintain the operation of the plant.
- Answer telephone calls after hours as needed to maintain the operation of the plant.
- Work with contractors to perform annual service as required for the Station equipment including; turbines, generators, breakers, relays, high voltage connections, hydro rake, pressure vessels, boilers, and hoists.
- Perform tours of the facility.
- ~~Responsible for operating~~ Operate the fish programs according to permitting parameters; conducting fish lifts, equipment maintenance and cleaning, tagging, and processing of fish, and transportation.
- ~~Responsible for keeping~~ the intakes clean and free of debris.
- ~~Fill in at the McNeil Station in the maintenance and operation departments as needed.~~
- ~~Monitor and maintain water chemistry and water treatment activities at McNeil Station including receipt of treatment chemicals.~~
- Assist the Director of Generation Operations ~~Senior Generation Engineer~~ in ensuring the hydro station is in compliance with any and all State and Federal codes and regulations.

Non-Essential Job Functions:

- Perform other related duties as required.
- Unload railcars at the McNeil Plant as needed.

Qualifications/Basic Job Requirements:

- Associates Degree in engineering or completion of a two-year engineering technical program related field.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.

- ~~Must have three years of relevant plant operation experience required.~~
- Ability to perform basic mathematical calculations is required.
- Must be able to read and understand engineering drawings, electrical schematic diagrams, and wire circuit drawings.
- Ability to successfully respond to Station emergencies is required.
- Ability to operate in a Windows based operating environment using word-processing, spreadsheets, emails, and database software required.
- Must be able to work with minimal supervision.
- Ability to communicate effectively, both orally and in writing, required.
- Must have the ability to interact harmoniously with co- workers, vendors, and the public.
- Ability to participate in various training including confined space training, CPR, First Aid, and all required training.
- Must pass a Pulmonary Function Test.
- Must have the ability to enter a confined space and elevated areas.
- Must be able to work independently and prioritize duties.
- Ability to establish and maintain good relations with co-workers.
- Ability be able to listen to and appropriately react to a supervisor's feedback and incorporate said feedback to improve employee performance.
- Must have the ability to operate heavy equipment.
- Ability to diagnose, trouble shoot, and fix equipment as needed.
- Ability to respond to call out conditions and remotely operate the Station is required.
- Ability to work with the generation control systems and software is required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work overtime as needed consistent with the provisions of the BED/IBEW Collective Bargaining Agreement.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

X	Seeing	X	ability to move distances within warehouses and offices
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X	color perception (red, green, amber)	X	Lifting (with assistance) (100 pounds)
X	hearing/listening	X	carrying (50 pounds)
X	clear speech	X	Climbing
X	Touching	X	Driving
X	dexterity x hand x finger	X	ability to mount and dismount forklift
X	reading – basic	X	pushing/pulling
X	reading – complex		shift work
X	math skills – basic	X	moving objects
	math skills – complex	X	pressurized equipment
X	writing – basic	X	extreme heat
X	writing – complex	X	extreme cold
X	analysis/comprehension	X	high places
X	judgment/decision making	X	Noise
X	clerical	X	fumes/odors
X	inside	X	dirt/dust
X	outside	X	hazardous materials
X	works alone	X	electrical equipment
X	works with others	X	mechanical equipment
X	face-to-face contact		
X	verbal contact w/others		

Supervision:

Directly Supervises: __ 0 __

Indirectly Supervises: __ 0 __

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Creation Date or Revised Date: 05/2017; Revised 11/2019; Revised 03/2021; Revised 6/6/23.

Revised 10/28/2024.

APPENDIX H1

Mechanic ~~First Class~~
A Page 1 of 4

City of Burlington Job Description

Position Title: Mechanic ~~1st Class A~~
Department: Burlington Electric Department – McNeil Generating Station
Reports to: ~~Supervisor of Plant Maintenance~~ Director of Generation Engineering and Maintenance
Pay Grade: ~~44~~ 12 **Job Code:** ~~753~~
Exempt/Non-Exempt: Non-Exempt **Union:** IBEW

General Purpose: This position is responsible for repairing and maintaining the machinery at all BED generation assets. In addition, this position is responsible for installing new equipment as directed.

Essential Job Functions: This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.

