



Board of Finance

Monday, January 27, 2025, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Please click the link below to join the webinar:

<https://zoom.us/j/93534318165>

Or Telephone: +1 646 931 3860 US

Webinar ID: 935 3431 8165

****CCTV link: https://www.youtube.com/playlist?list=PLIjLFn4BZd2PwCge7INoKug676jIf_iUA ****

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	January 27, 2025 - Board of Finance Meeting - Monday, January 27, 2025, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	January 27, 2025 - Board of Finance Meeting - Monday, January 27, 2025, 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 and take the actions indicated
Meeting	January 27, 2025 - Board of Finance Meeting - Monday, January 27, 2025, 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 and take the actions indicated
Subject	3.2. January 13, 2025 Board of Finance Meeting Minutes, Draft
Meeting	January 27, 2025 - Board of Finance Meeting - Monday, January 27, 2025, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Information Minutes
Recommended Action	approve the minutes

4. Deliberative Agenda

Subject	4.1. Re-classification of one position, the HVAC Technician, in the Department of Parks, Recreation and Waterfront to Central Facilities Working Foreperson Heating, Ventilating and Air Conditioning (HVAC) Technician - BPRW/HR
Meeting	January 27, 2025 - Board of Finance Meeting - Monday, January 27, 2025, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Parks, Recreation, & Waterfront
Type	Action
Recommended Action	to approve and recommend that the City Council authorize the reclassification of the HVAC Technician, a regular, full-time, non-exempt, AFSCME, Grade 17 position to the Central Facilities Working Foreperson Heating, Ventilation and Air Conditioning (HVAC) Technician, a regular, full-time, non-exempt, AFSCME , Grade 18 position in the Department of Parks, Recreation & Waterfront

Subject	4.2. Resolution: March 4, 2025 Annual City Meeting--Pledging The Credit Of The City Issue General Obligation Bonds For City's Five-Year Capital Plan - C/T
Meeting	January 27, 2025 - Board of Finance Meeting - Monday, January 27, 2025, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action Resolution
Recommended Action	to recommend that the City Council approve the attached resolution
Subject	4.3. Resolution: March 4, 2025 -- Annual City Meeting Issuance Of Revenue Bonds For Drinking Water Utility Projects - DPW/Water Resources
Meeting	January 27, 2025 - Board of Finance Meeting - Monday, January 27, 2025, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Public Works Department - Water Resources
Type	Action Resolution
Recommended Action	to recommend that the City Council approve the attached resolution
Subject	4.4. Resolution: March 4, 2025 - Annual City Meeting Issuance Of Revenue Bonds For Wastewater And Stormwater Utility Projects - DPW/Water Resources
Meeting	January 27, 2025 - Board of Finance Meeting - Monday, January 27, 2025, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Public Works Department - Water Resources
Type	Action Resolution
Recommended Action	to recommend that the City Council approve the attached resolution

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	January 27, 2025 - Board of Finance Meeting - Monday, January 27, 2025, 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
January 13, 2025**

MEMBERS PRESENT:

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

OTHERS PRESENT:

Katherine Schad
Jessica Brown
Brad Kukenberger
Nic Longo
Chapin Spencer
Lee Perry
Mary Danko
Todd Rawlings
Cindi Wight
Megan Moir
Martin Lee
Marie Friedman
Brian Pine

1.0 CALL TO ORDER and AGENDA

1.1 Motion to amend/adopt the agenda

Mayor Mulvaney-Stanak called the Board of Finance meeting to order at 5:02 PM.

MOTION by Councilor Barlow, SECOND by Councilor Carpenter, to adopt the agenda.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM

2.1 Verbal Comments

Sharon Bushor thanked staff for clearly presenting the City's FY26 budget scenario for the public to understand. She confirmed that while the Mayor has stated that she will not raise taxes for the next year, the Administration will use current taxing authority (for the public safety tax and additional parks tax) as necessary. She expressed support for the study related to non-essential services and looking to reduce redundancies. She expressed concern about the potential to expedite department mergers, saying that it needs a thorough process. She spoke about the item related to DPW's request for a loan to purchase 201 Flynn Avenue, and expressed concern about the funding coming from fund balance. She spoke about the impact fee work session presentation, but noted that she did not see impact fees associated with schools, public safety, police, parks, and fire.

3.0 CONSENT AGENDA

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

3.2 December 16, 2024 Board of Finance Meeting Minutes, Draft – approve the minutes.

3.3 Approval of Parking Fees – BPRW - approve and recommend that the City Council approve the 2025 Parking fees as recommended by the Parks, Recreation & Waterfront Commission, during its December 10, 2024 meeting, as detailed in the rate table herein.

3.4 Fletcher Free Library Restoration & Preservation Project Dore + Whittier Contract, First Amendment: Restoration & Preservation of Windows and Masonry to 1904 Building - Library - approve and authorize the Director of the Fletcher Free Library to execute execution of a Contract Amendment and any related documents needed to carry out said 2nd contract amendment with Dore + Whittier Architects for a contract of services for the Schematic Design - Restoration & Preservation of Windows and Masonry for the Fletcher Free Library in an amount not to exceed \$59,175.00 and amend the maximum limiting amount of the overall contract from \$183,000 to \$272,175.00, as well as authorize the Director of the Fletcher Free Library to execute the contract and any related documents needed to carry out said contract, upon subject to final review and approval of the City Attorney's Office.

MOTION by Councilor Barlow, SECOND by Councilor Carpenter, 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 Authorization For Interfund Loan For Department Of Public Works – DPW

Director Spencer began by speaking about the rationale for purchasing 201 Flynn Avenue. Finance Director Kukenberger went into detail regarding the rationale for pursuing funding through an interfund loan to make this purchase. He noted that the Board of Finance and City Council had previously approved the purchase and sales agreement for the property in September of 2024 and that the City looked into several options for financing the purchase, including a ground lease option and an interfund loan option. He said that banks would not negotiate a ground lease option for financing, so the City decided to pursue the interfund loan option for a loan total of \$520,000 at a 4% interest rate. He said that the loan would come from the Airport, which vetted this through their legal team and the Federal Aviation Administration (FAA), that fund balance would be used, and that DPW was amenable to the repayment term of 3 years. He said that the solid waste generation tax would be used to repay this loan. Aviation Director Longo spoke in more detail about the financial vetting process, confirming that this was vetted and is allowable by the FAA and the Airport is supportive of the loan terms.

Councilor Barlow asked for further details about the FAA vetting process, and Director Longo noted that the Airport has a very specific revenue use policy that they abide by, as well as a detailed legal opinion from counsel. He also spoke about the benefit of this arrangement to the Airport, which includes the interest income as well as the short length of the repayment term. Councilor Barlow expressed support for the project and for finding financing options.

MOTION by Councilor Carpenter, SECOND by Councilor Barlow, to recommend that the City Council approve the attached resolution.

VOTING: unanimous; motion carries.

MOTION by Councilor Barlow, SECOND by Councilor Carpenter, to reconsider item #4.1.

VOTING: unanimous; motion carries.

MOTION by Councilor Barlow, SECOND by Councilor Carpenter, to approve and recommend that City Council 1. Waive the reading and adopt the resolution regarding a \$520,000 interfund loan from the Patrick Leahy Burlington International Airport to finance the purchase and fit up of 201 Flynn Avenue, subject to the review and approval of the City Attorney's Office; 2. Authorize a FY25 budget amendment to use fund balance from Water (Fund 460) in an amount not to exceed \$140,000, and to utilize fund balance from Stormwater (Fund 245) in an amount not to exceed \$94,000 for the purchase and fit up of 201 Flynn Avenue; and 3. Authorize the Mayor, Chief Administrative Officer, and DPW Director 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.

VOTING: unanimous; motion carries.

4.2 Distribution and Collection System Improvements – Contractor Budget Amendment – DPW – Water Resources
Engineering Manager Lee said this relates to a 4-year citywide project to replace and reline water mains, sewer mains, and storm pipes. He noted that the project finished in October but that there was a budget shortfall and DPW is asking the City to amend the budget to increase it by approximately \$211,000. He said that there were budget overages related to a major water main break, increased paving beyond what was originally estimated, as well as more bends in the work related to Ledge Road. He also noted increases in costs for the lining product and other materials between when the project was initially bid and final construction.

MOTION by Councilor Barlow, SECOND by Councilor Carpenter, to 1. Approve and recommend that the City Council authorize Chapin Spencer, the Director of Public Works, to execute an amendment in the amount of \$211,066.00, for a total Distribution and Collections System contract value with Inliner not to exceed \$8,347,199.13 provided that all these authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney and Chief Administrative Officer; and 2. Approve and recommend that the City Council authorize the Chief Administrative Officer to execute any budget amendments necessary to implement the budgetary actions. outlined in this memo.

VOTING: unanimous; motion carries.

5.0 FY26 GENERAL FUND BUDGET UPDATE – CAO

5.1 FY26 General Fund Budget Update – CAO

Chief Administrative Officer provided a FY26 General Fund budget update. She said the goals for this conversation are to provide an initial overview of the General Fund budget in order to let residents know what to expect on their municipal property tax bill, and to offer clarity on whether or not the City will seek a general City property tax increase on the Town Meeting Day ballot. She provided context for the initial

budget discussion, noting the \$9 million budget gap that was successfully closed last fiscal year without a general tax increase, reductions in the use of one-time funding, and more review of budget-to-actuals with the Board of Finance on a monthly basis, which all contribute to more sustainable long-term strategies to provide predictable information to taxpayers. She spoke briefly about the assumptions used to build this initial budget, which assumes some kind of replacement for \$3.5 million in one-time revenues used in FY25, a level gross receipts rate, level-funded budgets for all departments (except for the Police and Fire Departments, which could not feasibly level-fund their budgets without cutting staff), no new projects or initiatives, and the prioritization of affordability for taxpayers. She then spoke about the drivers of the FY26 budget, which include lack of \$3.5 million in revenues that were available as one-time funds in FY25, an anticipated health insurance cost increase of 11%, and unknown/estimated increases for the Police and Fire Department budgets (which comprise 40% of the City's budget), as both departments' employee contracts are up for negotiation this year. She noted budget caveats, which include some flux and anticipated shift in draft budgets for each department, only having informed estimates for the Police and Fire union negotiation impacts on the budget, and potential fluctuation in health insurance costs for the second half of the year, which will impact final health insurance cost estimates.

Chief Administrative Officer Schad then provided a summary of the initial draft expense and revenue projections for the FY26 General Fund budget. She noted that an overall projected increase in expenses between \$5 and \$6 million, but that this number is in flux. She noted that 89% of this is driven by the Police and Fire Department budgets, and the remaining 11% is comprised of small amounts in different departments related to public safety initiatives or small urgent one-time investments. She also noted \$2 million in potential additional costs, which include additional FY26 health insurance costs, a true-up of FY24 health insurance and workers compensation insurance, enforcing a 5% vacancy on all GF departments except for Fire and Police, and a small buffer for upcoming Fire and Police union contract negotiations. She then spoke about revenue, noting projected increased revenues of \$3 million over FY25. She said that this uses the last of the ARPA funding (less than \$300,000), \$1 million in one-time funding from the retiring of Waterfront TIF debt service, enforces a 5% vacancy on all GF departments except for Fire and Police, accounts for organic grand list growth, employs the last \$0.01 public safety tax previously approved by voters, and employs an additional \$0.01 in parks dedicated tax (which does not require voter approval). She noted that the anticipated extra \$7.5 in expenses and \$3 million in revenue mean a current projected budget gap of \$4.5 million. She said that all told, staff are not recommending a general City property tax rate increase, though they do plan to use remaining approved public safety tax and parks tax (pending City Council approval), and noted that dedicated taxes for GMT, debt service, and retirement will increase as allowed by charter. She said that these lead to a currently-anticipated municipal tax rate increase of 6-7% (compared to 11% for FY25).

Chief Administrative Officer Schad then spoke about additional considerations. These include cost savings and efficiencies from the ModernGov initiative, which will save or generate between \$1 and \$1.5 million. They also include reductions in non-essential services, which will come out of an inventory being conducted of the 11 departments with public services. She noted that services will be evaluated and recommendations will be provided to the Mayor about which non-essential services could be cut, and that departments will report back with any proposed service reductions. She noted that this evaluation will be conducted with a particular focus on equity.

Chief Administrative Officer Schad then outlined next steps. These include providing a service inventory evaluation and recommendations to the Mayor, continuing the review and refinement of departmental budgets, continuing to hone benefit budgets and their allocation, implementing the ModernGov efficiencies, begin the Tax Fairness Working Group later in January, and providing updates to the Board of Finance along the way.

City Council President Traverse said he looks forward to receiving the detailed assessment of the current rates of different dedicated taxes, and expressed curiosity about the authority for the increase in the dedicated parks tax, saying that the charter language seems to require an appropriation rather than a tax assessment. He said it will be helpful to understand the authority for each tax in addition to the tax rates. He asked whether the COLA and step increases for level-funded departments are being realized through the elimination of vacancies, or whether

departments are proposing to cut positions held by current employees. Chief Administrative Officer Schad replied that she will review and confirm, but that she believes all departments are proposing to achieve cuts through vacancy elimination and not cutting current staff. Mayor Mulvaney-Stanak noted that there are inconsistencies in the City charter related to splinter tax rules, and that staff are exploring this further. City Council President Traverse expressed appreciation for the Administration's efforts to begin the FY26 budget discussion and communicate early and often with the public, but said that his commitment to affordability would be something less than a 7% municipal tax increase, and said that he would like to see the budget go further in terms of addressing those affordability concerns. He further expressed concern about the continued reliance on the gross receipts tax to boost revenue, noting the commitment to sunset that tax increase. Mayor Mulvaney-Stanak reiterated that part of this exercise is about balancing the approach to revenue raising to ensure that it does not fall solely on the backs of residents. She also noted that the tax rate increase is largely being driven by the Fire and Police department increases in costs, which make up 40% of the General Fund budget, and reiterated the City's commitment to rebuilding its public safety infrastructure.

Councilor Barlow noted that there is a \$4.5 million budget gap to close from this initial projection, and asked whether the service inventory is going to be used to close that gap entirely or whether other tools and options will be explored. Chief Administrative Officer Schad replied that they anticipate \$1.5 million will be used to close the gap from those efficiencies, but said that some combination of further ModernGov efficiencies, the service inventory, and further budgetary refinement will be used to close that gap.

6.0 ADJOURNMENT

6.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:02 PM.

RScty: AACoonradt



To: Board of Finance and City Council

From: Cindi Wight, Director of Parks, Recreation & Waterfront

CC: Orieta Glozheni, Human Resources Manager, Kim Bleakley, Central Facilities Manager and Deryk Roach, Parks and Central Facilities Superintendent

Date: January 27, 2025

Re: Re-classification of one position, the HVAC Technician, in the Department of Parks, Recreation and Waterfront to Central Facilities Working Foreperson Heating, Ventilation and Air Conditioning (HVAC) Technician

Executive Summary:

Burlington Parks, Recreation & Waterfront ("BPRW") is requesting the re-classification of the HVAC Technician to Central Facilities Working Foreperson Heating, Ventilation and Air Conditioning (HVAC) Technician.

Background:

Central Facilities has evolved over the years, beginning with a centralized custodial program, and adding dedicated teams over time. One is the custodial team, whose day-to-day work and scheduling is overseen by an individual in a working foreperson position. The second team focuses on the trades work from carpentry to plumbing to HVAC. The team currently does not have a working foreperson, which puts the day-to-day work and scheduling burden on the Central Facilities Manager who has the responsibility of overseeing and managing capital projects and the capital projects coordinator (third team). Reclassifying one of the trades team members to a role that can provide more support to the trades team, takes some of the burden of the Central Facilities Manager and allows the team to work more efficiently.

The change in the job description also allows the Leddy Arena Maintenance team, who have the responsibility of an arena ammonia system, to better resource the Central Facilities Working Foreperson HVAC Technician for leadership as the reclassification now includes providing a higher level of support to the team relating to HVAC challenges.



Financial Impact:

Position	Current Grade/Step	Current Salary	Proposed Grade	FY25 New Salary
Central Facilities Working Foreperson Heating, Ventilation and Air Conditioning (HVAC) Technician	17/9	\$74,418.03	18/7	\$78,267.83

We will make an approximate \$1,925 budget adjustment in our Maintenance Contracts line in FY25 to cover the additional expense and we will update our FY26 projections to maintain a level-funded budget.