- Repair, maintain, dismantle, overhaul, rebuild, and inspect steam turbine, multi fuel traveling grate high pressure boiler, ~~electrical generator~~, air compressors, draft fans, cooling towers, wood and ash handling equipment, electrostatic precipitator, hydraulics and high-pressure pumps and other related power plant equipment.
- Assist OEM Technicians/Contractors with electrical generator repair, maintenance, overhaul, rebuild, and inspection.
- Operates rigging equipment and dollies to place heavy machinery and parts
- Fit bearings, align gears and shafts, attach motors, and connect couplings and fan belts to precise tolerances.
- Troubleshoot, service and repair hydraulic and pneumatic systems.
- Assist in maintaining front-end loaders and other vehicles.
- Carry out preventive maintenance program tasks including changing all oils gear reducers, fans, pumps, and bearings.
- Install, repair, and maintain a wide variety of power plant valves.
- Install, repair, and maintain piping and fittings for oil, natural gas, water, steam, compressed air, and heating systems.
- Report any maintenance needs ~~to the maintenance supervisor~~, as well as any recommendations on parts or service.
- Performs skilled craftwork such as welding, pipefitting, and machining.
- Identifies and troubleshoots mechanical problems in operating equipment
- Maintains an inventory of gaskets, sealants, penetrants, lubricants, and other maintenance

consumables.

- Learn to and perform ~~maintenance~~ maintenance, calibrate, and repair all process control devices at all BED Generating ~~A~~assets, including but not limited to: control temperature transmitters and indicators, positioners, transducers, controllers, and recorders, as well as many hydraulic, pneumatic, digital, and analog control systems.
- Trains operations and maintenance staff on the mechanical trades.
- Performs safety inspections on lifting equipment and tools.
- Assists the Director of Generation Engineering and Maintenance with planning required ~~for~~ mechanical work during annual overhauls.

Non-Essential Job Functions:

- Unload railcars as needed.
- Clean assigned areas as directed.
- Perform other duties as required.

Qualifications/Basic Job Requirements:

- High School or Vocational School education, including or supplemented by courses in mechanical or machinist trades, and a minimum of ~~four~~ five eight years' experience required.
- Must have Industrial Maintenance Mechanic (IMM) certification, or California Water Environment Association (CWEA) Grade II Mechanical Technologist Certification or equivalent certification.
- Attend a minimum of 16 hours of supervisor approved training every three (3) to five (5) years.
- Required to possess a valid welding certification.
- Satisfactory completion of machining /lathe/milling course.
- Must have experience in heavy equipment maintenance.
- Must have the ability to perform precision measuring and use various instruments.
- Must have the ability to use micrometers, calipers, and other special tools for precise measurements to .002 inches or less.
- Must have the ability to perform well with hand and power tools including lathe, milling machine, press, power band saw, forklift, mobile platforms, and bridge crane.
- Must be able to weld and use gas-cutting torches.
- Must have the ability to read diagrams, schematic drawings, and service manuals to determine work procedures.
- Basic computer competency in word processing, spreadsheet and email is required.
- Must be able to work independently and prioritize duties.
- Must pass a Pulmonary Function Test.
- Must have the ability to wear a respirator.
- Must have the ability to enter a confined space and elevated areas.
- Must be physically and mentally fit.

- Ability to adhere to safety procedures and guideline required.
- Must have the ability to interact harmoniously with co-workers.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work overtime as needed consistent with the provisions of the BED/IBEW Collective Bargaining Agreement.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

☒ seeing	☒ ability to move distances	☒ lifting/carrying
☒ color perception (red, green, amber)	within and between warehouses/offices	50 pounds
☒ hearing/listening	☒ climbing	☒ lifting occasionally 100 pounds with assistance
☒ clear speech	☒ ability to mount and dismount forklift/truck	☒ driving (local/over the road)
☒ touching	☒ pushing/pulling	
☒ dexterity		
☒ hand		
☒ finger		
☒ reading - basic	math skills basic	☒ analysis/comprehension
☐ reading - complex	X math skills - complex	☒ judgment/decision making
☒ writing - basic	clerical	
☐ writing - complex		
☐ shift work	☒ outside work	☒ pressurized equipment
☒ works alone	☒ extreme heat	☒ moving objects
☒ works with others	☒ extreme cold	☒ high places
☒ verbal contact w/others	☒ noise	☒ fumes/odors
☒ face-to-face contact	☒ mechanical equipment	☒ hazardous materials
☒ inside work	electrical equipment	☒ dirt/dust
☒ wear respirator	☒ pass Pulmonary Function Test	☒ enter confined space

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created 10/23/2017; Revised 03/2021; Revised 10/28/2024.

APPENDIX H2

Mechanic ~~First-Class A II~~
Page 1 of 4

City of Burlington Job Description

Position Title: Mechanic ~~1st-Class A II~~
Department: Burlington Electric Department – McNeil Generating Station
Reports to: ~~Supervisor of Plant Maintenance~~ Director of Generation Engineering and Maintenance
Pay Grade: 11 **Job Code:** ~~753~~
Exempt/Non-Exempt: Non-Exempt **Union:** IBEW

General Purpose: This position ~~is responsible for~~ repair~~ing~~ and maintain~~ing~~ the machinery at all BED generation assets. In addition, this position ~~is responsible for~~ install~~ing~~ new equipment as directed.

Essential Job Functions: This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.

- Repair, maintain, dismantle, overhaul, rebuild, and inspect steam turbine, multi fuel traveling grate high pressure boiler, ~~electrical generator,~~ air compressors, draft fans, cooling towers, wood and ash handling equipment, electrostatic precipitator, hydraulics and high-pressure pumps and other related power plant equipment.
- Assist OEM Technicians/Contractors with electrical generator repair, maintenance, overhaul, rebuild, and inspection.
- Operates rigging equipment and dollies to place heavy machinery and parts
- Fit bearings, align gears and shafts, attach motors, and connect couplings and fan belts to precise tolerances.
- Troubleshoot, service and repair hydraulic and pneumatic systems.
- Assist in maintaining front-end loaders and other vehicles.
- Carry out preventive maintenance program tasks including changing all oils gear reducers, fans, pumps, and bearings.
- Install, repair, and maintain a wide variety of power plant valves.
- Install, repair, and maintain piping and fittings for oil, natural gas, water, steam, compressed air, and heating systems.
- Report any maintenance needs to the maintenance supervisor, as well as any recommendations on parts or service.
- Performs skilled craftwork such as welding, pipefitting, and machining
- Identifies and troubleshoots mechanical problems in operating equipment
- Trains operations and maintenance staff on the mechanical trades.

- Maintains an inventory of gaskets, sealants, penetrants, lubricants, and other maintenance

consumables.

Non-Essential Job Functions:

- Unload railcars as needed.
- Clean assigned areas as directed.
- Perform other duties as required.

Qualifications/Basic Job Requirements:

- High School or Vocational School education, including or supplemented by courses in mechanical or machinist trades, and a minimum of ~~four~~three years' experience required.
- Required to possess a valid welding certification.
- Satisfactory completion of machining /lathe/milling course.
- Must have experience in heavy equipment maintenance.
- Must have the ability to perform precision measuring and use various instruments.
- Must have the ability to use micrometers, calipers, and other special tools for precise measurements to .002 inches or less.
- Must have the ability to perform well with hand and power tools including lathe, milling machine, press, power band saw, forklift, mobile platforms, and bridge crane.
- Must be able to weld and use gas-cutting torches.
- Must have the ability to read diagrams, schematic drawings, and service manuals to determine work procedures.
- Basic computer competency in word processing, spreadsheet and email is required.
- Must be able to work independently and prioritize duties.
- Must pass a Pulmonary Function Test.
- Must have the ability to wear a respirator.
- Must have the ability to enter a confined space and elevated areas.
- Must be physically and mentally fit.
- Ability to adhere to safety procedures and guideline required.
- Must have the ability to interact harmoniously with co-workers.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work overtime as needed consistent with the provisions of the BED/IBEW Collective Bargaining Agreement.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

☒ seeing	☒ ability to move distances	☒ lifting/carrying
☒ color perception (red, green, amber)	within and between	50 pounds
☒ hearing/listening	warehouses/offices	☒ lifting occasionally
	☒ climbing	100 pounds with assistance
☒ clear speech	☒ ability to mount and	☒ driving (local/over
☒ touching	dismount forklift/truck	the road)
☒ dexterity	☒ pushing/pulling	
☒ hand		
☒ finger		
☒ reading - basic	☒ math skills - basic	☒ analysis/comprehension
☐ reading - complex	☒ math skills - complex	☒ judgment/decision
☒ writing - basic	clerical	making
☐ writing - complex		
☐ shift work	☒ outside work	☒ pressurized equipment
☒ works alone	☒ extreme heat	☒ moving objects
☒ works with others	☒ extreme cold	☒ high places
☒ verbal contact w/others	☒ noise	☒ fumes/odors
☒ face-to-face contact	☒ mechanical equipment	☒ hazardous materials
☒ inside work	electrical equipment	☒ dirt/dust
☒ wear respirator	☒ pass Pulmonary Function Test	☒ enter confined space

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____

Revised 9/16/04; sent to union 9/20/04; final 10/4/04 Revised 11/2017; Revised 03/202; Revised
10/28/2024;

Date: _____

APPENDIX H3

Mechanic ~~First-Class-B III~~
Page 1 of 4

City of Burlington Job Description

Position Title: Mechanic ~~1st-Class-BIII~~
Department: Burlington Electric Department – McNeil Generating Station
Reports to: ~~Supervisor of Plant Maintenance~~ Director of Generation Engineering and Maintenance
Pay Grade: 9 **Job Code:**
Exempt/Non-Exempt: Non-Exempt **Union:** IBEW

General Purpose: This position installs, repairs, and maintains under supervision the machinery at all BED generation assets.