Motions:

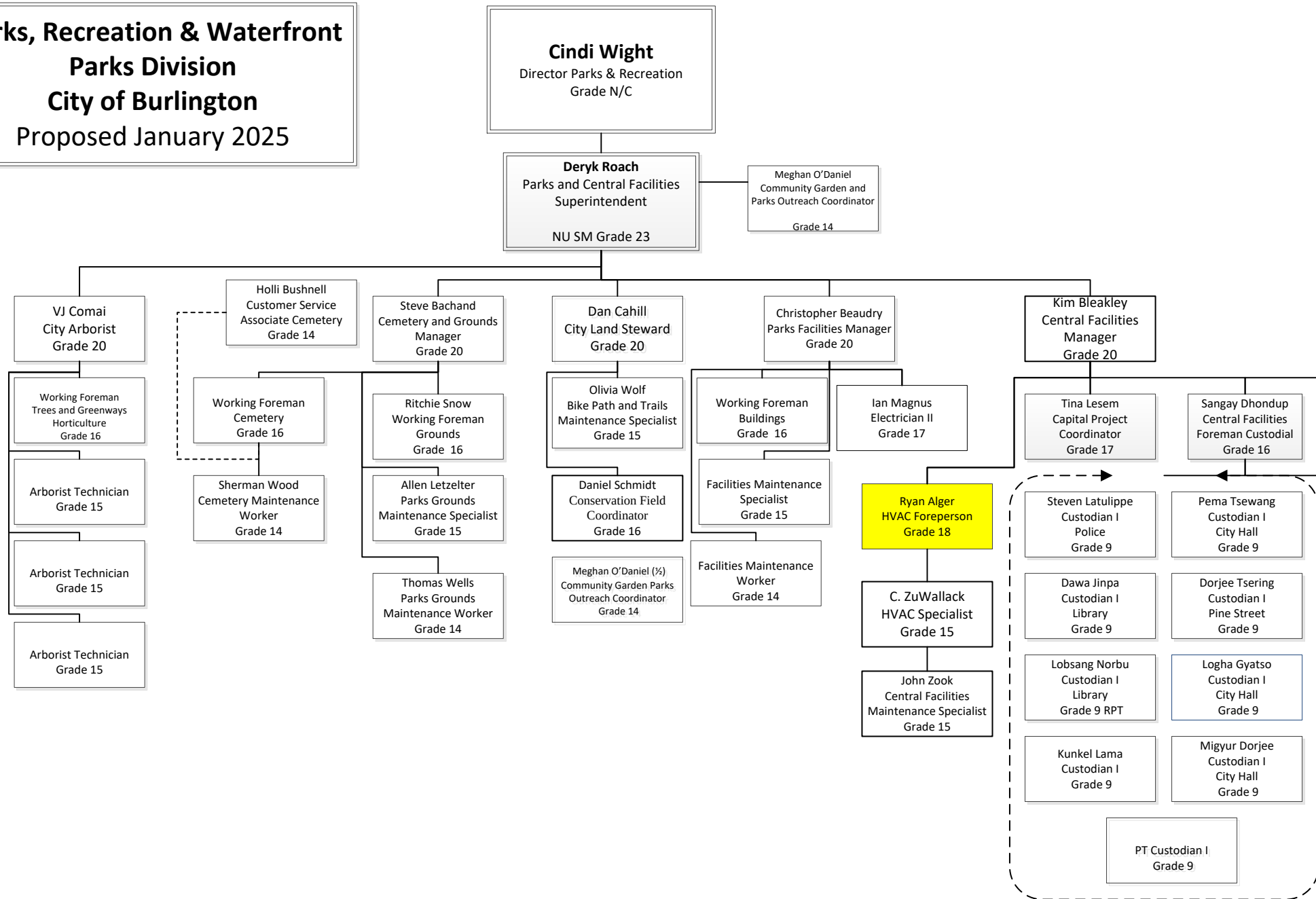
Board of Finance Motion

To approve and recommend that the City Council authorize the reclassification of the HVAC Technician, a regular, full-time, non-exempt, AFSCME, Grade 17 position to the Central Facilities Working Foreperson Heating, Ventilation and Air Conditioning (HVAC) Technician, a regular, full-time, non-exempt, AFSCME , Grade 18 position in the Department of Parks, Recreation & Waterfront.

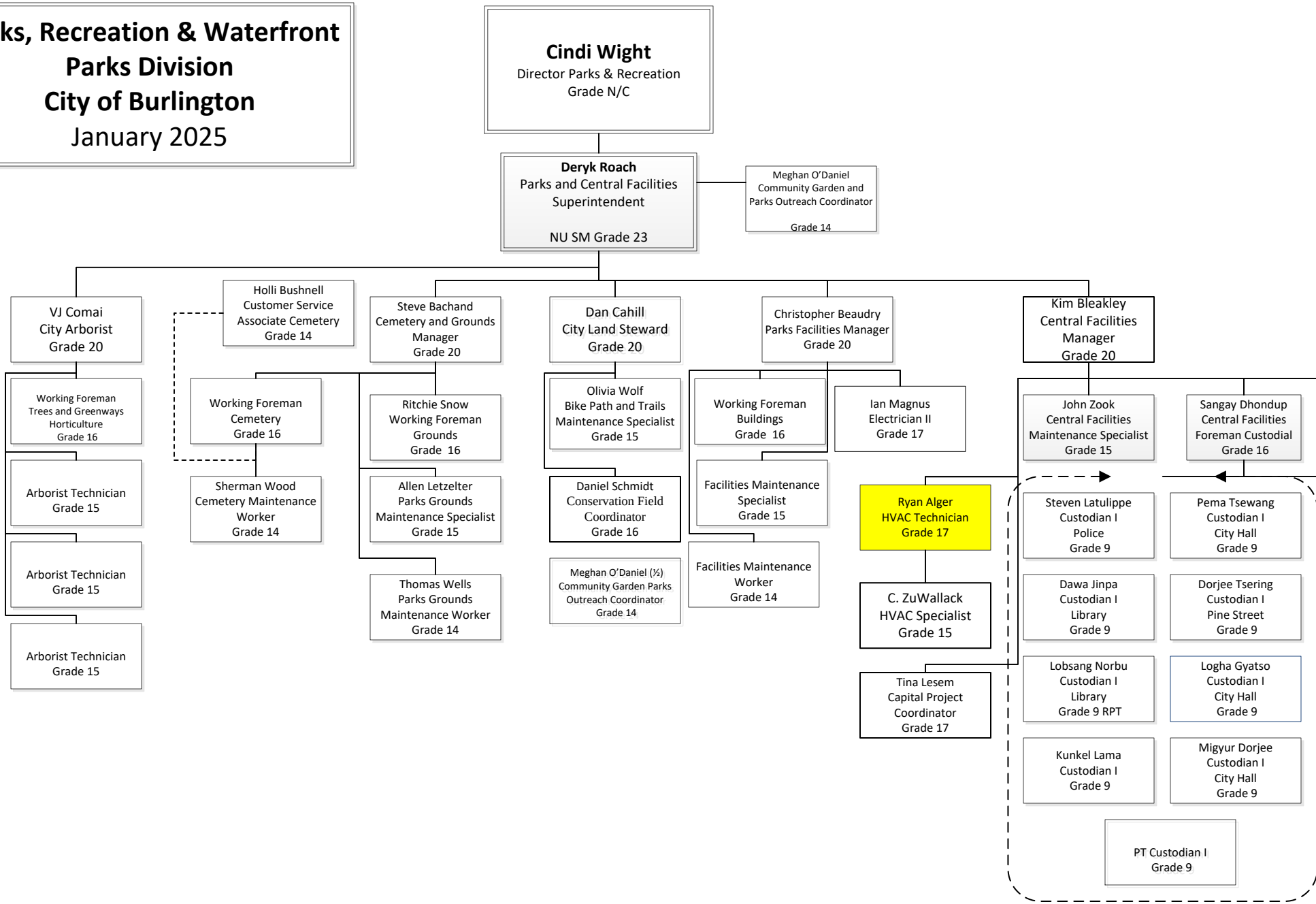
City Council Motion

To approve and authorize the reclassification of the HVAC Technician, a regular, full-time, non-exempt, AFSCME, Grade 17 position to the Central Facilities Working Foreperson Heating, Ventilation and Air Conditioning (HVAC) Technician, a regular, full-time, non-exempt, AFSCME, Grade 18 position in the Department of Parks, Recreation & Waterfront.

**Parks, Recreation & Waterfront
Parks Division
City of Burlington
Proposed January 2025**



**Parks, Recreation & Waterfront
Parks Division
City of Burlington
January 2025**



City of Burlington Job Description

Position Title: Central Facilities Working Foreperson Heating, Ventilation and Air Conditioning (HVAC) Technician

Department: Parks, Recreation and Waterfront

Reports to: Central Facilities Manager

Pay Grade: 18

Job Code: 1287

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: This position is responsible for providing on-site leadership and direction to the facilities programs and technical expertise to BPRW employees and contractors. This position is responsible for maintenance of all existing and future heating, ventilation and air conditioning systems within the public buildings and public park system and various facilities owned by the City including infrastructure within the Burlington harbor. In addition, this position performs facilities maintenance and skilled technical work in the repair, replacement, and installation of HVAC equipment, and assists in plan development, coordinating HVAC work and execution of daily, monthly, bi-annual, and annual work order requests.

This role is responsible for leading HVAC operations and overseeing maintenance activities ensuring the safe efficient operation of building systems.

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.)

HVAC Responsibilities:

- Required to perform all essential tasks of facilities maintenance, specialists and HVAC technician employees as needed.
- Prepare, coordinate and provide oversight, leadership and review the work of facilities employees in daily work assignments and projects. This will include but is not limited to the following:
 - **Maintenance and repairs:** Perform general maintenance and repairs on systems, electrical and plumbing systems, and other devices
 - **Equipment operation:** Operate and maintain maintenance equipment, such as hand tools, power tools, and powered equipment.
 - **Scheduling:** Plan and schedule daily and weekly maintenance activities
 - **Safety:** Ensure work is completed safely and that proper safety precautions are taken
 - **Record keeping:** Maintain accurate records of maintenance repairs and services
 - **Maintenance estimates:** Estimate time, material, and equipment needed to perform maintenance activities
 - **Parts and products:** Gather information on needed maintenance equipment, parts, and

products

- Obtaining local permits, scheduling and completing inspections where applicable by license.
- Assisting in adding, removing and managing mechanical and facility information in asset management system(s)
- Assisting the Facilities Managers and Park Superintendent in prioritizing work requests.
- Works with and supervises private companies or contractors on City systems or equipment by coordinating work as necessary.
- Maintaining City/Park owned HVAC equipment and ensures all is in proper working order, following Code.
- Troubleshooting all HVAC systems and equipment as needed.
- Inspecting, repairing, adjusting, and performing preventative and general maintenance on all City/Park owned facility systems. Maintains an organized inventory of HVAC-related materials and supplies.
- Monitor and adjust system components through an online control management system.
- Engaging with contractors and control specialists to work through equipment challenges.
- Developing and presenting cost estimates and scopes of work, develop and manage accurate project documents.
- Assisting in preparing project plans and specifications, obtaining price quotes and proposals, preparing bid documents and related contracts, monitoring and administering contracts, managing consultant and contract processes, and review/comment on improvements through project completion.
- Performing scheduled maintenance inspections, and adjust, clean and calibrate various systems to assure proper system operations.
- Replacing worn parts, i.e. expansion valves, compressors, motors, coil units and other component parts.
- Troubleshooting and repair direct digital and pneumatic control systems.
- Checking distribution for proper velocity, volume, temperature, pressure, etc.
- Providing technical assistance for the replacement, expansion and modifications of existing systems.
- Preparing records and reports that describe procedures, action taken and recommended solutions.
- Maintaining vehicle, parts and tools in an organized way.
- Plans and coordinates maintenance activities with building users.
- Coordinating and communicating mechanical information, equipment training and maintenance to other qualified maintenance employees.
- Successfully participates and completes required training including but not limited to confined space(s), aerial apparatus training, annual safety courses, fall protection etc.
- Participating positively in department staff meetings, safety committee meetings and professional development/cultural diversity training.
- Responding to emergency service requests.
- Performing on-site inspections to ensure the successful completion of facility/capital improvement projects.
- Identifying HVAC/facility-related capital investment opportunities
- Assists Facility Maintenance Managers in accurately updating the City's assets as required.
- Position may require the operation of City vehicles and/or personal vehicles for City business.
- Ability to work around Hazardous Chemicals Water treatment/Freon refrigerants
- Assign, prioritize and monitor daily tasks to their facilities team

- Provide training guidance and mentorship to employees and forepersons, emphasizing safety, technical skills, and teamwork

Project coordination:

- Collaborate with other divisions or departments, contractors, and vendors on facility improvement projects.
- Plan and oversee HVAC related projects, ensuring timely delivery within budget constraints.
- Evaluate contractor performance and compliance with City standards and report it to the Manager.

Administrative duties:

- Maintain accurate records of HVAC system maintenance, repairs and inspections including Ammonia system.
- Conduct regular safety briefings and ensure adherence to OSHA standards and City policies
- Monitor work quality, productivity and adherence to timelines
- Monitor and manage inventory of supplies and equipment.
- Provide reports on project progress and system efficiency to the Facility Manager.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent required and three (3) years of trade experience in HVAC equipment and controls installation, troubleshooting, repair and maintenance required, or equivalent combination of education and experience.
- Two years in a lead or supervisory role preferred.
- Type S C3 License and Natural Gas Installer Certification required or ability to acquire within six months.
- Journeyman or master's electrician license required within 2 years of hire.
- EPA 608 (universal) license required
- Experience working with R717 ammonia preferred.
- Ability to successfully complete required training
- Ability to read comprehend and interpret heating, ventilation, air conditioning, refrigeration, air compressors, electrical blueprints and schematics.
- Thorough knowledge of heating, ventilation, air conditioning, air pressure, refrigeration equipment and electronic, electric and pneumatic control systems.
- City objectives and functions in area of assignment: principles and practices of construction management, design and inspection, ordinances, statutes, and regulations.
- Thorough knowledge of materials, methods and hazards of the heating, ventilation, air conditioning, refrigeration and air compressors trade with proficiency in the use of related tools.

- Ability to climb ladders, work in confined spaces, on roofs, etc. as required.
 - Knowledge of local and national code, and ASHRAE standards for the industry.
 - Sufficient strength and physical dexterity to perform the duties and responsibilities of this job including heavy lifting.
 - Ability to wear and use personal protective equipment as needed.
 - Ability to supervise staff and contractors in assisting with facility maintenance or HVAC projects.
 - Ability to establish/maintain effective working relationships and communicate project details to consultants, inspectors, other City staff, and the general public.
 - Ability to mediate conflicts related to project needs and goals.
 - Ability to respond to requests for information, complaints and suggestions from the public, staff, administration, elected officials and special interest groups in a professional manner.
 - Ability to complete multiple projects and meet deadlines required.
 - Ability to work both independently and as part of a team.
 - 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 obtain a valid driver's license within 45 days of hire and the continued maintenance of a valid driver's license. Operation of a City vehicle or personal vehicle to conduct City business without providing proof of a valid driver's license to Human Resources will not be permitted. A valid driver's license shall be defined as a current state of residence-issued license to operate a motor vehicle on public roadways. Position also requires the ability to be covered under the City's vehicle insurance policy prior to operation of any City vehicles or non-city vehicles for City business
 - Experience working with Programmable Logic Controllers programming is required. .
 - Experience working with controls such as Automated logic required.
 - Experience working with Variable Frequency Drives required. •
 - Experience using the tools and information necessary to maintain equipment with minimum tolerances required.
 - Ability to climb in overhead structures, to work beneath machines and in close quarters performing analysis and repair work.
 - Ability to use lifts or bucket truck non CDL truck
 - Experience in procedures required to safely work with three phase and single phase electricity
- Dc and AC required.
- Experience working with low voltage Controls preferred.
 - Strong troubleshooting and problem-solving skills
 - Knowledge and ability to perform necessary mathematical calculations as it relates to HVAC work.
 - Provide on-call coverage as assigned, including after-hours, nights, weekends and holidays.

Physical and Mental/Reasoning Requirements and 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. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

	Task/Skill/ Ability	Frequency			Task/Skill/ Ability	Frequency
X	Seeing	Constant		X	Ability to lift and Carry, push or pull	
X	Color perception (red, green, amber)	Constant		X	10 - 25lbs	Constant
X	Hearing/listening	Constant		X	25 - 50lbs	Frequent
X	Clear speech	Constant		X	50 - 75lbs	Occasional
X	Touch/ Dexterity -	Constant		X	75+ lbs	Occasional
X	Hand			X	Analysis/ Comprehension	Constant
X	Finger			X	Judgment/ decision making	Constant
X	Reading -			X	Utilization of pressurized equipment	Occasional
	Simple			X	Moving objects	Frequent
	Basic			X	high places	Occasional
X	Complex	Frequent		X	fumes/odors	Frequent
X	Writing -			X	hazardous materials	Occasional
	Simple			X	dirt/dust	Frequent
	Basic					
X	Complex	Frequent				
	Mathematics					
	Simple					
	Basic					
X	Complex	Frequent				
X	Walk or move over distances under own power					
X	within offices/ building or even terrain)	Constant				
X	outdoors or uneven terrain	Frequent				
X	Work alone, under minimal supervision	Frequent				
X	Work directly and indirectly with others	Frequent				
X	Verbal contact with others	Constant				
X	Face-to-face contact	Frequent				
X	Work outdoors in -	Frequent				
X	extreme heat	Occasional				
X	extreme cold	Occasional				
X	other adverse weather conditions	Occasional				

Never	Occasional	Frequent	Constant
0%	1-33%	34-66%	67-100%
0%	equal or less than 2.6 hours	2.7 -5.2 hours	equal or greater than 5.3 Hours
* all times and %s are based on a the assumption of an 8 hour shift schedule			

Supervision:

Directly Supervises: 0 Indirectly supervises: 16

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 October 2016. Revised February 2017. Revised October 2020. Revised June 2022; Revised January 2025

City of Burlington Job Description

Position Title: ~~Heating, Ventilation and Air Conditioning (HVAC) Senior Heating, Ventilation and Air Conditioning (HVAC) Technician Working Foreperson~~

Department: Parks, Recreation and Waterfront

Reports to: ~~Central~~ Facilities Maintenance Manager

Pay Grade: 17

Job Code: 1287

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: This position is responsible for ~~providing on-site leadership and direction to the central facilities programs, and direction and technical expertise to any Burlington Parks Facilities employees~~ BPRW employees and contractors. This position is responsible for maintenance of all existing and future heating, ventilation and air conditioning systems within the public buildings and public park system and various facilities owned by the City including infrastructure within the Burlington harbor. In addition, this position performs ~~facilities maintenance and~~ skilled technical work in the repair, replacement, and installation of HVAC equipment, and assists in plan development, coordinating HVAC work and execution of daily, monthly, bi-annual, and annual work order requests.

This role is responsible for leading HVAC operations and overseeing maintenance activities focused on the City's central facilities, stepping in as needed on any City building. This includes performing skilled HVAC work, overseeing a team and ensuring the safe efficient operation of building systems.

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.)

HVAC Responsibilities:

- ~~Required to perform all essential tasks of of HVAC and Electrical Journeyman facilities maintenance, specialists and HVAC-Specialist technician employees as needed.~~
- ~~Prepare, coordinate and provide technical oversight, leadership and review the work of central Facilities facilities employees in daily work assignments and projects. This will include but is not limited to the following:~~
 - ~~-Maintenance and repairs: Perform general maintenance and repairs on systems, electrical and plumbing systems, and other devices~~
 - ~~-Equipment operation: Operate and maintain maintenance equipment, such as hand tools, power tools, and powered equipment.~~
 - ~~-Scheduling: Plan and schedule daily and weekly maintenance activities~~
 - ~~-Safety: Ensure work is completed safely and that proper safety precautions are taken~~
 - ~~-Record keeping: Maintain accurate records of maintenance repairs and services~~
 - ~~- Maintenance estimates: Estimate time, material, and equipment needed to perform~~

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maintenance activities

- **Parts and products:** Gather information on needed maintenance equipment, parts, and products including but not limited to:

- ~~Responsible for Obtaining~~ Obtaining local permits, scheduling and completing inspections where applicable by license.
- ~~Responsible for completing, maintaining, tracking, and submitting work orders through Vueworks Maintenance Tracking System completing/scheduling/assigning tasks as required.~~
- ~~Assistings in Vue works~~ adding, removing and managing mechanical and facility asset information in asset management system(s)s
- ~~Assistings~~ the Facilities Maintenance Managers and Park Superintendent in prioritizing work requests.
- ~~Is an active representative for the City in Wworking with and supervises~~ private companies or contractors on City systems or equipment by coordinating work as necessary.
- ~~Maintainings~~ City/Park owned HVAC equipment and ensures all is in proper working order, in accordance with following Code.
- Troubleshooting all HVAC systems and equipment as needed.
- Inspecting, repairing, adjusting, and performing preventative and general maintenance on all City/Park owned facility systems. Maintains an organized inventory of ~~HVAC related~~ HVAC-related materials and supplies.
- ~~Actively monitor~~ Monitorings and ~~adjust~~ adjusts system components through an online control management system.
- Engagings with contractors and control specialists to work through equipment challenges.
- Developing and presenting cost estimates and scopes of work, develop and manage accurate project documents.
- Assisting in preparing project plans and specifications, obtaining price quotes and proposals, preparing bid documents and related contracts, monitoring and administering contracts, managing consultant and contract processes, and review/comment on improvements through project completion.
- Performing scheduled maintenance inspections, and adjust, clean and calibrate various systems to assure proper system operations. ~~Supervise employees assisting in HVAC or electrical tasks and projects as required.~~
- Replacinge worn parts, i.e. expansion valves, compressors, motors, coil units and other component parts.
- Troubleshooting and repair direct digital and pneumatic control systems.
- Checking distribution for proper velocity, volume, temperature, pressure, etc.
- Providinge technical assistance for the replacement, expansion and modifications of existing systems.
- Preparinge records and reports that describe procedures, action taken and recommended solutions.
- Maintaininge vehicle, parts and tools in an organized way.
- Plans and coordinates maintenance activities with building users.
- Coordinatinges and communicatinges mechanical information, equipment training and maintenance to other qualified maintenance employees.
- Successfully participates and completes required training including but not limited to confined space(s), aerial apparatus training, annual safety courses, fall protection etc.
- ~~Establishwing and soliciting~~ price estimates, make recommendations for purchasing, and develop

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Heating, Ventilation and Air Conditioning (HVAC) Technician
Page 3 of 6

~~specifications on equipment/appliances/etc. on behalf of the Facilities Maintenance Manager.~~

- Participating positively in department staff meetings, safety committee meetings and professional development/cultural diversity ~~training~~ trainings.
- Responding to emergency service requests.
- Performing on-site inspections to ensure the successful completion of facility/capital improvement projects.
- Identifying HVAC/facility-related ~~facility-related~~ capital investment opportunities
- Assists Facility Maintenance Managers in accurately updating the City's assets as required.
- Position may require the operation of City vehicles and/or personal vehicles ~~in order to conduct~~ for City business.
- Ability to work around Hazardous Chemicals Water treatment/Freon refrigerants

Responsibilities:

Assign, prioritize and monitor daily tasks to ~~his~~their facilities team

Provide training guidance and mentorship to employees and forepersons, emphasizing safety, technical skills, and teamwork

Conduct regular safety briefings and ensure adherence to OSHA standards and City policies

Monitor work quality, productivity and adherence to timelines

Project coordination:

Collaborate with other divisions or departments, contractors, and vendors on facility improvement projects

Plan and oversee HVAC related projects, ensuring timely delivery within budget constraints

Evaluate contractor performance and compliance with City standards and report it to the Manager

Administrative duties:

Maintain accurate records of HVAC system maintenance, repairs and inspections including Ammonia system at Leddy.

Monitor and manage inventory of supplies and equipment.

Provide reports on project progress and system efficiency to the Facility Manager.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent required and three (3) years of trade experience in HVAC equipment and controls installation, troubleshooting, repair and maintenance required, or equivalent combination of education and experience.
- Two years in a lead or supervisory role preferred.
- Type S C3 License and Natural Gas Installer Certification required or ability to acquire within six months.
- Minimum of S class license for electrical, journeyman ~~Journeyman~~ or master's electrician license preferred. ~~mandatory~~ required within 2 years of hire.
- EPA 608 (universal) license required

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Heating, Ventilation and Air Conditioning (HVAC) Technician

Page 4 of 6

~~— Experience working with Ability to work with R717 ammonia preferred~~

~~— Confined space trained~~

~~Training staff members on equipment~~

~~AED First Aid trained~~

~~Osha 10 required~~

~~Fall protection trained~~

- ~~Scissor lift and boom lift trained~~

- ~~Ability to successfully complete required training~~

- Ability to read ~~complex~~, comprehend and ~~follow~~ interpret heating, ventilation, air conditioning, refrigeration, air compressors, electrical blueprints and schematics.

- Thorough knowledge of heating, ventilation, air conditioning, air pressure, refrigeration equipment and electronic, electric and pneumatic control systems.

- City objectives and functions in area of assignment: principles and practices of construction management, design and inspection, ordinances, statutes, and regulations.

- Thorough knowledge of materials, methods and hazards of the heating, ventilation, air conditioning, refrigeration and air compressors trade with proficiency in the use of related tools.

- Ability to climb ladders, work in confined spaces, on roofs, etc. as required.

- Knowledge of local and national code, and ASHRAE standards for the industry.

- Sufficient strength and physical dexterity to perform the duties and responsibilities of this job including heavy lifting.

- Ability to wear and use personal protective equipment as needed.

- Ability to supervise staff and contractors in assisting with facility maintenance or HVAC or ~~Any~~ related projects.

- Ability to establish/maintain effective working relationships and ~~clearly~~ communicate project details to consultants, inspectors, other City staff, and the general public.

- Ability to mediate conflicts related to ~~projects~~ project needs and goals.

- Ability to respond to requests for information, complaints and suggestions from the public, staff, administration, elected officials and ~~specials~~ special interest groups in a professional manner.

- Ability to complete multiple projects and meet deadlines required.

- Ability to work both independently and as part of a team.

- 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.

- ~~Proof of COVID-19 vaccination required, reasonable accommodations will be considered.~~

- Ability to obtain a valid driver's license within 45 days of hire and the continued maintenance of a valid driver's license. Operation of a City vehicle or personal vehicle to conduct City business without providing proof of a valid driver's license to Human Resources will not be permitted. A valid driver's license shall be defined as a current state of residence-issued license to operate a motor vehicle on public roadways. Position also requires the ability to be covered under the City's vehicle insurance policy prior to operation of any City vehicles or ~~non-City~~ non-city vehicles for City business

- ~~Advance understanding of~~ Experience working with Programmable Logic Controllers

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~~programming are~~ required. ~~necessary.~~

- ~~• Advance level of~~ Experience working with controls such as -Automated logic required.
- ~~• Advance understanding~~ Experience working with ~~of~~ Variable Frequency Drives required.
- ~~• Electrical knowledge to include NFPA 70e requirements.~~
- Experience using the tools and information necessary to maintain equipment with ~~High degree of precision working with minimum tolerances required.~~
- Ability to climb in overhead structures, to work beneath machines and in close quarters performing analysis and repair work.
- Ability to use lifts or bucket truck non CDL truck
- ~~• Exposed to high voltage~~ Experience in procedures required to safely work with three phase and single phase electricity Dc and AC required.
- ~~• Exposed to~~ Experience working with low voltage Controls preferred.
- Strong troubleshooting and problem-solving skills
- ~~• Ability to read complex language, interpret and modify electrical and mechanical schematics~~
- ~~• Must be able to do advance~~ Knowledge and ability to perform necessary -mathematical calculations as it relates to HVAC work.
- ~~• Supervision of team members 1 or more out in field and assisted to other managing day to day task with management as well as foreman from other dept.~~
- Provide on-call coverage as assigned, including after-hours, nights, weekends and holidays.

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Physical and Mental/Reasoning Requirements and 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. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

x seeing	_x_ ability to move distances	_x_ lifting (specify)
x color perception	within and between	_50_ pounds
(red, green, amber)	warehouses/offices	_x_ carrying (specify)
x hearing/listening	_x_ climbing	_50_ pounds
x clear speech	_x_ ability to mount/dismount	_x_ driving (local/over
x touching	forklift/truck	the road)
x dexterity	_x_ pushing/pulling	
x hand		
x finger		
x reading - basic	_x_ math skills - basic	_x_ analysis/comprehension
x reading - complex	_x_ math skills - complex	_x_ judgment/decision
x writing - basic	_x_ clerical	making
x writing - complex		
x shift work	_x_ outside	_x_ pressurized equipment
x works alone	_x_ extreme heat	_x_ moving objects
x works with others	_x_ extreme cold	_x_ high places
x verbal contact w/others	_x_ noise	_x_ fumes/odors
x face-to-face contact	_x_ mechanical equipment	_x_ hazardous materials

Heating, Ventilation and Air Conditioning (HVAC) Technician

Page 6 of 6

☒ inside ☒ electrical equipment ☒ dirt/dust

Supervision:

Directly Supervises: 0 ~~1 or more~~ Indirectly supervises: ~~1~~ 416

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 October 2016. Revised February 2017. Revised October 2020. Revised June 2022; January 2025



To: Board of Finance and City Council

From: Cindi Wight, Director of Parks, Recreation & Waterfront

CC: Orieta Glozheni, Human Resources Manager, Kim Bleakley, Central Facilities Manager and Deryk Roach, Parks and Central Facilities Superintendent

Date: January 27, 2025

Re: Re-classification of one position, the HVAC Technician, in the Department of Parks, Recreation and Waterfront to Central Facilities Working Foreperson Heating, Ventilation and Air Conditioning (HVAC) Technician

Executive Summary:

Burlington Parks, Recreation & Waterfront ("BPRW") is requesting the re-classification of the HVAC Technician to Central Facilities Working Foreperson Heating, Ventilation and Air Conditioning (HVAC) Technician.

Background:

Central Facilities has evolved over the years, beginning with a centralized custodial program, and adding dedicated teams over time. One is the custodial team, whose day-to-day work and scheduling is overseen by an individual in a working foreperson position. The second team focuses on the trades work from carpentry to plumbing to HVAC. The team currently does not have a working foreperson, which puts the day-to-day work and scheduling burden on the Central Facilities Manager who has the responsibility of overseeing and managing capital projects and the capital projects coordinator (third team). Reclassifying one of the trades team members to a role that can provide more support to the trades team, takes some of the burden of the Central Facilities Manager and allows the team to work more efficiently.

The change in the job description also allows the Leddy Arena Maintenance team, who have the responsibility of an arena ammonia system, to better resource the Central Facilities Working Foreperson HVAC Technician for leadership as the reclassification now includes providing a higher level of support to the team relating to HVAC challenges.



Financial Impact:

Position	Current Grade/Step	Current Salary	Proposed Grade	FY25 New Salary
Central Facilities Working Foreperson Heating, Ventilation and Air Conditioning (HVAC) Technician	17/9	\$74,418.03	18/7	\$78,267.83

We will make an approximate \$1,925 budget adjustment in our Maintenance Contracts line in FY25 to cover the additional expense and we will update our FY26 projections to maintain a level-funded budget.

Motions:

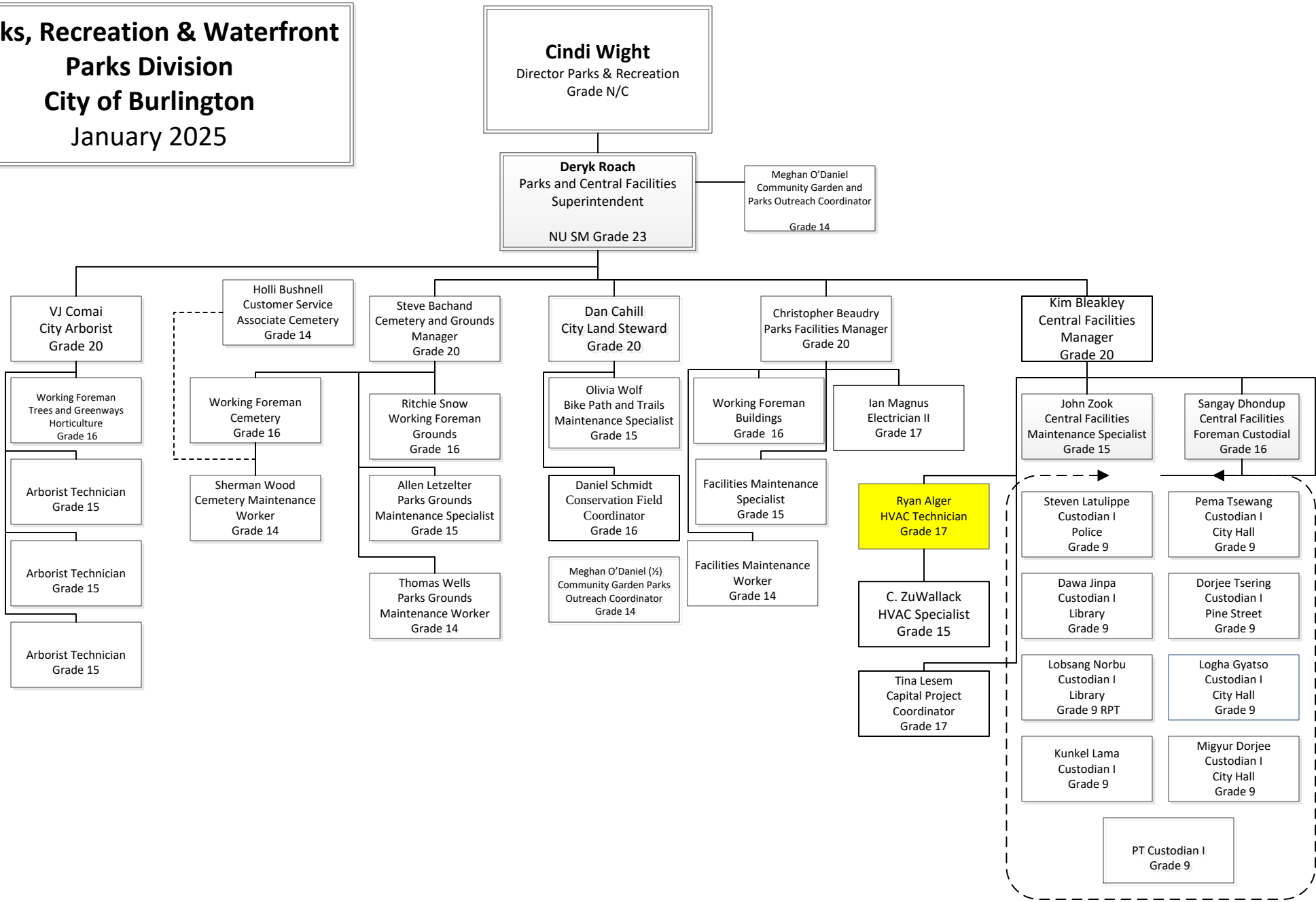
Board of Finance Motion

To approve and recommend that the City Council authorize the reclassification of the HVAC Technician, a regular, full-time, non-exempt, AFSCME, Grade 17 position to the Central Facilities Working Foreperson Heating, Ventilation and Air Conditioning (HVAC) Technician, a regular, full-time, non-exempt, AFSCME , Grade 18 position in the Department of Parks, Recreation & Waterfront.