Essential Job Functions: This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.

- Repair, maintain, dismantle, overhaul, rebuild, and inspect steam turbine, multi fuel traveling grate high pressure boiler, ~~electrical generator~~, air compressors, draft fans, cooling towers, wood and ash handling equipment, electrostatic precipitator, hydraulics and high-pressure pumps and other related power plant equipment.
- Assist OEM Technicians/Contractors with electrical generator repair, maintenance, overhaul, rebuild, and inspection.
- Operates rigging equipment and dollies to place heavy machinery and parts.
- Fit bearings, align gears and shafts, attach motors, and connect couplings and fan belts to precise tolerances.
- Assist in trouble shooting and repairing hydraulic and pneumatic systems.
- Assist in maintaining front-end loaders and other vehicles.
- Carry out preventive maintenance program tasks including changing all oils gear reducers, fans, pumps, and bearings.
- Install and maintain a wide variety of power plant valves.
- Install and maintain piping and fittings for oil, natural gas, water, steam, compressed air, and heating systems.
- Report any maintenance needs to the maintenance supervisor.
- Assist in performing skilled craftwork such as pipefitting, and machining.
- Assist in identifying and troubleshooting mechanical problems in operating equipment.
- Maintains an inventory of gaskets, sealants, penetrants, lubricants, and other maintenance consumables.

Non-Essential Job Functions:

- Unload railcars as needed.
- Clean assigned areas as directed.
- Perform other duties as required.

Qualifications/Basic Job Requirements:

- High School or Vocational School education, including or supplemented by courses in mechanical or machinist trades.
- ~~Must have experience in heavy equipment maintenance.~~
- Must have the ability to perform precision measuring and use various instruments.
- Must have the ability to use micrometers, calipers, and other special tools for precise measurements to .002 inches or less.
- Must have the ability to perform well with hand and power tools including lathe, milling machine, press, power band saw, forklift, mobile platforms, and bridge crane.
- Must have the ability to read diagrams, schematic drawings, and service manuals to determine work procedures.
- Basic computer competency in word processing, spreadsheet and email is required.
- Must be able to work independently and prioritize duties.
- Must pass a Pulmonary Function Test.
- Must have the ability to wear a respirator.
- Must have the ability to enter a confined space and elevated areas.
- Must be physically and mentally fit.
- Ability to adhere to safety procedures and guideline required.
- Must have the ability to interact harmoniously with co-workers.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work overtime as needed consistent with the provisions of the BED/IBEW Collective Bargaining Agreement.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

☒ seeing	☒ ability to move distances	☒ lifting/carrying
☒ color perception	within and between	50 pounds
(red, green, amber)	warehouses/offices	☒ lifting occasionally
☒ hearing/listening	☒ climbing	100 pounds with
		assistance
☒ clear speech	☒ ability to mount and	☒ driving (local/over
☒ touching	dismount forklift/truck	the road)
☒ dexterity	☒ pushing/pulling	
☒ hand		
☒ finger		
☒ reading - basic	X math skills - basic	☒ analysis/comprehension
☐ reading - complex	X math skills - complex	☒ judgment/decision
☒ writing - basic	clerical	making
☐ writing - complex		
☐ shift work	☒ outside work	☒ pressurized equipment
☒ works alone	☒ extreme heat	☒ moving objects
☒ works with others	☒ extreme cold	☒ high places
☒ verbal contact w/others	☒ noise	☒ fumes/odors
☒ face-to-face contact	☒ mechanical equipment	☒ hazardous materials
☒ inside work	☒ electrical equipment	☒ dirt/dust
☒ wear respirator	☒ pass Pulmonary Function Test	☒ enter confined space

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

City of Burlington Job Description

Position Title: Generation Generalist I
Department: Burlington Electric Department- Generation
Reports to: ~~Supervisor of Plant~~ Director of Generation Engineering & Maintenance
Pay Grade: 7 **Job Code:** XXX
Exempt/Non-Exempt: Non-Exempt **Union:** IBEW