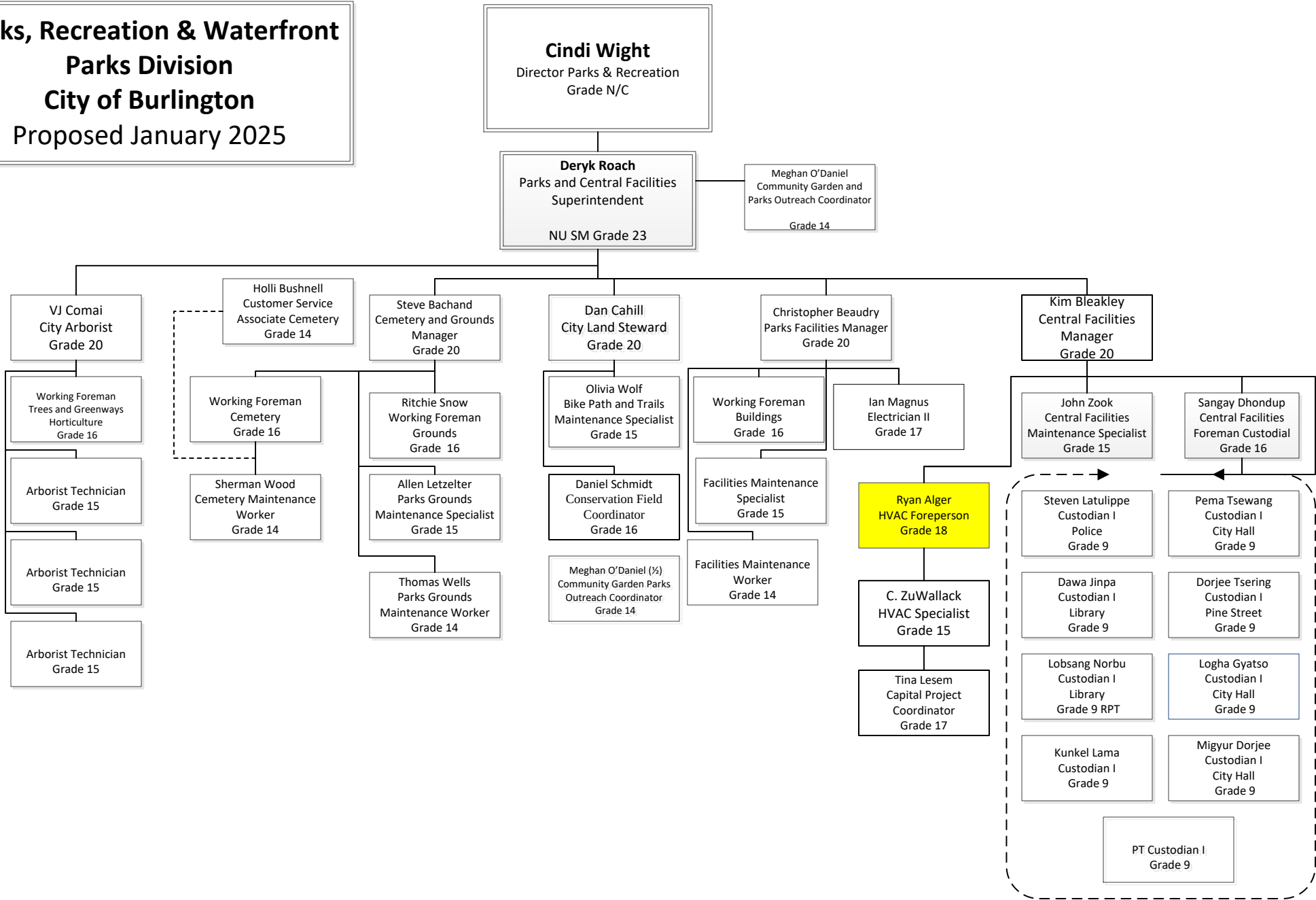
City Council Motion

To approve and authorize the reclassification of the HVAC Technician, a regular, full-time, non-exempt, AFSCME, Grade 17 position to the Central Facilities Working Foreperson Heating, Ventilation and Air Conditioning (HVAC) Technician, a regular, full-time, non-exempt, AFSCME, Grade 18 position in the Department of Parks, Recreation & Waterfront.

**Parks, Recreation & Waterfront
Parks Division
City of Burlington
January 2025**



Parks, Recreation & Waterfront
Parks Division
City of Burlington
Proposed January 2025



City of Burlington Job Description

Position Title: Central Facilities Working Foreperson Heating, Ventilation and Air Conditioning (HVAC) Technician

Department: Parks, Recreation and Waterfront

Reports to: Central Facilities Manager

Pay Grade: 18

Job Code: 1287

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: This position is responsible for providing on-site leadership and direction to the facilities programs and technical expertise to BPRW employees and contractors. This position is responsible for maintenance of all existing and future heating, ventilation and air conditioning systems within the public buildings and public park system and various facilities owned by the City including infrastructure within the Burlington harbor. In addition, this position performs facilities maintenance and skilled technical work in the repair, replacement, and installation of HVAC equipment, and assists in plan development, coordinating HVAC work and execution of daily, monthly, bi-annual, and annual work order requests.

This role is responsible for leading HVAC operations and overseeing maintenance activities ensuring the safe efficient operation of building systems.

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.)

HVAC Responsibilities:

- Required to perform all essential tasks of facilities maintenance, specialists and HVAC technician employees as needed.
- Prepare, coordinate and provide oversight, leadership and review the work of facilities employees in daily work assignments and projects. This will include but is not limited to the following:
 - **Maintenance and repairs:** Perform general maintenance and repairs on systems, electrical and plumbing systems, and other devices
 - **Equipment operation:** Operate and maintain maintenance equipment, such as hand tools, power tools, and powered equipment.
 - **Scheduling:** Plan and schedule daily and weekly maintenance activities
 - **Safety:** Ensure work is completed safely and that proper safety precautions are taken
 - **Record keeping:** Maintain accurate records of maintenance repairs and services
 - **Maintenance estimates:** Estimate time, material, and equipment needed to perform maintenance activities
 - **Parts and products:** Gather information on needed maintenance equipment, parts, and

products

- Obtaining local permits, scheduling and completing inspections where applicable by license.
- Assisting in adding, removing and managing mechanical and facility information in asset management system(s)
- Assisting the Facilities Managers and Park Superintendent in prioritizing work requests.
- Works with and supervises private companies or contractors on City systems or equipment by coordinating work as necessary.
- Maintaining City/Park owned HVAC equipment and ensures all is in proper working order, following Code.
- Troubleshooting all HVAC systems and equipment as needed.
- Inspecting, repairing, adjusting, and performing preventative and general maintenance on all City/Park owned facility systems. Maintains an organized inventory of HVAC-related materials and supplies.
- Monitor and adjust system components through an online control management system.
- Engaging with contractors and control specialists to work through equipment challenges.
- Developing and presenting cost estimates and scopes of work, develop and manage accurate project documents.
- Assisting in preparing project plans and specifications, obtaining price quotes and proposals, preparing bid documents and related contracts, monitoring and administering contracts, managing consultant and contract processes, and review/comment on improvements through project completion.
- Performing scheduled maintenance inspections, and adjust, clean and calibrate various systems to assure proper system operations.
- Replacing worn parts, i.e. expansion valves, compressors, motors, coil units and other component parts.
- Troubleshooting and repair direct digital and pneumatic control systems.
- Checking distribution for proper velocity, volume, temperature, pressure, etc.
- Providing technical assistance for the replacement, expansion and modifications of existing systems.
- Preparing records and reports that describe procedures, action taken and recommended solutions.
- Maintaining vehicle, parts and tools in an organized way.
- Plans and coordinates maintenance activities with building users.
- Coordinating and communicating mechanical information, equipment training and maintenance to other qualified maintenance employees.
- Successfully participates and completes required training including but not limited to confined space(s), aerial apparatus training, annual safety courses, fall protection etc.
- Participating positively in department staff meetings, safety committee meetings and professional development/cultural diversity training.
- Responding to emergency service requests.
- Performing on-site inspections to ensure the successful completion of facility/capital improvement projects.
- Identifying HVAC/facility-related capital investment opportunities
- Assists Facility Maintenance Managers in accurately updating the City's assets as required.
- Position may require the operation of City vehicles and/or personal vehicles for City business.
- Ability to work around Hazardous Chemicals Water treatment/Freon refrigerants
- Assign, prioritize and monitor daily tasks to their facilities team

- Provide training guidance and mentorship to employees and forepersons, emphasizing safety, technical skills, and teamwork

Project coordination:

- Collaborate with other divisions or departments, contractors, and vendors on facility improvement projects.
- Plan and oversee HVAC related projects, ensuring timely delivery within budget constraints.
- Evaluate contractor performance and compliance with City standards and report it to the Manager.

Administrative duties:

- Maintain accurate records of HVAC system maintenance, repairs and inspections including Ammonia system.
- Conduct regular safety briefings and ensure adherence to OSHA standards and City policies
- Monitor work quality, productivity and adherence to timelines
- Monitor and manage inventory of supplies and equipment.
- Provide reports on project progress and system efficiency to the Facility Manager.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent required and three (3) years of trade experience in HVAC equipment and controls installation, troubleshooting, repair and maintenance required, or equivalent combination of education and experience.
- Two years in a lead or supervisory role preferred.
- Type S C3 License and Natural Gas Installer Certification required or ability to acquire within six months.
- Journeyman or master's electrician license required within 2 years of hire.
- EPA 608 (universal) license required
- Experience working with R717 ammonia preferred.
- Ability to successfully complete required training
- Ability to read comprehend and interpret heating, ventilation, air conditioning, refrigeration, air compressors, electrical blueprints and schematics.
- Thorough knowledge of heating, ventilation, air conditioning, air pressure, refrigeration equipment and electronic, electric and pneumatic control systems.
- City objectives and functions in area of assignment: principles and practices of construction management, design and inspection, ordinances, statutes, and regulations.
- Thorough knowledge of materials, methods and hazards of the heating, ventilation, air conditioning, refrigeration and air compressors trade with proficiency in the use of related tools.

- Ability to climb ladders, work in confined spaces, on roofs, etc. as required.
 - Knowledge of local and national code, and ASHRAE standards for the industry.
 - Sufficient strength and physical dexterity to perform the duties and responsibilities of this job including heavy lifting.
 - Ability to wear and use personal protective equipment as needed.
 - Ability to supervise staff and contractors in assisting with facility maintenance or HVAC projects.
 - Ability to establish/maintain effective working relationships and communicate project details to consultants, inspectors, other City staff, and the general public.
 - Ability to mediate conflicts related to project needs and goals.
 - Ability to respond to requests for information, complaints and suggestions from the public, staff, administration, elected officials and special interest groups in a professional manner.
 - Ability to complete multiple projects and meet deadlines required.
 - Ability to work both independently and as part of a team.
 - 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 obtain a valid driver's license within 45 days of hire and the continued maintenance of a valid driver's license. Operation of a City vehicle or personal vehicle to conduct City business without providing proof of a valid driver's license to Human Resources will not be permitted. A valid driver's license shall be defined as a current state of residence-issued license to operate a motor vehicle on public roadways. Position also requires the ability to be covered under the City's vehicle insurance policy prior to operation of any City vehicles or non-city vehicles for City business
 - Experience working with Programmable Logic Controllers programming is required. .
 - Experience working with controls such as Automated logic required.
 - Experience working with Variable Frequency Drives required. •
 - Experience using the tools and information necessary to maintain equipment with minimum tolerances required.
 - Ability to climb in overhead structures, to work beneath machines and in close quarters performing analysis and repair work.
 - Ability to use lifts or bucket truck non CDL truck
 - Experience in procedures required to safely work with three phase and single phase electricity
- Dc and AC required.
- Experience working with low voltage Controls preferred.
 - Strong troubleshooting and problem-solving skills
 - Knowledge and ability to perform necessary mathematical calculations as it relates to HVAC work.
 - Provide on-call coverage as assigned, including after-hours, nights, weekends and holidays.

Physical and Mental/Reasoning Requirements and 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. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

	Task/Skill/ Ability	Frequency			Task/Skill/ Ability	Frequency
X	Seeing	Constant		X	Ability to lift and Carry, push or pull	
X	Color perception (red, green, amber)	Constant		X	10 - 25lbs	Constant
X	Hearing/listening	Constant		X	25 - 50lbs	Frequent
X	Clear speech	Constant		X	50 - 75lbs	Occasional
X	Touch/ Dexterity -	Constant		X	75+ lbs	Occasional
X	Hand			X	Analysis/ Comprehension	Constant
X	Finger			X	Judgment/ decision making	Constant
X	Reading -			X	Utilization of pressurized equipment	Occasional
	Simple			X	Moving objects	Frequent
	Basic			X	high places	Occasional
X	Complex	Frequent		X	fumes/odors	Frequent
X	Writing -			X	hazardous materials	Occasional
	Simple			X	dirt/dust	Frequent
	Basic					
X	Complex	Frequent				
	Mathematics					
	Simple					
	Basic					
X	Complex	Frequent				
X	Walk or move over distances under own power					
X	within offices/ building or even terrain)	Constant				
X	outdoors or uneven terrain	Frequent				
X	Work alone, under minimal supervision	Frequent				
X	Work directly and indirectly with others	Frequent				
X	Verbal contact with others	Constant				
X	Face-to-face contact	Frequent				
X	Work outdoors in -	Frequent				
X	extreme heat	Occasional				
X	extreme cold	Occasional				
X	other adverse weather conditions	Occasional				

Never	Occasional	Frequent	Constant
0%	1-33%	34-66%	67-100%
0%	equal or less than 2.6 hours	2.7 -5.2 hours	equal or greater than 5.3 Hours
* all times and %s are based on a the assumption of an 8 hour shift schedule			

Supervision:

Directly Supervises: 0 Indirectly supervises: 16

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 October 2016. Revised February 2017. Revised October 2020. Revised June 2022; Revised January 2025

City of Burlington Job Description

Position Title: ~~Heating, Ventilation and Air Conditioning (HVAC) Senior Heating, Ventilation and Air Conditioning (HVAC) Technician Working Foreperson~~

Department: Parks, Recreation and Waterfront

Reports to: ~~Central~~ Facilities Maintenance Manager

Pay Grade: 17

Job Code: 1287

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: This position is responsible for ~~providing on-site leadership and direction to the central facilities programs, and direction and technical expertise to any Burlington Parks Facilities employees~~ BPRW employees and contractors. This position is responsible for maintenance of all existing and future heating, ventilation and air conditioning systems within the public buildings and public park system and various facilities owned by the City including infrastructure within the Burlington harbor. In addition, this position performs ~~facilities maintenance and~~ skilled technical work in the repair, replacement, and installation of HVAC equipment, and assists in plan development, coordinating HVAC work and execution of daily, monthly, bi-annual, and annual work order requests.

This role is responsible for leading HVAC operations and overseeing maintenance activities focused on the City's central facilities, stepping in as needed on any City building. This includes performing skilled HVAC work, overseeing a team and ensuring the safe efficient operation of building systems.

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.)

HVAC Responsibilities:

- ~~Required to perform all essential tasks of of HVAC and Electrical Journeyman facilities maintenance, specialists and HVAC-Specialist technician employees as needed.~~
- ~~Prepare, coordinate and provide technical oversight, leadership and review the work of central Facilities facilities employees in daily work assignments and projects. This will include but is not limited to the following:~~
 - ~~-Maintenance and repairs: Perform general maintenance and repairs on systems, electrical and plumbing systems, and other devices~~
 - ~~-Equipment operation: Operate and maintain maintenance equipment, such as hand tools, power tools, and powered equipment.~~
 - ~~-Scheduling: Plan and schedule daily and weekly maintenance activities~~
 - ~~-Safety: Ensure work is completed safely and that proper safety precautions are taken~~
 - ~~-Record keeping: Maintain accurate records of maintenance repairs and services~~
 - ~~- Maintenance estimates: Estimate time, material, and equipment needed to perform~~

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maintenance activities

- **Parts and products:** Gather information on needed maintenance equipment, parts, and products including but not limited to:

- ~~Responsible for Obtaining~~ Obtaining local permits, scheduling and completing inspections where applicable by license.
- ~~Responsible for completing, maintaining, tracking, and submitting work orders through Viewworks Maintenance Tracking System completing/scheduling/assigning tasks as required.~~
- Assistings in Vue works adding, removing and managing mechanical and facility ~~asset~~ information in asset management system(s)s
- Assistings the Facilities Maintenance Managers and Park Superintendent in prioritizing work requests.
- ~~Is an active representative for the City in W~~ orksing with and supervises private companies or contractors on City systems or equipment by coordinating work as necessary.
- Maintainings City/Park owned HVAC equipment and ensures all is in proper working order, ~~in accordance with~~ following Code.
- Troubleshooting all HVAC systems and equipment as needed.
- Inspecting, repairing, adjusting, and performing preventative and general maintenance on all City/Park owned facility systems. Maintains an organized inventory of ~~HVAC-related~~ HVAC-related materials and supplies.
- ~~Actively monitor~~ Monitorings and ~~adjust~~ adjusts system components through an online control management system.
- Engagings with contractors and control specialists to work through equipment challenges.
- Developing and presenting cost estimates and scopes of work, develop and manage accurate project documents.
- Assisting in preparing project plans and specifications, obtaining price quotes and proposals, preparing bid documents and related contracts, monitoring and administering contracts, managing consultant and contract processes, and review/comment on improvements through project completion.
- Performing scheduled maintenance inspections, and adjust, clean and calibrate various systems to assure proper system operations. ~~Supervise employees assisting in HVAC or electrical tasks and projects as required.~~
- Replacinge worn parts, i.e. expansion valves, compressors, motors, coil units and other component parts.
- Troubleshooting and repair direct digital and pneumatic control systems.
- Checking distribution for proper velocity, volume, temperature, pressure, etc.
- Providinge technical assistance for the replacement, expansion and modifications of existing systems.
- Preparinge records and reports that describe procedures, action taken and recommended solutions.
- Maintaininge vehicle, parts and tools in an organized way.
- Plans and coordinates maintenance activities with building users.
- Coordinatinges and communicatinges mechanical information, equipment training and maintenance to other qualified maintenance employees.
- Successfully participates and completes required training including but not limited to confined space(s), aerial apparatus training, annual safety courses, fall protection etc.
- ~~Establishing and soliciting~~ price estimates, make recommendations for purchasing, and develop

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Heating, Ventilation and Air Conditioning (HVAC) Technician

Page 3 of 6

~~specifications on equipment/appliances/etc. on behalf of the Facilities Maintenance Manager.~~

- Participatingte positively in department staff meetings, safety committee meetings and professional development/cultural diversity ~~training~~trainings.
- Responding to emergency service requests.
- Performing on-site inspections to ensure the successful completion of facility/capital improvement projects.
- Identifying HVAC/facility-related~~facility-related~~ capital investment opportunities
- Assists Facility Maintenance Managers in accurately updating the City's assets as required.
- Position may require the operation of City vehicles and/or personal vehicles ~~in order to conduct~~for City business.
- Ability to work around Hazardous Chemicals Water treatment/Freon refrigerants

Responsibilities:

Assign, prioritize and monitor daily tasks to his~~their~~ facilities team

Provide training guidance and mentorship to employees and forepersons, emphasizing safety, technical skills, and teamwork

Conduct regular safety briefings and ensure adherence to OSHA standards and City policies

Monitor work quality, productivity and adherence to timelines

Project coordination:

Collaborate with other divisions or departments, contractors, and vendors on facility improvement projects

Plan and oversee HVAC related projects, ensuring timely delivery within budget constraints

Evaluate contractor performance and compliance with City standards and report it to the Manager

Administrative duties:

Maintain accurate records of HVAC system maintenance, repairs and inspections including Ammonia system at Leddy.

Monitor and manage inventory of supplies and equipment.

Provide reports on project progress and system efficiency to the Facility Manager.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent required and three (3) years of trade experience in HVAC equipment and controls installation, troubleshooting, repair and maintenance required, or equivalent combination of education and experience.
- Two years in a lead or supervisory role preferred.
- Type S C3 License and Natural Gas Installer Certification required or ability to acquire within six months.
- Minimum of S class license for electrical, journeyman-Journeyman or master's electrician license preferred.mandatoryrequired within 2 years of hire.
- EPA 608 (universal) license required

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Heating, Ventilation and Air Conditioning (HVAC) Technician

Page 4 of 6

~~— Experience working with Ability to work with R717 ammonia preferred~~

~~— Confined space trained~~

~~Training staff members on equipment~~

~~AED First Aid trained~~

~~Osha 10 required~~

~~Fall protection trained~~

- ~~Scissor lift and boom lift trained~~

- ~~Ability to successfully complete required training~~

- Ability to read ~~complex~~, comprehend and ~~follow~~ interpret heating, ventilation, air conditioning, refrigeration, air compressors, electrical blueprints and schematics.

- Thorough knowledge of heating, ventilation, air conditioning, air pressure, refrigeration equipment and electronic, electric and pneumatic control systems.

- City objectives and functions in area of assignment: principles and practices of construction management, design and inspection, ordinances, statutes, and regulations.

- Thorough knowledge of materials, methods and hazards of the heating, ventilation, air conditioning, refrigeration and air compressors trade with proficiency in the use of related tools.

- Ability to climb ladders, work in confined spaces, on roofs, etc. as required.

- Knowledge of local and national code, and ASHRAE standards for the industry.

- Sufficient strength and physical dexterity to perform the duties and responsibilities of this job including heavy lifting.

- Ability to wear and use personal protective equipment as needed.

- Ability to supervise staff and contractors in assisting with facility maintenance or HVAC or ~~Any~~ related projects.

- Ability to establish/maintain effective working relationships and ~~clearly~~ communicate project details to consultants, inspectors, other City staff, and the general public.

- Ability to mediate conflicts related to ~~projects~~ project needs and goals.

- Ability to respond to requests for information, complaints and suggestions from the public, staff, administration, elected officials and ~~specials~~ special interest groups in a professional manner.

- Ability to complete multiple projects and meet deadlines required.

- Ability to work both independently and as part of a team.

- 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.

- ~~Proof of COVID-19 vaccination required, reasonable accommodations will be considered.~~

- Ability to obtain a valid driver's license within 45 days of hire and the continued maintenance of a valid driver's license. Operation of a City vehicle or personal vehicle to conduct City business without providing proof of a valid driver's license to Human Resources will not be permitted. A valid driver's license shall be defined as a current state of residence-issued license to operate a motor vehicle on public roadways. Position also requires the ability to be covered under the City's vehicle insurance policy prior to operation of any City vehicles or ~~non-City~~ non-city vehicles for City business

- ~~Advance understanding of~~ Experience working with Programmable Logic Controllers

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~~programming are~~ required. ~~necessary.~~

- ~~• Advance level of~~ Experience working with controls such as -Automated logic required.
- ~~• Advance understanding~~ Experience working with ~~of~~ Variable Frequency Drives required.
- ~~• Electrical knowledge to include NFPA 70e requirements.~~
- ~~• Experience using the tools and information necessary to maintain equipment with High degree of precision working with minimum tolerances required.~~
- ~~• Ability to climb in overhead structures, to work beneath machines and in close quarters performing analysis and repair work.~~
- ~~• Ability to use lifts or bucket truck non CDL truck~~
- ~~• Exposed to high voltage~~ Experience in procedures required to safely work with three phase and single phase electricity Dc and AC required.
- ~~• Exposed to~~ Experience working with low voltage Controls preferred.
- ~~• Strong troubleshooting and problem-solving skills~~
- ~~• Ability to read complex language, interpret and modify electrical and mechanical schematics~~
- ~~• Must be able to do advance~~ Knowledge and ability to perform necessary -mathematical calculations as it relates to HVAC work.
- ~~• Supervision of team members 1 or more out in field and assisted to other managing day to day task with management as well as foreman from other dept.~~
- ~~• Provide on-call coverage as assigned, including after-hours, nights, weekends and holidays.~~

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Physical and Mental/Reasoning Requirements and 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. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

☐ seeing	☐ ability to move distances	☐ lifting (specify)
☐ color perception	☐ within and between	☐ 50_ pounds
☐ (red, green, amber)	☐ warehouses/offices	☐ carrying (specify)
☐ hearing/listening	☐ climbing	☐ 50_ pounds
☐ clear speech	☐ ability to mount/dismount	☐ driving (local/over
☐ touching	☐ 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	☐ 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

Heating, Ventilation and Air Conditioning (HVAC) Technician

Page 6 of 6

☒ inside ☒ electrical equipment ☒ dirt/dust

Supervision:

Directly Supervises: 0 ~~1 or more~~ Indirectly supervises: ~~1~~ 416

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 October 2016. Revised February 2017. Revised October 2020. Revised June 2022; January 2025

Board of Finance and City Council Submission ChecklistDepartment: Parks Submitter: Cindi WightTitle/Subject: HVAC retitling and reclassification position

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	1/27/2025

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	1/19/2025	Cindi Wight
Mayor's Office informed and approved memo	Yes	1/22/2025	Joe Magee
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	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	1/22/2025	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	1/22/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Yes	1/19/2025	Orieta Glozheni
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?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	N/A	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?	N/A	Click or tap here to enter text.

Resolution Relating to

MARCH 4, 2025 ANNUAL CITY MEETING—
PLEDGING THE CREDIT OF THE CITY ISSUE GENERAL
OBLIGATION BONDS FOR CITY’S FIVE-YEAR CAPITAL
PLAN

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

CITY OF BURLINGTON

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

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

That WHEREAS, the City of Burlington (the “City”) has established a process to identify and address challenges facing the City with respect to its public infrastructure and identified needs for various capital improvements; and

WHEREAS, through that process, the City has developed a 5-Year Capital Plan in order to enhance the ability to maintain and invest in the public infrastructure serving the City and its residents; and

WHEREAS, such Capital Plan is designed to bring greater rigor to decision-making regarding physical assets, identify areas of under-investment, prioritize and coordinate all types of capital assets and manage the cumulative cost of the infrastructure so that the impact on taxpayers is predictable and stable; and

WHEREAS, the City has determined in order to fund the costs of such capital improvements, it will be necessary to finance such capital costs; and

WHEREAS, Section 63 of the City’s Charter, provides that, with a two-thirds vote of the City’s voters, the City Council shall have the authority to pledge the credit of the City for any purpose by issuing its negotiable orders, warrants, notes or bonds, for which authority has been given by the voters;

NOW, THEREFORE, BE IT RESOLVED that the following question be placed on the ballot of the Annual City Meeting to be held March 4, 2025:

“Shall the City Council be authorized to issue general obligation bonds or notes in one or more series in an aggregate principal amount not to exceed Twenty Million dollars and 00/100 (\$20,000,000.00) to be borrowed in increments between Fiscal Year 2026 and Fiscal Year 2028 for the purpose of funding capital improvement infrastructure projects of the City and its departments in furtherance of the City’s 5-Year Capital Plan?”

City of Burlington Capital Committee

CT Office | DPW | BPRW | I&T | BCA | CEDO | Public Safety



MEMORANDUM

To: Board of Finance & City Council

Fr: Ashley Parker, Capital Program Director
Katherine Schad, CAO
Bradley Kukenberger, Director of Finance
Chapin Spencer, DPW Director
Cindi Wight, BPRW Director
Scot Barker, Chief Innovation Officer
Chief Michael LaChance, Burlington Fire Department
Charles Dillard, Director of City Planning
Zachary Nersinger, CEDO Community Works
Deryk Roach, Superintendent of Parks & Facilities
Nicole Losch, Grants Director
Shannon Trammell, Executive Manager, Burlington Police Department
Laura Wheelock, DPW City Engineer
Sophie Sauvé, BPRW Comprehensive Planner
Sara Katz, Assistant Director, Burlington City Arts

Re: March 4, 2025: Town Meeting Day Authorization to Issue General Obligation Bond for General Fund Capital Projects

Date: January 27, 2025

General Fund Capital – An Overview

The City's General Fund Capital Program focuses on capital asset needs across General Fund Departments. This includes construction, renovation, remodeling of buildings, structures, streets, sidewalks, and parks. It does not include annual routine maintenance or repair expenditures. Departments that are able to request General Fund Capital revenues include: DPW (Fleet, Streets, Sidewalks, Bridges, and Transportation Safety), Parks (including Central Facilities), Fire, Police, Innovation & Technology, and Public Art.

As we start planning for the Fiscal Year (FY) 2026 Budget, the General Fund Capital Program only has access to \$2M in annual borrowing as allowed by the City Charter. Per the City's Council Approved [5-Year Capital Plan](#), the City is projecting at least an annual need of \$8-10M of revenue a year. As a result, staff are recommending moving forward with a new \$20M General Obligation (GO) Bond to help ensure continued good governance of existing City infrastructure, including timely maintenance and replacement of critical infrastructure. As City projects continue to manage impacts related to inflation, it is important that the City continue investing in its critical infrastructure in order to prevent adding more stress to the Capital Program via increases in projects or project budgets.



\$20M GO Bond Spend-out Projection			
Revenue Source	FY26	FY27	FY28
Annual CIP	\$2M	\$2M	\$2M
\$20M GO Bond	\$7M	\$6.5M	\$6.5M
Total Revenue	\$9M	\$8.5M	\$8.5M

Focusing on Critical Infrastructure – What is the Need?

The Capital Program is projecting significant need across all General Fund Asset Classes. Below is a summary of the overall need, but the Capital Program encourages all Councilors and residents to please check out the new [Capital Planning Map online](#). This map will show you all of the capital need across all asset classes throughout the City for the next 6 years (FY26-31) in much more detail.

1. **Fleet:** City General Fund Departments own 242 vehicles and equipment.
 - 30% need to be replaced; 45% of those are critical public safety vehicles (fire, police, snow removal)
 - City had to defer spending on General Fund Fleet in FY24 and FY25, so returning to a regular replacement schedule for Fleet is critical.
 - FY26 projections indicate a need to cover ~\$3M of General Fund Fleet needs with the bond. This would help move the City back to a more normal replacement schedule.
2. **Sidewalks:** The City has 133 miles of sidewalk.
 - ~3 miles should be replaced annually; cost = \$1M/mile
 - DPW is currently projecting that 17.2 miles of the existing sidewalk network is in serious or poor condition.
3. **Streets:** The City owns and maintains 88 miles of street.
 - ~4 miles should be paved annually; cost = \$1.2M/mile
 - DPW is currently projecting that 10.8 miles of the existing network do not meet acceptable condition.
4. **Transportation Safety:** Incorporating needs across the City's bridges and transportation calming projects.
 - 3 bridges are captured in the Capital Plan for replacement/repairs, including the Winooski Bridge (Local Match Need = \$4M).
 - \$300K/year could get the City 14 new transportation calming projects (achieving 75% of current community requests).

City of Burlington Capital Committee

CT Office | DPW | BPRW | I&T | BCA | CEDO | Public Safety



5. **City Buildings:** The City owns and is responsible for 19 buildings on the General Fund side, including all City Fire Stations, 1 North Ave, City Hall, and the Miller Center.
 - There is currently ~\$13M in deferred need across all City facilities (~\$700K/facility).
 - Funding from this bond would help address critical improvement projects resulting from deferred maintenance. These would not be “band aid” – type projects.
6. **Parks:** There are 37 City Parks. Park projects in the current Capital Plan include opportunities at Calahan Park, North Beach, Perkins Pier, Blanchard Beach, and more.
 - There is currently ~\$24M in deferred need across all City parks (~\$700K/park).

The \$20M GO Bond is a critical revenue opportunity for the City to address many of the needs laid out here. Below is a table that shows how the \$20M GO Bond could be spread across all of these needs. This is very high level and in a DRAFT format, but it gives an idea of how the money could be spent.

Capital \$20M DRAFT Allocations for 1st Priority Need (FY26-28)*		
Asset	% of \$20M	Notes
Fleet	min 15%	Gets City back to regular replacement schedule
Sidewalks	25-35%	With Street Capital supplement, would hit 3 mi/year
Streets	25-35%	With Street Capital supplement, would hit 4 mi/year
Facilities	13-30%	13% could support deferred maintenance in the equivalent of 3 buildings
Parks	6-10%	10% could support deferred maintenance in the equivalent of 3 parks
Traffic Safety	1-3%	With Street Capital supplement, 3% could hit 75% of community requests
Local Matches	15-20%	20% would fully fund Winooski Bridge Local Match
*Note: No capital asset is guaranteed funding as the General Fund Capital Budget needs to be flexible and responsive to emergent needs, while also ensuring equitable implementation of infrastructure.		

Affordability & Tax Impact

Affordability is critical to the Administration, and the Capital Program is working hard to balance responsible investment in critical infrastructure while also ensuring residents can afford their property tax bills. The FY26 Operating Budget process is well underway, and the City has goals for efficiency in services and better planning of maintenance expenditures. In addition, the City has invested in systems and programs to better monitor and track capital assets and expenditures. For example, over the last six months, the Fleet Team has implemented a new asset management software so that the City has a better sense of how existing vehicles and equipment are maintained and utilized. This will provide the City with better data on its Fleet assets and also give us a sense of how best to right-size the Fleet (if that is necessary), as well as improving our preventative maintenance process.

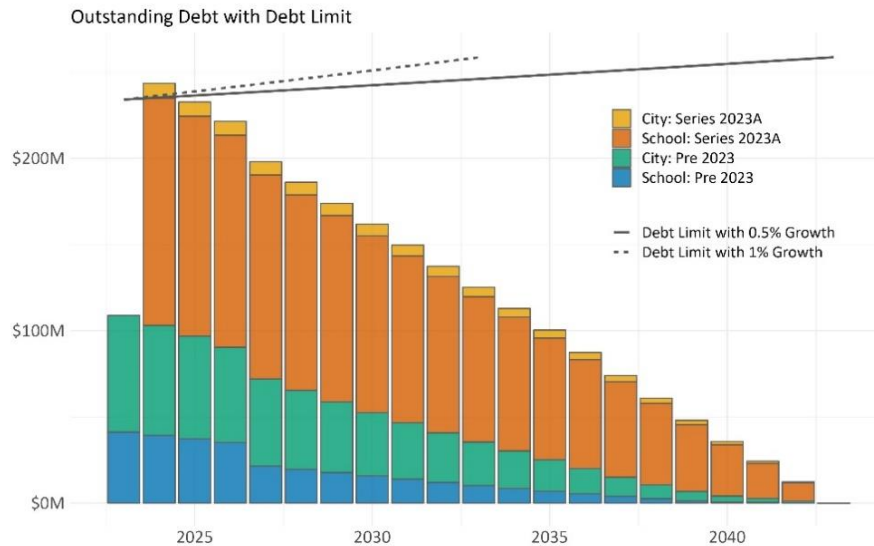
City of Burlington Capital Committee

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The Capital Program will also continue to look for different opportunities to leverage any capital revenues there are. The City was successful in leveraging \$5M from the last GO Bond for \$7M in grant funding. We have similar supplemental funding goals at this time, depending on the success of this GO Bond request and any additional revenue sources available to the program.

The City Team has reviewed its Debt Policy. Due to growth of the grand list and the ability of the City to pay down existing principal and interest faster than originally projected, there is now \$20M of debt capacity available.



If the Council authorizes this bond, and the voters approve it, the City would not draw down the full \$20M in FY26. It would be drawn down over the next three FYs (FY26-28) (see \$20M GO Bond Spend-out Project table above). Therefore, the maximum tax impact is \$12/month increase for a \$500K house (see table below for more details).

Assessed Home Value	Monthly Expected Tax Increase
\$300,000	\$6.92
\$500,000	\$11.58
\$700,000	\$16.18
\$900,000	\$20.83

In Summary

The City's Capital Program is recommending that the City Council adopt the attached resolution requesting authorization for the following question regarding the \$20M GO Bond for the City's General Fund Capital Program to be placed on the March 4, 2025 Town Meeting Day ballot:

"Shall the City Council be authorized to issue general obligation bonds or notes in one or more series in an aggregate principal amount not to exceed Twenty Million dollars and 00/100 (\$20,000,000.00) to be borrowed in increments between Fiscal Year 2026 and

City of Burlington Capital Committee

CT Office | DPW | BPRW | I&T | BCA | CEDO | Public Safety



Fiscal Year 2028 for the purpose of funding capital improvement infrastructure projects of the City and its departments in furtherance of the City's 5-Year Capital Plan?"

Recommended Motions

For Board of Finance –

Move to recommend that the City Council approve the attached resolution authorizing the proposed question related to the \$20M General Obligation Bond for General Fund Capital infrastructure be placed on the ballot for Town Meeting Day to be held on March 4, 2025.

For City Council –

To adopt the attached resolution authorizing the proposed question related to the \$20M General Obligation Bond for General Fund Capital infrastructure be placed on the ballot for Town Meeting Day to be held on March 4, 2025.



\$20M GO Bond

Prioritizing Affordable Public Infrastructure

January 27, 2025



What to Expect Tonight

- Just a Quick Review
- Where to Find More Info





Prioritizing Affordable Public Infrastructure

What is the Need?