General Purpose:

This position performs entry level maintenance and operational activities at all BED's generating facilities ~~such as McNeil Station, Gas Turbine, Solar arrays, and Winooski One-Hydro-Generation facility.~~

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Provide support for mechanical, electrical, instrument and control, and operations activities.
- Unloads woodchips from railcars.
- ~~Learn and p~~Perform preventative maintenance program tasks such as changing oils in gear reducers, fans, pumps, and bearings.
- Operate all wood-handling equipment up to the surge bin at the boiler front.
- ~~Learn and p~~Perform routine maintenance including lubrication of all wood-handling equipment and front-end loaders.
- Load wood ash into trucks for off-site disposal as needed.
- ~~Learn and p~~Perform periodic greasing and oiling of ash handling and other fossil fuel burning equipment at BED's generating facilities.
- ~~Learn and p~~Perform maintenance on ash handling equipment and char reinjection system as required.
- ~~Learn and p~~Perform routine maintenance on waste oil burning equipment.
- Operates a variety of machinery and heavy equipment including a front-end loader and dump truck as needed.
- ~~Learn and p~~Perform lab tests on water samples and keep logs and record of water quality trends.
- ~~Learn and p~~Perform outage inspections and regular preventative maintenance on water

treatment equipment and heat exchangers.

- Assist in the installation and repair of electrical equipment at BED's generating facilities.
- ~~Assist in the installation, repair and/or maintenance of electrical and electronic equipment associated with high pressure boilers, turbines, generators, fuel handling systems, lighting, fire alarms, or security and communications at BED's generating facilities.~~
- Assist in the electrical preventative maintenance checks at BED's generating facilities.
- ~~Learn and p~~Perform the duties of the Yardworker position when needed as a back-up.
- ~~Learn and Assist in~~ performing maintenance and other duties on emissions monitoring equipment (CEMS/DAHS equipment) as needed.
- Learn and become qualified to be Level 1 Operator for BED Winooski One Hydroelectric.
- Learn and perform BED's Gas Turbine Operator Level 1 and Winooski One Level 1 qualified duties.
- Perform the Gas Turbine (GT) on call responsibility on a rotating basis by responding to after hour callouts to qualify the GT to participate in the ISO-New England Forward Reserve Market ("FRM").
- Train the Generation Generalist II employee as needed.

Non-Essential Job Functions:

- Perform other related duties as required.
- Cleans assigned areas as directed.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent and two years related experience is required.
- Must have the ability to utilize hand and power tools.
- Ability to understand technical manuals and ~~understand~~ line drawings is required.
- Ability to read, interpret, and understand mechanical and electrical systems and drawings is required.
- Ability to operate heavy equipment including front-end loader is required.
- Ability to perform basic mathematical calculations is required.
- ~~Ability to obtain~~ Must have workable welding and use of gas-cutting torch skills ~~within twelve months~~.
- Ability to work the Yardworker position 12 hours rotating shift when needed, ~~as a back-up and when properly trained and deemed qualified~~ is required.
- Good written and verbal communication skills.
- Must pass a Pulmonary Function Test and wear a respirator.
- Basic computer competency in word processing, spreadsheets, email, and control functions.
- Must be in good physical condition and able to perform basic maintenance tasks to the highest caliber which includes the ability to: climb ladders, work in confined spaces, lift heavy objects weighing up to 50 lbs., etc.
- Must have the ability to interact harmoniously with co-workers, vendors, and the public.
- Ability to participate in various training including confined space training, CPR, First Aid, and all mandatory training.
- Must have the ability to enter a confined space and elevated areas.
- Must have the ability to diagnose, trouble shoot, and fix equipment as needed.
- Ability to actively support City diversity, equity, and cultural competency efforts within

stated job responsibilities and work effectively across diverse cultures and constituencies.

- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work overtime as needed consistent with the provisions of the BED/IBEW Collective Bargaining Agreement.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

X	Seeing	X	ability to move distances within warehouses and offices
X	color perception (red, green, amber)	X	lifting (specify _50_ pounds)
X	hearing/listening	X	carrying (specify 50_ pounds)
X	clear speech	X	climbing
X	Touching	X	driving
X	dexterity x hand x finger	X	ability to mount and dismount forklift
X	reading – basic	X	pushing/pulling
X	reading – complex		shift work
X	math skills – basic	X	moving objects
	math skills – complex	X	pressurized equipment
X	writing – basic	X	extreme heat
X	writing – complex	X	extreme cold
X	analysis/comprehension	X	high places
X	judgment/decision making	X	noise
X	Clerical	X	fumes/odors
X	Inside	X	dirt/dust
X	Outside	X	hazardous materials
X	works alone	X	electrical equipment
X	works with others	X	mechanical equipment
X	face-to-face contact		
X	verbal contact w/others		