Why We Need \$20M Bond on TMD 2025

Impacts to Capital Assets WITHOUT the \$20M – relying on \$2M Annual Borrowing*

Fleet	1 Fire Truck, 1 Ambulance, 2 Plow Trucks, 1 Commercial Mower
Sidewalks	2 miles of sidewalk replaced/year
Streets	1.8 miles of street paved/year
Bridges	½ the local match need for the Winooski Bridge Project
Facilities	Deferred maintenance in the equivalent of 3 City Buildings
Parks	Deferred maintenance in the equivalent of 3 Parks
Traffic Safety	93 permanent and temporary projects



\$20M GO Bond Spend-out Projection

Revenue Source	FY26	FY27	FY28
Annual CIP	\$2M	\$2M	\$2M
\$20M GO Bond	\$7M	\$6.5M	\$6.5M
Total Revenue	\$9M	\$8.5M	\$8.5M



Focusing on Critical Infrastructure

Capital Asset Need

Fleet	\$3.3M need in FY26
Sidewalks	\$3M/year to replace 3 miles of Sidewalk
Streets	\$4.8M/year to pave 4 miles of Street
Bridges	\$4M of local match need for the Winooski Bridge
Transportation Safety	\$300K/year = 14 temporary/permanent traffic calming projects
Buildings	\$9.2M in critical projects
Parks	\$6.5M in critical projects





Proposed Allocation

Capital \$20M DRAFT Allocations for 1st Priority Need (FY26-28)*		
Asset	% of \$20M	Notes
Fleet	min 15%	Gets City back to regular replacement schedule
Sidewalks	25-35%	With Street Capital supplement, would hit 3 mi/year
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Traffic Safety	1-3%	With Street Capital supplement, 3% could hit 75% of community requests
Local Matches	15-20%	20% would fully fund Winooski Bridge Local Match

***Note:** No capital asset is guaranteed funding as the General Fund Capital Budget needs to be flexible and responsive to emergent needs, while also ensuring equitable implementation of infrastructure.

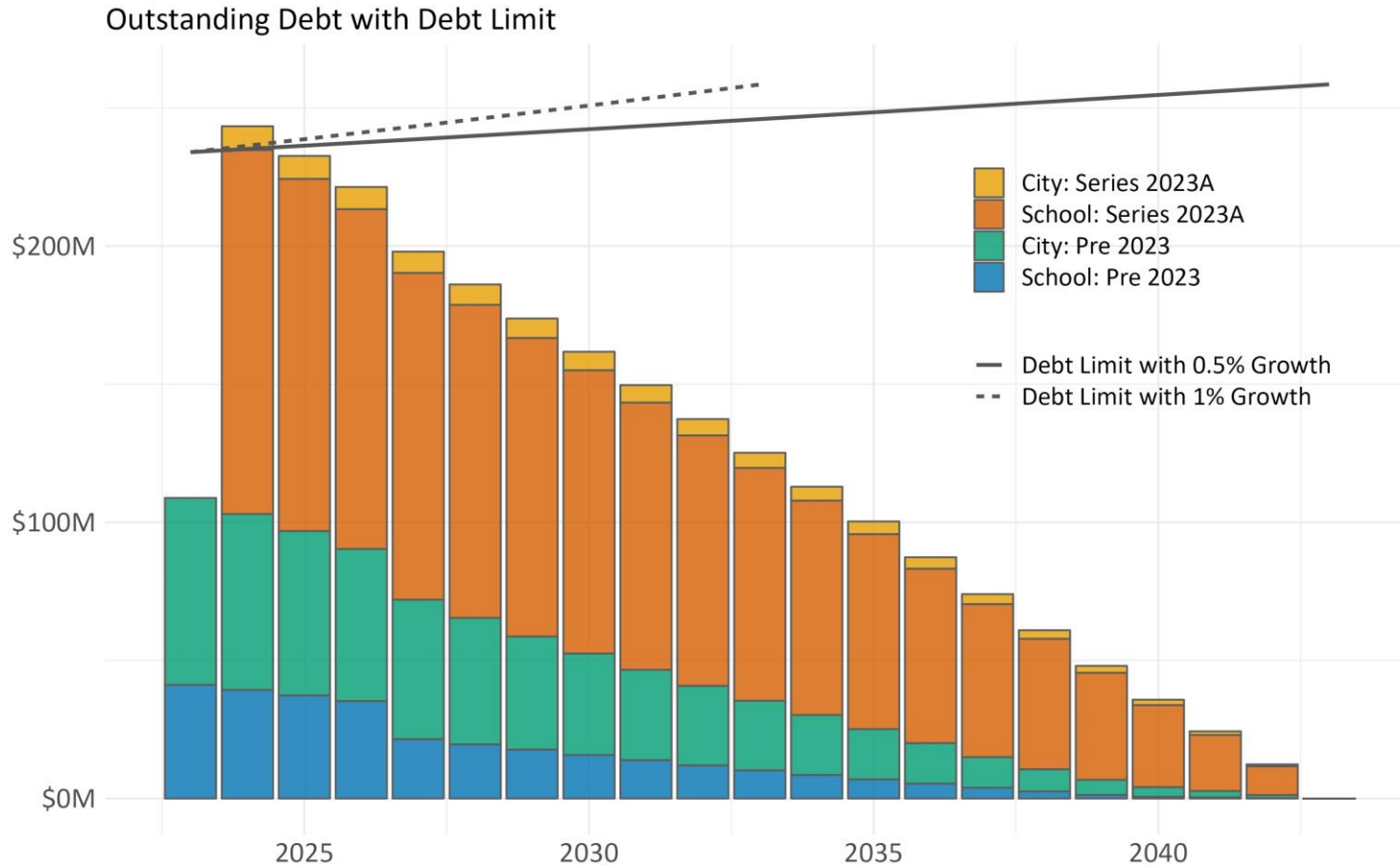


Prioritizing Affordable Public Infrastructure

What is the Tax Impact?



Phase Three: Fitting in with Debt Policy



- City recalculates existing debt annually per our policy
- Due to growth of grand list and paying down principal & interest faster than originally projected, there is now \$20M of debt capacity that has freed up



Effect on Tax Bills

- The \$20M bond would be repaid through a small increase in municipal property taxes starting in FY26.
- We anticipate the increase to be approximately:

Assessed Home Value	Monthly Expected Tax Increase
\$300,000	\$6.92
\$500,000	\$11.58
\$700,000	\$16.18
\$900,000	\$20.83

\$20M GO Bond Spend-out Projection

Revenue Source	FY26	FY27	FY28
Annual CIP	\$2M	\$2M	\$2M
\$20M GO Bond	\$7M	\$6.5M	\$6.5M
Total Revenue	\$9M	\$8.5M	\$8.5M

- The effect from this bond will not be more than the amount listed on this slide; it could be less over a payback period of 20 years.



Next Steps

- The GO Bond needs a 2/3 vote to pass.
- If it passes, the City will borrow money incrementally, as needed over FY26-28.
- Approving this bond does not approve any specific projects. All proposed capital projects still need approval from the Capital Committee plus
 - if they are above \$250K they require BOF approval and
 - if above \$500K they require BOF and CC approval.





Questions?



Thank you!

For more information, please contact
Ashley Parker, Capital Program Director:
aparker@burlingtonvt.gov.

You can also visit the City's webpage and
click the [Elections button](#).

Board of Finance and City Council Submission Checklist

Department: CT Office Submitter: Ashley Parker
 Title/Subject: March 4, 2025: Town Meeting Day Authorization to Issue General Obligation Bond for General Fund Capital Projects

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	
☒	Concurrent	1/27/2025

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	1/21/2025	Katherine Schad
Mayor's Office informed and approved memo	Yes	1/23/2025	Erin Jacobsen
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	1/22/2025	Jessica Brown, Esq.
CAO has reviewed budget, financing, and memo	Yes	1/21/2025	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	Yes	Presentation
Draft Resolution or Motion?	Yes	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.

Resolution Relating to

MARCH 4, 2025 – ANNUAL CITY MEETING ISSUANCE
OF REVENUE BONDS FOR DRINKING WATER UTILITY
PROJECTS

RESOLUTION_____

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

CITY OF BURLINGTON

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

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

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- That WHEREAS, the City, acting through the Water Resources Division (WRD) of the Department of Public Works, has identified needs for various capital improvements to its drinking water reservoir and pump station, the water treatment plant, and the distribution system, including capital improvements to water mains, hydrants and valves as part of Stage 1 of the Water Resources Sustainable Infrastructure Plan; and
- WHEREAS, the City has determined that the costs of such improvements are too great to be paid out of the ordinary annual income and revenue of the Water enterprise fund and that it will be necessary to incur indebtedness to fund such capital costs;
- WHEREAS, the improvements will benefit ratepayers and City residents; and
- WHEREAS, the City expects that a total of \$20,000,000 will be required to make these Stage 1 capital improvements of the Water Resources Sustainable Infrastructure Plan; and
- WHEREAS, while the Division’s existing rate affordability framework (enacted by City Council in FY22), includes a bill discount program that will assist qualified customers with the impact of rate increases, the Division commits to evaluating the need and mechanisms for expansions and enhancements of the affordability program to 1) ensure that all customers are able to regularly and successfully pay their water resources bill on time and without compromising their ability to meet other essential needs and 2) to evaluating the need and mechanism for the establishment of an indirect assistance program to offset the impact of water resources rate increases on rents; and
- WHEREAS, the City Charter and other applicable law provides that, with at least a majority vote of the City’s voters, the City shall have the authority to issue bonds, from time to time, for the purpose of financing the cost of any improvement to the City’s public utility systems, including the City’s drinking water system, with such bonds payable from the revenues of such public utilities; and
- WHEREAS, the Board of Finance, at its January 27, 2025 meeting has approved and recommended that the City Council advance the proposed revenue bonding for the waterworks system improvements for City-wide consideration and a public vote at the Annual City Meeting to be held on March 4, 2025; and

WHEREAS, the proposed financing of such capital improvements may be through a public or private issuance of bonds or notes, issuance through the Vermont Municipal Bond Bank, through the State of Vermont environmental revolving loan fund, or any combination of these sources, and may be done in one or more series over multiple years;

NOW, THEREFORE, BE IT RESOLVED that the following question shall be placed on the ballot of the Annual City Meeting to be held March 4, 2025:

“Shall the City be authorized to issue revenue bonds or notes in one or more series, in a principal amount not to exceed \$20,000,000, to be issued pursuant to the City Charter and subchapter 2 of Chapter 53 of Title 24, Vermont Statutes annotated, on behalf of the Water Resources Division of the Department of Public Works and payable only by the net revenues of the waterworks system for the purpose of (i) paying for capital additions and improvements to the waterworks system, including the City’s drinking water reservoir and pump station, the drinking water treatment plant, underground pipe and water distribution system, and (ii) to fund debt service reserve funds and pay costs of issuance?”

Estimated total Project Cost: \$ 20,000,000;

City Share of Costs: \$20,000,000.



Burlington Water Resources Division
Megan J. Moir, Division Director
235 Penny Lane | P.O. Box 878
Burlington, VT 05401
(802) 863-4501
mmoir@burlingtonvt.gov

To: Board of Finance/City Council
From: Megan Moir, Division Director Water Resources
Cc: Chapin Spencer, DPW Director
Date: January 27, 2025
Subject: Water Resources Bonds: Request for Ballot Items

The Water Resources Division (WRD) of the Department of Public Works seeks authorization, through the attached resolutions, for the addition of a two bonding authority requests to the March 4, 2025 Annual City Meeting ballot for consideration by the voters of Burlington: 1) for the WATER bond, not to exceed \$20 million for the drinking water system and 2) for the LAKE bond, not to exceed \$152 million for the wastewater and stormwater systems.

BACKGROUND

Bonding is necessary when the City needs to perform a project which is of a cost magnitude that is too great to fund with annual capital budgets and when those costs thus need to instead be financed. While it does incur additional borrowing costs (interest or other fees) it allows for the payment on the investment to be spread out over the life of the asset – being either 20, 30 or in some cases with pipes and other structures, 40 years – and for those costs to be paid for through a combination of rates and impact fees over that time period. Voter approval of bond proposals provides the City Council the authority needed for them to approve the issuance of bond or execution of loans from the State – as such, a bond vote is only the first step in advancing these projects, with the City Council ultimately providing the final approval for when and at what magnitude these bonds and loans are issued.

Burlington's drinking water, wastewater and stormwater systems provide essential services to the Burlington's residents, businesses and visitors. Recent capital investments, made possible by support of voters in 2016 (\$8.34M Water Bond) and 2018 (\$30M 2018 Clean Water Bond for wastewater and stormwater) have made initial necessary improvements but more investment is needed to ensure the resiliency of these systems for both current and future (with expanded housing) Burlington and in order to protect Lake Champlain from wastewater and stormwater pollution and excess phosphorus. Prior to these smaller 2016 and 2018 bonds, the last time the City bonded for water resources work was in 1984 on the drinking water side and in the early 1990s for the Wastewater system. A current summary of the Water Resources Sustainable Infrastructure Plan is provided as Attachment A and provides details on work completed with the 2016 and 2018 bonds (Stage 0) as well as the work proposed under this 2025 bond (Stage 1) and future bonding packages (Stage 2 and 3).

2025 WATER Bond: Drinking Water System Needs (\$20 million)

The drinking water or WATER bond includes a number of proposals aimed at shoring up one of our highest risk systems, the reservoir pump station and our drinking water reservoir system, while also

providing initial funding to update several systems at the drinking water plant and continuing to provide necessary funding for replacement or renewal of the drinking water mains throughout the City.

Reservoir Improvements Project (\$9.75M): The City's 7 million gallon (MG) reservoir and reservoir pump station are critical components of the City's drinking water infrastructure. The reservoir storage structure provides daily demand management and emergency storage for the entire City. The reservoir pump station is responsible for pumping water to the City's two elevated storage tanks which provide the water pressure necessary for portions of the City generally to the east of Willard Street, including the University of Vermont Medical Center. Without these pumps (which can also pump directly during elevated tank maintenance), the City is unable to provide water to properties at these upper elevations, including the hospital, which is the region's only Level I trauma center. For the reservoir itself, this project will replace the reservoir roof, as well as complete various site improvements such as replacement of the Main Street retaining wall and security upgrades that are needed due to the increase in the number of property intrusions.

Drinking Water Treatment Plant Resiliency (\$3M): The drinking water plant was last upgraded in 1984. Starting in early 2025, the City will be conducting a comprehensive evaluation of the treatment plant including the raw and finished water pumping systems. The results from that evaluation will inform future bond requests for drinking water investment, potentially as early as 2027. In the interim, there are several projects that are of such a high priority from a resiliency standpoint and whose completion is anticipated to be compatible with future upgrades that they are being advanced in these next 2-3 years. This includes: installation of an emergency generator sufficient to support water production, replacement of chemical feed lines which have failed in our raw water intake pipe, re-establishment of the plant's secondary finished water pumping system which will allow for necessary maintenance and capital work to occur (not currently possible) on the plant's 100+ year old main clearwell tank and also provide additional resiliency to our primary finished water pumping system which has points of failure that cannot be addressed without this mechanism to ensure uninterrupted water supply. Lastly, in case of a significant, extended emergency (beyond the 24 hours available in the reservoir), while there is an adjacent water system (Champlain Water District) that could provide some water supply – the City does not have infrastructure in place to support this interconnect in a manner that could be easily implemented. A portion of this resiliency funding will go to installing appropriate interconnect infrastructure on the high and low service.

Distribution System (Water Mains) Renewal/Replacement (\$7.25M): The City's system of approximately 130 miles of water pipe still needs continued replacement/renewal to prevent water main breaks from destroying newly paved street surfaces and disrupting water service to residences and businesses. Based on the most recent analysis, approximately 46% of pipes are older than 75 years and 22% are older than 100 years old. The typical useful life of a water main is 75 years old, though longevity can be reduced or increased depending on soil conditions, pipe material and manufacturing era, and installation methods. In particular, water resources must be prepared to fund replacements or upgrades for projects such as the Cherry Street project in the event that there are not sufficient grant funds to complete the subsurface utility work. This holds for other transportation system driven projects (paving projects and the Winooski Bridge) where leaving subsurface utility work un-addressed can result in significant damage to the surface treatments if a water main breaks in the subsequent years. While this tranche of funding is primarily focused on risk-related main replacements or relining, funding may also be used to perform targeted water valve replacements or upgrades to resolve identified distribution deficiencies.

Future water work

The above funding is meant to bridge the needs for the capital needs for the next 3-4 years. WRD is performing more in-depth assessments of the drinking water plant and distribution system to guide the next wave of investments (Stage 2 and 3). A request for the additional bonding needed for Stage 2 is anticipated as early as 2027. The 40-year-old drinking water plant is due, at a minimum, for a comprehensive refurbishment – but the evaluation will also examine the need for additional systems to support growth in the community as well as determine if changes in treatment process are necessary to protect the quality of the City's drinking water. On the drinking water side, distribution master planning will ensure that WRD is targeting water main funding in an even more efficient manner and will focus on a combination of water main renewal and also addressing any additionally identified distribution system deficiencies such as places where water flow rates need to be improved and additional looping (providing multiple pathways for the water to flow in the case of breaks) should be provided.

2025 LAKE Bond (\$152 million)

The 2025 wastewater and stormwater or LAKE bond includes a suite of projects that have been identified as the highest priority for advancement in the next 2 years. This project list is reduced from the original proposal for a variety of reasons as outlined below in "FINAL 2025 PROPOSAL." As with drinking water, it is imperative that the community understand that there will be additional requests for bonding capacity for these systems as early as 2027. This is particularly true for the wastewater systems, as the Stage 1 improvements at Main Plant are being implemented with a basis of design that prepares for the Stage 2 consolidation of East Plant's wastewater flows to Main Plant. While WRD is hopeful that the City's ability to secure grant and State Revolving Fund subsidy funding may reduce the ultimate size of the next wastewater related bond vote, it is not guaranteed.

Wastewater

The City operates three Wastewater Treatment Plants (WWTPs), Main Plant, East Plant and North Plant. All three plants were last upgraded as of 1994, with equipment and systems that are well beyond (at 30 years) the typical expected useful life of wastewater equipment (20-25 years). Equipment failures, such as those which happened in 2018, can result in permit violations (at a minimum) with many failures having the potential to result in discharges of partially or untreated sewage which requires public notification and posting of waterbody access areas or beaches.

While the 2018 bond money has allowed the City to upgrade the systems that failed in 2018 (disinfection at all 3 plants and the computerized controls at Main Plant) and will fund the upgrade of the headworks systems at the 3 plants, a comprehensive preliminary engineering report has documented the need for additional refurbishments as well as expansion of capacity at Main Plant to ensure that the City has sufficient hydraulic and organic treatment capacity to support estimates of growth (approximately 5000 new housing units across the city, with 4270 expected within the Main/East Plant sewersheds) generated in collaboration with the City's Planning Department and the Community and Economic Development Office. Rough allocations were also included for anticipated commercial development.

The City's Integrated Water Quality Planning study determined that the most cost effective way to meet the City's overall phosphorus reduction requirement (which was assigned to all three WWTPs, the combined sewer treatment system, and the separated storm system) is to implement tertiary treatment (filtration) at the City's largest WWTP, Main Plant. Excess phosphorus is one of the contributors to cyanobacteria blooms that threaten recreational water quality and can result in the closure of beaches. The City must implement these reductions no later than 2030, which is just after the target construction

end date for the Stage 1 improvements. This system will bring the City fully into compliance with all of the Lake Champlain Phosphorus Total Maximum Daily Load requirements, including providing a small buffer to allow for the impacts of climate change. While it will require continued diligent work by the rest of Vermont to slow the discharge of other sources of phosphorus into the Lake, this project will ensure that Burlington has fully met its water quality goals of protecting the Lake, which is an economic driver for the City and the region.

Main Wastewater Treatment Plant (\$127M):

The scope of work includes high priority age related replacements of the majority of the “dry weather” treatment process including, but not limited to, replacement of the influent and foul sewer pumps, internal mechanics in the primary and secondary clarifiers, chemical feed pumps, electrical system. It also includes the addition of a fifth secondary clarifier and a new expanded aeration system, odor control for sludge holding tanks and associated pumping and tertiary treatment for enhanced phosphorus removal (0.1 mg/L) target. All systems are designed to be able to handle the wastewater flows and organic loads associated with the plans to pump wastewater flows from the current East Plant sewershed to Main Plant and with combining the current permitted capacity of both facilities (5.3 MGD for Main and 1.2 MGD for East) into a permitted capacity for the whole area of 6.5 MGD. This is critical for the City’s housing plans given that the majority of the growth projected for Burlington would happen in the current Main Plant sewershed which has the least % remaining capacity of the 3 plants. This estimate includes a small allocation of funding (\$2M) that can be matched with collection system funding to support the upsizing of the sewer on Cherry Street in coordination with the Cherry Street redevelopment project as this is currently the preferred route for the consolidated flows from East Plant.

Third party review of wastewater treatment plant upgrade study

Given the size and scope of the project, WRD engaged another one of our wastewater specialty consulting engineers, Hoyle Tanner, to perform a high level third party review of the 60% Preliminary Engineering Report (PER) focusing on three areas: review of big picture assumptions, review of high level project costs and confirmation that decisions are in line with industry standards. The City’s Wastewater Treatment Plant Upgrade project engineer, Wright-Pierce, and City engineering staff reviewed the third-party review and provided responses. The 60% PER, the third-party review and response documents are available at: <https://burlingtonvt.gov/2025waterbonds/per>.

WRD staff and Wright-Pierce generally concur with the majority of the recommendations or findings in the third-party report, including but not limited to:

- 1) Recommended areas of focus during the next phase of the project, which is final design. This includes:
 - a. The need to update and further document the analysis around the selection of the conventional activated sludge vs. granular activated sludge process for biological treatment at Main Plant.
 - i. While staff are very certain that the non-cost risks are too substantial to pursue a change in this process, it is necessary to ensure that the analysis is up to date with the current design criteria to understand the potential differential in capital and operating costs, and if necessary, revisit the selection of the current alternative.
 - b. Consideration of whether the odor reduction results that are expected from the discontinuation of co-settling will be sufficient enough to reduce odors at Main Plant.

- i. Staff believe that it is worth attempting to reduce odors via the process changes currently proposed, as opposed to jumping to the creation of additional capital infrastructure (covers and air handling) on the primary clarifiers at Main Plant. That said, there will be pre- and post-project odor monitoring (which will also capture the other odor related capital investments that are being made this phase) to track the level of odor reduction achieved. The City will include the design for the covers in the final design scope so that a bid alternate can be advertised so that if project budget allows and is deemed necessary, this additional work could be pursued. Alternatively, it could be included as part of Stage 2.
- 2) The understanding that the costs presented are conservative (high) and that there is opportunity, through the final design process and through the inclusion of either value engineering or a construction management at risk model¹ (CMAR, if accepted by the State Revolving Fund program) that the ultimate cost of the Wastewater Treatment Plant projects could be less than the current preliminary construction estimate.
 - a. This is one of the reasons that staff have felt comfortable postponing the bond request for Stage 2 – as depending on grant funding availability or the final project costs coming in lower than current estimates, the bond capacity for Stage 2 could be reduced. On the other hand, Wright Pierce and staff want to ensure that Stage 1 can be fully completed and thus it is warranted to include the levels of contingency etc. that are currently within the cost estimate.
 - b. Staff are very interested in pursuing a CMAR approach given the nature of the project and are actively engaging the Vermont SRF program around the logistics of this option. If accepted, this would occur during final design, which is the next phase of the project.

Wastewater Collection System:

Satellite Pump Stations (\$3 M): The City operates 25 small, satellite pump stations which serve to pump wastewater from lower parts of the City to the gravity collection system so that the wastewater flows can travel safely to the wastewater plants for treatment. There are 11 pump stations which were originally identified as needing upgrades for a variety of reasons, including risk of equipment failure due to age, resiliency upgrades and safety/code compliance. Two pump stations (Flynn Pump Station and Fletcher Pump station) were upgraded with the 2018 bond. The next three highest priority stations are Penny Lane (which serves the Water Plant treatment process), Proctor Place and Crescent Terrace stations. The equipment at these stations is 38, 59 and 55 years old respectively, which is well past the useful life of equipment operating in the harsh wastewater environment. These are the next highest priority because of their proximity to waterbodies, which means if the pump station fails there is a higher potential for release of sewage to a nearby Lake or waterbody. This estimate of bonding needed for this project includes paying for the design work for all 3 pump stations plus the construction of at least one pump station project. The remaining two pump station projects are expected to be funded with capital reserve funding, which will build up modestly in the future as the result of the debt coverage ratio requirements of the Wastewater's bond covenant. Work on the force mains (the pressurized pipe that conveys the pumped flow) is included for Proctor and Crescent stations.

¹ CMAR stands for Construction Manager at Risk, which is a project delivery method for construction. In this method, a construction project owner hires a construction manager to oversee the entire project. The construction manager is responsible for any costs that exceed the guaranteed maximum price (GMP).

Combined Sewer Overflow Reduction- Sewer Separation (\$6M): In response to State requirements, the City completed a Combined Sewer Long Term Control Plan (LTCP) in 2019 which details the plans for continuing to abate the discharge of combined sewer overflows (CSOs) to waterbodies. The primary focus of this plan is the significant reduction of CSO volume and frequency of the City's most active CSO discharge point, from the sewer pipe system at Lakeside Avenue and Pine Street to the Pine Barge Canal and ultimately the Lake (Pine Street CSO). While the LTCP abatement plan focused on the construction of a combined sewer storage tank underneath the baseball fields at Calahan Park, the recent advancement of a large development project on Lakeside Avenue and the associated challenges of wastewater conveyance for that project through a collection system that is already capacity challenged during storm events has opened an opportunity for an alternative to a "tank only" approach. Because of the known and communicated capacity constraints in the Pine Street collection system, the project will need to construct a dedicated force main for their wastewater flows. The City believes that with an appropriately defined cost share, this force main could be designed to accommodate additional sanitary flows in the sewershed, thereby reducing the flows in the combined sewer system network. This funding allocation supports the City's estimated cost share as defined by the "public benefit" portion of the project (i.e. flows other than those coming from the development). See below for other combined sewer overflow mitigation funding that is still being held to support the balance of the City's CSO volume reduction requirements.

Sewer Main Renewal (\$2M): A small amount of bonding authority has been identified primarily to coordinate sub-surface utility renewal with transportation related projects. In particular this funding would be prioritized for any sewer upsizing needed on Cherry Street (see Main Wastewater Treatment Plant discussion above) for East Plant flows. The balance of sewer replacement needs for this capital investment period is anticipated to be met through the increased capital reserves, which will build up modestly in the future as the result of the debt coverage ratio requirements of the Wastewater's bond covenant. On-going collection system master planning may identify additional needs that would need to be addressed in future bond requests.

Future wastewater work

As discussed in various sections of this memo and laid out in Attachment A, this funding is mean to address identified Stage 1 improvements. Though there is a possibility that through grant awards, the City may be able to reduce the magnitude of future bonding requests, ratepayers should be aware that there are significant investments remaining as part of Stage 2, including the East Plant Consolidation and Collection System project and high priority resiliency refurbishments at North Plant. Beyond that, there are numerous needed items at the WWTPs which have been triaged out of the initial Stage 1/Stage 2 plan and will eventually need to be addressed. The City will be monitoring those items and determining a timing which balances the system's needs with efforts to keep rate increases gradual and predictable. Additional investments beyond this 2025 bond also includes the investments needed for the remaining 5 at risk pump stations and on-going improvements to the collection system which will be guided by master planning in the coming years. Lastly, the City will ultimately still need to make an investment in the dewatering system (current estimate \$8.7M) which has been paused for this phase (see below – Risks Detail: Dewatering) until the regulatory landscape has become more clear. Depending on the trajectory of the biosolids market, it is possible that the capital investment for the technology needed for a drier product for transport could be much more expensive.

Stormwater

As the result of the City's Integrated Water Quality Planning and the decision to meet the City's overall phosphorus reduction requirement through installation of tertiary treatment at Main Plant, there are

reduced requirements for the installation of separate stormwater treatment infrastructure. This allows the City the flexibility to invest in stormwater treatment retrofit when and where it is most cost-effective and in locations with direct impact to City residents – such in watersheds immediately upstream of City public beaches or as part of transportation projects such as traffic calming. Currently there are a number of grant funding sources which staff believe will provide adequate funding for anticipated projects for the near term. As such the funding below is focused on addressing high risk infrastructure or remaining regulatory requirements such as combined sewer overflow reductions. That said, depending on the final costs of the project types below, some of this stormwater directed funding could go towards high priority treatment projects.

Stormwater Collection System:

Combined Sewer Overflow Reduction – Tank (\$8M): See Combined Sewer Overflow Reduction above in Wastewater project section. This funding is directed towards the construction of a tank that would store any combined sewer overflows (in the 5 year, 24 hour design storm) that remain after the proposed sewer separation/force main project.

Collection System - Stormwater Main Renewal and Outfall Rehabilitation (\$6 M): The City has a number of highly eroded stormwater outfalls that are discharging excess sediment and phosphorus and, in some cases, threatening adjacent public or private property. Left unaddressed, these situations will get exponentially worse with the intensity of climate change driven storm events. The balance of the funding will fund any larger scale stormwater main renewal projects that cannot be accomplished with annual capital funding. On-going collection system master planning may identify additional needs that would need to be addressed in future bond requests.

Future stormwater work

Future bond requests for the stormwater system are likely to include additional collection system work as the system of stormwater pipes, many of them corrugated metal pipe which is subject to corrosion by winter salts, continues to degrade. It is also likely, based on current State statute, that there will be additional combined sewer abatement requirements and some measure of additional stormwater retrofit projects for the City's urban streams. Given the intense level of investment and the pressure on ratepayers, the City will be working with the State to ensure that the schedule for these additional regulatory driven investments is guided by the City's financial capability.

Evolution of Bond Proposals

After several years of forecasting in various forums (DPW Commission meetings and Annual Budget presentations) that additional capital funding would be necessary to ensure the resilience of our drinking water, wastewater and stormwater systems, WRD shared an initial plan for the Division's proposal for March 2025 bonding authority ballot questions starting with the DPW Commission, the Transportation, Energy and Utilities committee (TEUC) in September 2024 and then with the City Council in November 2024.

The initial plans included the following estimated bond needs with a projected possible 113% rate increase over FY25 – FY30, and a 157% increase over FY25 – FY35:

- Drinking Water - \$21 M
- Wastewater - \$204 M
- Stormwater - \$14 M

Public outreach on this proposal continued through November into December and included follow up meetings with the DPW Commission, TEUC and several NPAs (Ward 1, Ward 2, Ward 4/7 and Ward 5), concluding with another update to the Council on December 16, 2024. The Council update on December 16, 2024 included some initial cost reductions that had evolved over the course of this public outreach time period and several ideas about additional reductions or plan/schedule changes that could be implemented in response to the feedback received from stakeholders.

Feedback on the proposal over the November – December time period was relatively consistent; stakeholders understood the need and generally appeared to agree with the overall larger “Plan” but had concerns about 1) the magnitude of the bond authority being sought (primarily for the Wastewater/Stormwater bond) and 2) the steep rate impacts at time when there were both known City and Statewide financial pressures. Feedback included the request to “break this up into smaller projects” and “postpone lower priority investments” until later.

Based on this feedback, Water Resources worked diligently over the November – December time period, and into early January to develop a final bond proposal that reflected the community feedback. This was shared with the community at the Town Hall Meeting on January 6 and in a January 13 update memo to the City Council.

FINAL 2025 PROPOSAL

The financial details of the final proposal are presented as Attachment B and discussed below in “Ratepayer Impacts”. In summary, Water Resources is requesting that two bond items be placed on the March 4, 2025 ballot:

- 2025 WATER bond (Drinking Water): \$20 M
- 2025 LAKE bond (Wastewater and Stormwater): \$152 M

The revised proposal also documents the numerous remaining capital needs that will remain unaddressed and which will require additional requests for bonding authority as early as 2027. There are indeed financial and environmental risks with the postponement and/or exclusion of these capital projects, but the risks related to these particular decisions are calculated to be less than the risk of not advancing the selected Stage 1 projects or of advancing a LAKE bond whose magnitude could result in failure to pass the bond. Attachment A provides the context of these 2025 Bond votes in relation to the larger Water Resources Sustainable Infrastructure Plan.

Because several projects (now in Stage 2 and which would be funded with future bond authority) are fundamental to our larger capital plan and regulatory compliance and which have a defined schedule and formal cost estimates (East Plant Consolidation and North Plant High Priority Resiliency Upgrades), debt service modeling for those projects has been retained in the current rate forecasting model to ensure transparency is maintained for rate payers.

The reduced proposal brings the projected rate increase down from approximately 113% over the next 5 years (FY25-FY30) to an estimated (based on best available information) 89% over the same time period (see Ratepayer Impacts Table 1, page 10 below for additional detail). This saves the typical rate payer an estimated \$475 over the FY26-FY30 time period when compared to the previously presented rate plan forecast².

² Annual savings by fiscal year over the previous plan: FY26 = \$34.44, FY27 = \$66.23, FY28 = \$90.61, FY29 = \$114.60, FY30 = \$169.67.

Risks Detail:

The explicit risks of excluding certain projects in this 2025 bond vote are detailed below for public awareness:

East Plant Consolidation: Generally, the postponement of the bonding for this project does not change the project schedule. However, the public needs to be aware that there are components of the Stage 1 Main Plant Wastewater Treatment Plant project that are designed with the implementation of Stage 2 in mind. That is, with the 2025 LAKE bond vote, the City will proceed on a pathway to expand the capacity of Main Plant to accept flows from East Plant. If, for some reason, there is not support for a follow up bond (2027) then there will be capacity at Main Plant that will sit, unused, and equipment will be oversized. East Plant has multiple system components that are nearing failure, so it will not be an option to “do nothing.” The public needs to approach a positive vote on the 2025 LAKE bond as a vote of support for the funding necessary to implement Stage 2. Water Resources believes that there is a reasonable chance that the City will be eligible for grant funding towards elements of Stage 1 WWTP work, and as such, that the amount of additional bonding authority needed could be reduced. That said, it is unlikely to fully cover the costs of the Stage 2 plan.

North Plant High Priority Resiliency projects: As part of the revised plan, the North Plant resiliency upgrades, which originally were going to occur at a similar time to Main Plant upgrades, have been pushed out to a construction start of 2030. Like Main Plant, North Plant has numerous systems which are nearing failure and which could cause or contribute to permit violations and beach closures within 1 mile of the outfall. A gallon of untreated sewage that enters our waterbodies is a gallon too much. That said, from a practical perspective, North Plant’s daily volume of discharge is much smaller than Main Plant’s. Additionally, it does not process the same volume of peak flows during storm events that Main Plant does. As such, Main Plant is a higher priority to address than North Plant. But ultimately North Plant must also be addressed no later than the revised 2030 schedule.

Dewatering: The dewatering system at Main Plant (this is the system that squeezes out as much water as possible from our sludge so that we can truck a smaller volume to our biosolid reuse/disposal areas) is very aged and needs replacement with modern technology that would remove additional water and likely save on hauling and management costs. That said, with the on-going conversation about the presence of PFAS (“forever chemicals”) in biosolids, the regulatory landscape and the likelihood of alternative strategies for reuse/disposal is unclear. That landscape could alter our choices about the preferred technology to install for our facility. As such, funding for an overhaul of this system is being delayed at least until 2027. Staff are currently evaluating what the “keep it running” costs are but it is currently believed that these could be handled with annual capital funding. The biggest risk with the delay on this decision is the sunken costs (i.e. investing in our current system to keep it running when the plan is to replace it) and the missed opportunity for potential reduction of operating costs that would be achieved with a drier biosolid. There is also some risk that if the regulatory landscape shifts quickly (i.e. if New York stops accepting biosolids at the Grasslands composting facility or - unlikely - Casella landfill stops accepting sludge) Burlington could experience a substantial increase in disposal costs (disposal costs are already 12% of our \$8.9 M in operation expenses). Newer technology that achieves higher water extraction would provide some mitigation to those costs.