Supervision: Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____

Date: _____

Human Resources: _____

Date: _____

Revised 10/29/24

City of Burlington Job Description

Position Title: Generation Generalist [II](#)
Department: Burlington Electric Department- Generation
Reports to: ~~Supervisor of Plant~~ [Director of Generation Engineering &](#) Maintenance
Pay Grade: 5 **Job Code:** XXX
Exempt/Non-Exempt: Non-Exempt **Union:** IBEW

General Purpose:

This position will develop the skills and knowledge performs entry level necessary to perform entry level maintenance and operational activities at all BED's generating facilities, ~~such as McNeil Station, Gas Turbine, Solar arrays, and Winooski One Hydro Generation facility. The employee is expected to learn, qualify, and then advance to the Generation Generalist I position within 24 months from date of hire in the position.~~

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Provide support for mechanical, electrical, instrument and control, and operations activities.
- Unloads woodchips from railcars.
- Learn and perform preventative maintenance program tasks such as changing oils in gear reducers, fans, pumps, and bearings.
- Operate all wood-handling equipment up to the surge bin at the boiler front.
- Learn and perform routine maintenance including lubrication of all wood-handling equipment and front-end loaders.
- Load wood ash into trucks for off-site disposal as needed.
- Learn and perform periodic greasing and oiling of ash handling and other fossil fuel burning equipment at BED's generating facilities.
- Learn and perform maintenance on ash handling equipment and char reinjection system as required.
- Operates a variety of machinery and heavy equipment including a front-end loader and dump truck as needed.
- Learn and perform lab tests on water samples and keep logs and record of water quality trends.
- Learn and perform outage inspections and regular preventative maintenance on water

treatment equipment and heat exchangers.

- Assist in the installation and repair of electrical equipment at BED's generating facilities.
- Assist in the installation, repair and ~~for~~ maintenance of electrical and electronic equipment associated with high pressure boilers, turbines, generators, fuel handling systems, lighting, fire alarms, or security and communications at BED's generating facilities.
- Assist in the electrical preventative maintenance checks at BED's generating facilities.
- Learn and perform the duties of the Yardworker position when needed as a back-up.
- Learn and assist in performing maintenance and other duties on emissions monitoring equipment (CEMS/DAHS equipment) as needed.

Non-Essential Job Functions:

- Perform other related duties as required.
- Cleans assigned areas as directed.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent is required.
- ~~Ability to~~ Must progress advance to Generation Generalist I within 24- months of hire by completing BED's Generation Generalist II training program. -
- Must have the ability to utilize hand and power tools.
- Ability to technical manuals and understand line drawings.
- Ability to read, interpret, and understand mechanical and electrical systems and drawings.
- Ability to operate heavyequipment including front-end loader.
- Ability to perform basic mathematical calculations is required.
- Ability to obtain workable welding and use of gas-cutting torch skills within twelve months is required.
- Ability to work the Yardworker position 12 hours rotating shift when needed, as a back-up and when properly trained and deemed qualified.
- Good written and verbal communication skills.
- Must pass a Pulmonary Function Test and wear a respirator.
- Basic computer competency in word processing, spreadsheets, email, and control functions.
- Must be in good physical condition and able to perform basic maintenance tasks to the highest caliber which includes the ability to: climb ladders, work in confined spaces, lift heavy objects weighing up to 50 lbs., etc.
- Must have the ability to interact harmoniously with co- workers, vendors, and the public.
- Ability to participate in various training including confined space training, CPR, First Aid, and all mandatory training.
- Must have the ability to enter a confined space and elevated areas.
- Must have the ability to diagnose, trouble shoot, and fix equipment as needed.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing

trainings and professional development.

- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work overtime as needed consistent with the provisions of the BED/IBEW Collective Bargaining Agreement.

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X	analysis/comprehension	X	high places
X	judgment/decision making	X	Noise
X	clerical	X	fumes/odors
X	inside	X	dirt/dust
X	outside	X	hazardous materials
X	works alone	X	electrical equipment
X	works with others	X	mechanical equipment
X	face-to-face contact		
X	verbal contact w/others		

Supervision: Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Creation Date or Revised Date 05/17; Revised June 21, 2018; Revised 11/24/2020;
Revised 03/2021; Revised 10/28/2024

Board of Finance and City Council Submission Checklist

Department: BED Submitter: Darren Springer/Munir Kasti

Title/Subject: Position Updates

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	11/18/2024

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	11/8/2024	Click or tap here to enter text.
Mayor's Office informed and approved memo	Yes	11/13/2024	Click or tap here to enter text.
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	11/13/2024	Jessica Brown and Kim Sturtevant
CAO has reviewed budget, financing, and memo	Yes	11/13/2024	Click or tap here to enter text.
Human Resources, if personnel action -Identify HR Manager in note	Yes	11/11/2024	Tim Clancy
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Appendices
Draft Resolution or Motion?	Yes	Motion in Memo
If for submission to Council, are sponsors identified?	Yes	BOF



To: City Council
Board of Finance

From: Ben Traverse, City Council President

CC: Mayor Emma Mulvaney-Stanak
Kara Alnasrawi, Director of Business & Workforce Development
Katherine Schad, Chief Administrative Officer
Jon Murad, Chief of Police
Joe Corrow, BPOA President

Date: November 18, 2024

Re: Authorizing Expanded Downtown Security Services

Background:

Burlington's business community, local residents, and other visitors to our downtown continue to express serious concerns for our community safety. The City Council acknowledged these concerns via resolution passed earlier this year regarding a potential public safety hub, authorizing its Public Safety Committee to engage the downtown community on how community safety personnel can better establish a physical presence downtown.

A common thread among raised concerns is a desire for a greater presence of police personnel downtown, particularly as our business community enters the holiday shopping season, which local businesses have highlighted as a vital time for meeting annual sales goals. Unfortunately, due to chronic short staffing, recruitment issues, and a need to address higher priority calls on a citywide basis, our police officers are limited in their ability to maintain downtown patrols on their regular schedules.

In recent years, the City has addressed downtown safety concerns through, among other initiatives, securing third-party public safety resources through the Vermont State Police, Chittenden County Sheriff's Office, and private security companies. Officers of the Burlington Police Department have also enjoyed past opportunities to staff special City events and provide expanded security services downtown, including through a December 3, 2023 contract between the Church Street Marketplace (CSM) and Burlington Police Officers' association (BPOA), a copy of which is included with this memorandum.

Request:

In response to concerns raised by local businesses, Burlington residents, and downtown visitors, the City Council is requested to authorize Director Alnasrawi, on behalf of the CSM, to enter into a new contract with the BPOA to provide security services totaling \$60,000 on terms and

conditions outlined in this memorandum. This contract will be funded by transferring \$60,000 to the CSM from the Burlington Police Department (BPD) FY25 budget for police salaries.

The security services shall begin on November 24, 2024 and continue until January 1, 2025. The contract shall allow for a team of two (2) uniformed officers to provide security in the form of patrol for the CSM and the block east and west (including City Hall Park, the Downtown Transit Center, and the Marketplace garage), and these services shall also be authorized to respond as necessary to security concerns as far east as South Union Street (including the Fletcher Free Library and portions of Buell Street) and as far west as Battery Street (including the area surrounding Downtown BHS).

The hours for these security services may be posted in irregular shifts no longer than five hours to accommodate police officers arriving before or starting immediately after their regular day, evening, or midnight shift. For each shift interval, two (2) shifts will be posted in tandem so as to accommodate a team of two (2) uniformed officers.

Prior to commencing security services under this contract, the BPOA shall provide the CSM clear information on how officers on patrol should be contacted for non-emergency services. Officers providing security services under this contract should be further encouraged to use this as an opportunity to proactively engage and further develop positive relationships with local businesses and community members.

Recommended Board of Finance Motion:

To recommend that the City Council approve and authorize the Chief Administrative Officer to make a FY25 budget adjustment that transfers \$60,000 to the CSM from the BPD FY25 budget for police salaries, and to authorize the Director of Business & Workforce Development to enter into a contract between the CSM and BPOA for security services to be provided under the terms and conditions set forth in this memorandum.

Recommended City Council Motion:

To approve and authorize the Chief Administrative Officer to make a FY25 budget adjustment that transfers \$60,000 to the CSM from the BPD FY25 budget for police salaries, and to authorize the Director of Business & Workforce Development to enter into a contract between the CSM and BPOA for security services to be provided under the terms and conditions set forth in this memorandum.

BURLINGTON POLICE OFFICERS ASSOCIATION AGREEMENT

This Agreement made this 3rd day of December 2023, by and between the Burlington Police Officers' Association, hereinafter referred to as the "Association", and the Church Street Marketplace, a partnership/corporation duly organized and existing under the laws of the State of Vermont, with a place at business at 131 Church Street Suite 209 Burlington, VT 05401, hereinafter referred to as "Company".

WITNESSETH:

WHEREAS, Company wishes to employ the services of off-duty City of Burlington Police Officers;
and

WHEREAS, Association has available to it the services of off-duty City of Burlington Police Officers, hereinafter referred to as "officers";

NOW THEREFORE, for and in consideration of the mutual covenants and promises herein contained, Company and Association agree as follows:

Association shall make available to Company **the following** off-duty uniformed Burlington Police Officer(s) to provide the following security services:

From December 5th, 2023 to January 1st, 2024 one (1) uniformed police officer will provide security in the form of patrol for the Marketplace and the block East and West (including City Hall Park) from the hours of 1200-0000 hours. The hours maybe posted in irregular shifts to accommodate day, evening, and midnight shift officers.

1. The Association cannot force officers to cover overtime jobs. In the chance that no one signs up for this security service, it can go uncovered. But all efforts will be made to fill the position.
2. The officers are to be guided by the rules, policies, procedures and regulations of the Burlington Police Department. In the event of a conflict between directives of Company and rules, policies, procedures and regulations of the Burlington Police Department, the latter shall control.
3. Association shall provide the Company with officers with uniforms and equipment, including sidearms, belt, holster, and badges without cost to the Company. Further, Company shall not be responsible for social security benefits, workers' compensation benefits, or unemployment taxes of the officers provided by the Association.
4. For the services specified in this Agreement, **Company shall pay Association the sum of \$85.00 per hour per officer.**

Payment is due and payable and shall be made in full within thirty (30) days of date of billing ("due date") at the office of the following:

Burlington Police Department
ATTN: Payroll
One North Avenue
Burlington, VT 05401

Interest shall accrue at the rate of twelve percent (12%) per annum on any payments not made by the due date.

Said Company may cancel contract prior to 5:00 P.M. on the day previous to the scheduled security service. Otherwise, **Company agrees to a minimum compensation of three hours pay for each officer scheduled to provide security.**

5. Company agrees to indemnify and hold the City of Burlington ("City") harmless for any and all claims, to include claims for bodily injury, property damage, or wrongful death that may arise from the actions of officers within the scope of services to be performed pursuant to this Agreement. The Company agrees to provide the City with proof of insurance coverage (i.e. a certificate of insurance or equivalent documentation) which states adequate proof of coverage for the activities and time period covered by this Agreement. Additionally, the Company agrees that it shall be liable to the City for any cost it incurs, including attorney's fees, in defending against any such actions. A Company will only be required to provide such proof of insurance once during every coverage period. However, the Company is required to notify the City if its insurance coverage during the policy period for which coverage has been represented to the City is cancelled, altered, or limited in any way.

6. Company acknowledges and assumes the risk of injury to its employees and its property in connection with the actions of officers within the scope of services to be performed pursuant to this Agreement, and Company agrees that if any loss occurs to its employees or its property that it will make no claim whatsoever against Association or the City of Burlington or any of their officers, employees, agents, or representatives.

7. The parties intend that an independent contractor-employer relationship will be created by this Agreement. Company is interested only in the results to be achieved and the conduct and control of the work will lie solely with the Association. Association is not to be considered an agent or employee of Company for any purpose, and the officers are not entitled to any of the benefits that the Company provides for Company's employees.

8. The Company understands that the City maintains the right to cancel the scope or period of work to be performed under this Agreement due to City Police Departmental emergencies, as determined by the City.

8. The Company understands that the City maintains the right to cancel the scope or period of work to be performed under this Agreement due to City Police Departmental emergencies, as determined by the City.

9. This Agreement and any amendments thereto shall not be binding on either party until they have been approved by the Chief of Police and signed by the Chief of Police.

PLEASE FILL IN BILLING INFORMATION BELOW:

The Church Street Marketplace.

Attn: Samantha McGinnis

131 Church Street Suite 209

Burlington, VT 05401

IN WITNESS WHEREOF, the parties have caused these presents to be executed by themselves or by their respective officer or representative thereunto duly authorized, the day and year first above written.

IN PRESENCE OF:

Samantha McGinnis

Witness (Sign)

Samantha McGinnis

Witness (Print)

Kara Alnasrawi

Duly Authorized Agent for
Company (Sign)

Kara Alnasrawi

Duly Authorized Agent (Print)

APPROVED BY:

Agent for Chief of Police City of Burlington

Date