North Plant Sewer Siphon: This was one of the first project components of the original September/November plan to be removed from the bonding proposal. This is because the City has been working in close collaboration with FEMA on the evaluation of the long-term climate resilient engineering solution to this vulnerable system. While the City has reasonable confidence in the success of the temporary in-river repair that was implemented in 2023, the City believes that this project should

be eligible for FEMA funds to implement a permanent repair that will not be impacted by future climate change generated flood events. Recent feedback received from FEMA (1/8/2024) indicate that this determination of eligibility is not 100% certain. However, this determination is far from final. Water Resources will continue to keep the Council and stakeholders informed as to the status of this funding. The City is committed to progressing the project and, if necessary, may need to leverage other options for funding the final design (to keep the project moving forward) and construction to ultimately ensure that this portion of our system is resilient to climate change impacts.

RATEPAYER IMPACTS

The current rate model (which is based on best available information but still intended to be conservative) shows a projected 89% rate increase over FY25 – FY30 and 131% increase from FY25 – FY35, which is reduced from the original November proposal. The model is conservative because it does not factor in future development and resulting increased revenue (since this is speculative) nor does it factor in any future grants or higher-than-expected State Revolving Fund participation (since this has not been secured). To be explicit, because there are capital needs (e.g. upgrade of the drinking water plant) that are not currently in the rate model because the project scope has not yet been defined and items that have been postponed (dewatering) – unless there is a significant shift in our debt service (due to increased availability of low interest State Revolving Funds loans or grant funds) the magnitude of rate increases could unfortunately need to increase beyond that currently presented. Attachment B contains additional rate projection data and assumptions, but a tabular summary of the possible monthly and annual impacts to the typical ratepayer (single family home using 400 cubic feet) over the next five years is provided below.

Table 1: Estimated Bill Impacts For Water Resources Customers FY26 – FY30

Rate Period	Rate payer costs for Water, Sewer, Stormwater Services ¹			
	Monthly Bill for Typical Customer ²	Monthly Increase Over Previous Years	Annual Costs	Annual Increase Over Previous Year
FY26 (July 1 2025 - June 30 2026)	\$ 68.34	\$8.99	\$820.08	\$107.87
FY27 (July 1 2026 - June 30 2027)	\$ 78.95	\$10.61	\$947.41	\$127.33
FY28 (July 1 2027 - June 30 2028)	\$ 93.91	\$14.96	\$1,126.91	\$179.50
FY29 (July 1 2028 - June 30 2029)	\$ 103.77	\$9.86	\$1,245.24	\$118.33
FY30 (July 1 2029 - June 30 2030)	\$ 112.09	\$8.32	\$1,345.09	\$99.85
1: Costs include retail charges for water, wastewater and stormwater services. Does not include the City's Franchise Fee (currently 3.5% of water and wastewater charges) which are paid to the City's general fund and do not provide revenue for the utility.				
2: Typical customer is a single family residential customer with a 5/8" meter with a monthly household water usage of 400 cubic feet (2992 gallons)				
3: New rates are effective July 1 of a fiscal year, and will show up on bills received in August for the usage in July.				

Based on these estimates, Burlington's water resources rate payers, whose annual costs are currently less than the median costs of other Vermont and New England communities, will see future costs in the realm of some of the higher costs currently paid by residents in combined sewer communities (Montpelier VT, Portland ME, Portsmouth NH) – See Figure 1. These communities may also be facing rate increases of their own over the forecast period.

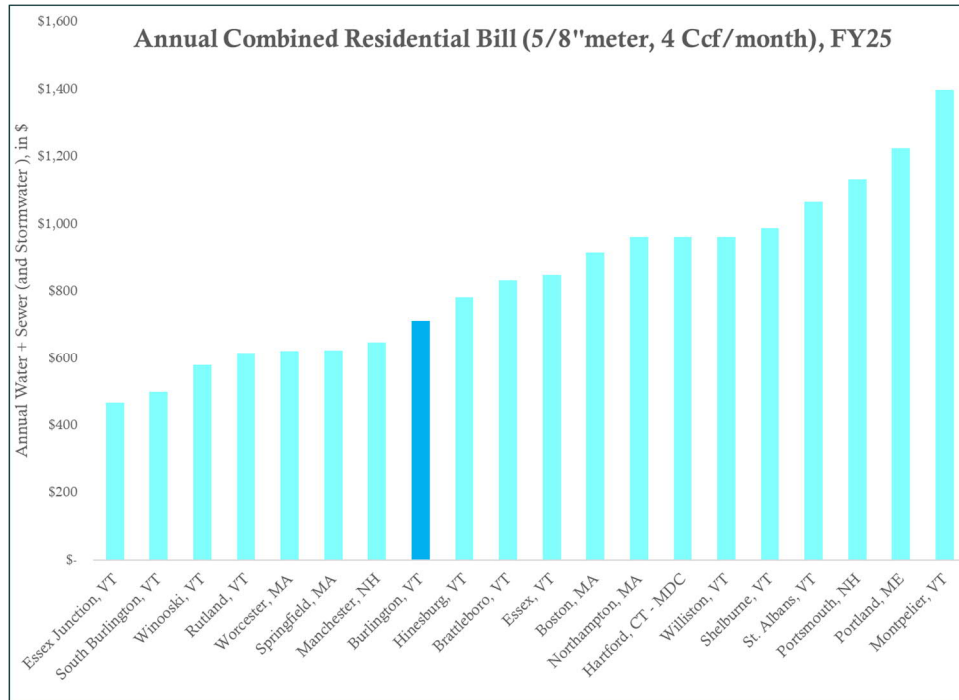


Figure 1: Comparison of FY25 Annual costs for water, sewer and stormwater for communities with publically available rate data in Vermont and New England

Affordability

Water Resources is committed to ensuring that the impact of the needed rate increases is equitable across the various users of the system, particularly as steeper rate increases are needed over the FY26-FY30 period. This includes implementing expanded versions of our current affordability and assistance programs with input from City Council and the public. As mentioned to various stakeholders, and discussed in more depth with the TEUC, nationally the water resources sector is struggling to determine what the appropriate “benchmark” should be for affordability. The current industry standard indicates it is acceptable for users at the Median Household Income to pay up to 4.5% of their income in water, sewer, stormwater bills. At that benchmark, Burlington does not have an affordability “problem,” but staff do not accept that as an appropriate measure of affordability.

In the interim, even without modifications our current Water Resources Assistance Program (WRAP) will continue to provide assistance (discounts on the water and sewer portions of the bill) to income qualified individuals (<https://www.burlingtonvt.gov/339/Assistance-Program>) as rates start to increase in FY26.

Table 2: Estimated Bill Impacts For WRAP qualified Water Resources Customers FY26 – FY30
(See previous table for footnote references)

	WRAP Rate payer costs for Water, Sewer, Stormwater Services ¹			
Rate Period	Monthly Bill for Typical Customer ²	Monthly Increase Over Previous Years	Annual Costs	Annual Increase Over Previous Year
FY26 (July 1 2025 - June 30 2026)	\$ 57.40	\$7.67	\$688.80	\$92.04
FY27 (July 1 2026 - June 30 2027)	\$ 66.36	\$8.96	\$796.32	\$107.52
FY28 (July 1 2027 - June 30 2028)	\$ 78.99	\$12.63	\$947.88	\$151.56
FY29 (July 1 2028 - June 30 2029)	\$ 87.23	\$8.24	\$1,046.76	\$98.88
FY30 (July 1 2029 - June 30 2030)	\$ 94.19	\$6.96	\$1,130.28	\$83.52

WRD is exploring whether or not there are additional simple features that could be easily implemented as early as FY26 including extending the bill discounts to the stormwater portion of the bill for qualified customers or if feasible and fundable, providing assistance to lower income renters who may see increase in their rents as the result of these rate increases. As rates continue to rise over the coming years, it will be important to identify what expansions of the program could be justifiable and feasible to administer, such as providing discounts to other income tiers which don't currently qualify for federal or state assistance (the current surrogate for qualification for WRD's program). The proposed attached resolutions includes specific reference to WRD's commitment to continue work on affordability program enhancements.

MOTIONS:

Board of Finance Actions:

1. "To approve and recommend that the City Council waive the reading and adopt the attached resolution authorizing the placement of a bond request for an amount not to exceed \$20,000,000 for capital improvements and additions to the waterworks system on the ballot of the Annual City Meeting to be held March 4, 2025 as more specifically set forth in the attached resolution."
2. "To approve and recommend that the City Council waive the reading and adopt the attached resolution authorizing placement of a bond request for an amount not to exceed \$152,000,000 for capital improvements and additions to the wastewater and stormwater systems on the ballot of the Annual City Meeting to be held March 4, 2025 as more specifically set forth in the attached resolution."

City Council Actions:

1. "To waive the reading and adopt the attached resolution authorizing the placement of a bond request for an amount not to exceed \$20,000,000 for capital improvements and additions to the waterworks system on the ballot of the Annual City Meeting to be held March 4, 2025 as more specifically set forth in the attached resolution."
2. "To waive the reading and adopt the attached resolution authorizing placement of a bond request for an amount not to exceed \$152,000,000 for capital improvements and additions to

the wastewater and stormwater systems on the ballot of the Annual City Meeting to be held March 4, 2025 as more specifically set forth in the attached resolution."

Attachments:

- A. Water Resources Sustainable Infrastructure Plan Graphic
- B. Water Resources Bonds Financial Summary
- C. Drinking Water Revenue Bond Resolution
- D. Wastewater and Stormwater Revenue Bond Resolution

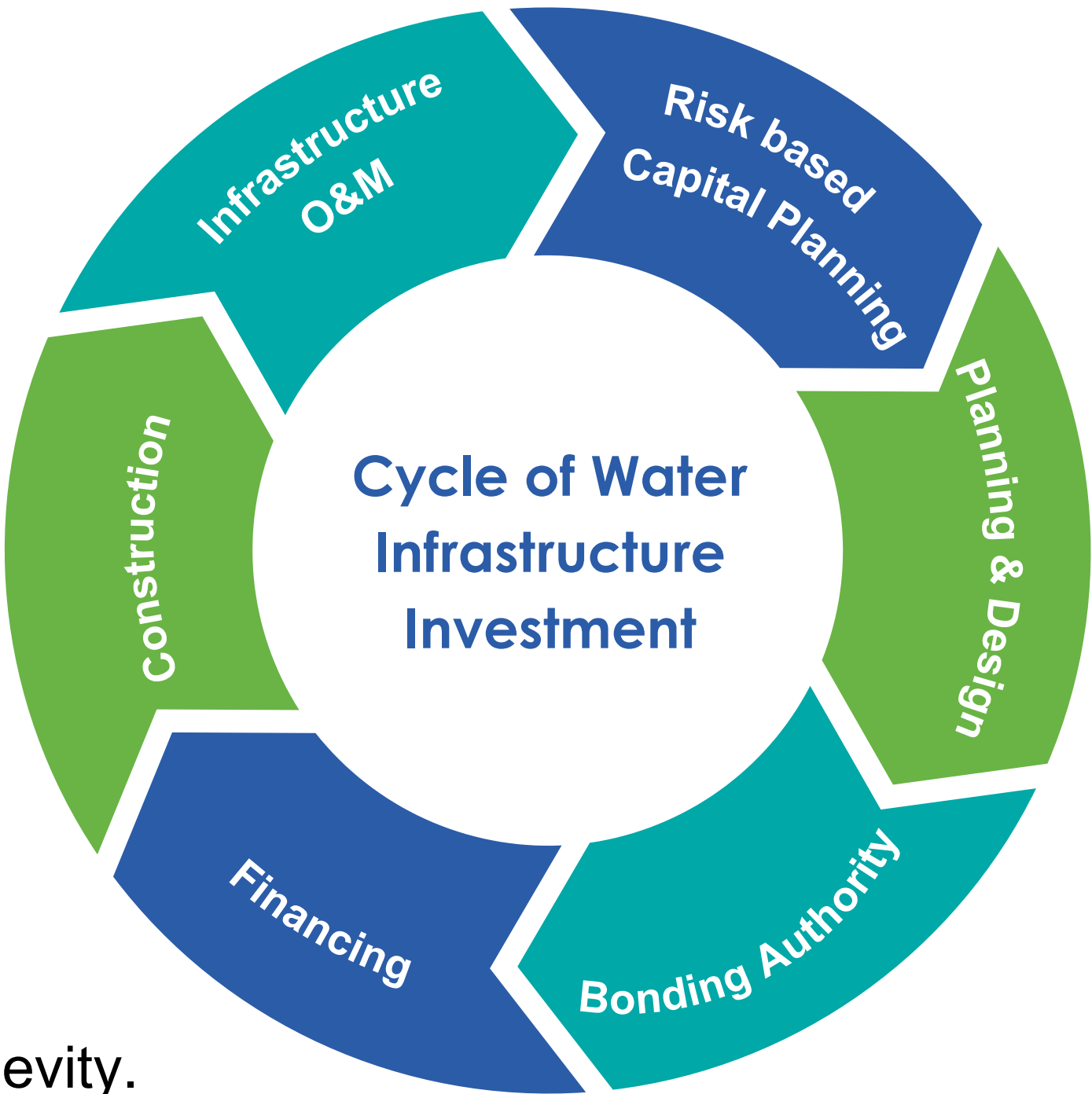
Water Resources

Sustainable Infrastructure Plan: The 2025 LAKE & WATER Bonds

How does this phase of investment fit in with the overall plan?

Due to the ongoing use and age of infrastructure, investment in infrastructure is a continuous cycle consisting of several phases that guide the capital project development pathway:

- 1. **Risk Based Capital Planning:** As infrastructure approaches the end of its useful life, the City’s water resources utility assesses the likelihood and consequence of failure of infrastructure to determine its criticality and the relative priority for replacement.
- 2. **Planning & Design:** The utility works with engineers and the community to plan and design the project and generate cost and rate impact estimates to support requests to the City Council for placement of bonding authority questions on a ballot.
- 3. **Bonding Authority:** The City Council authorizes bonding authority questions to be placed on a ballot. The question must pass by 50% or more (for enterprise funds) in order to authorize the utility to borrow the funds necessary for the proposed project.
- 4. **Financing:** After determining the final up to date construction cost estimate for the project, less any grants awarded, the utility obtains approval from the City Council to apply for State Revolving Fund loans or to sell revenue bonds to fund the projects.
- 5. **Construction:** The City hires contractors to install the project and resident engineers for construction oversight.
- 6. **Operation and Maintenance (O&M):** Public uses infrastructure as intended. Municipality maintains infrastructure to ensure maximum function and longevity.



Stage 0

Construction in 2025

☒ Headworks (all WWTP plants)

Completed

☒ Disinfection systems (all plants)
☒ SCADA software (Main Plant)
☒ Flynn & Fletcher pump stations
☒ 8.64 miles of storm and sewer mains relined or replaced
☒ 9.29 miles of drinking water mains relined or replaced
☒ Old North End and Pine Street CSO stormwater reduction projects

2016 Water and 2018 Clean Water Resiliency Bonds

Stage 1

Main Wastewater Treatment Plant

☒ Highest priority resiliency projects
☒ Capacity upgrades (for growth and East Plant consolidation)
☒ Tertiary phosphorus removal upgrade
☒ Odor reduction, safety and workplace Improvements
☒ Generator & building improvements

Wastewater and Stormwater Collection System

☒ Pine St CSO reduction strategies
☒ Satellite pump station improvements (next 3)
☒ Stormwater outfalls repairs
☒ Risk-based storm & sewer improvements

Drinking Water Improvements

☒ Key Water Treatment Plant resiliency projects
☒ New reservoir pump station and building structural upgrade
☒ Risk-based water distribution mains renewal
☒ Emergency water supply interconnects

2025 LAKE (\$152M) and WATER (\$20M) Bonds

Stage 2

East and North Wastewater Treatment Plants

☐ Consolidation of East Plant to Main Plant: including new force main and conversion of East WWTP to a pump station
☐ Highest priority resiliency projects at North Plant
☐ Dewatering (TBD)

Drinking Water Plant

☐ Drinking Water Treatment Plant high priority comprehensive resiliency and upgrade projects (TBD 2025-2026 study)

2027 LAKE and WATER Bonds

Stage 3+

Wastewater Plants

☐ Remaining resiliency/renewal needs at Main and North plants

Wastewater and Stormwater Collection System

☐ Remaining sat. pump station improvements
☐ Risk-based storm & sewer mains improvement
☐ Stormwater outfall improvements

Drinking Water

☐ Water Plant additional upgrades (as needed)
☐ Risk-based water main renewal

Future Bonds and/or Charter Borrowing Authority



2025 WATER and LAKE BONDS

Financial Details

Bond Request \$ Breakdown

The Burlington Water Resource Division of the Department of Public Works is requesting the the City Council authorize placement of two bond questions on the March 2025 town meeting day ballot:

- Authorization of up to \$20 million for drinking water infrastructure ([WATER bond](#))
- Authorization of up to \$152 million for wastewater and stormwater infrastructure ([LAKE bond](#))

These amounts are derived from preliminary engineering and staff generated cost estimates. Earlier (November 12, 2024) original bond proposals were larger (\$21M and \$218M) but due to community and City Council feedback, among other reasons, the amount proposed for 2025 has been finalized to focus on the highest priority items (Stage 1) that need to happen earliest in the 2025 - 2030 capital plan. However, given that the scope of need has not changed, additional bonding authority will be needed as early as 2027 (Stage 2). A high-level break down of bond needs by project type is provided below. A list of additional funding needs is provided on page 2, along with a conservative estimate of the impact of this borrowing on water resources bills.

WATER bond (Stage 1)	Estimated Cost	Total 2025 WATER Bond
Drinking Water		\$ 20,000,000
Reservoir Upgrade Project	\$ 9,750,000	
Water Treatment Plant Resiliency	\$ 3,000,000	
Water Mains Renewal	\$ 7,250,000	

LAKE Bond (Stage 1)	Estimated Cost	Total 2025 LAKE Bond
Wastewater		\$ 152,000,000
Main Wastewater Plant Upgrades	\$ 127,000,000	
Satellite Pump Stations (Penny Lane, Crescent and Proctor Place)*	\$ 3,000,000	
Sewer Main Renewal*	\$ 2,000,000	
Combined Sewer Overflow Reduction (Sewer Separation)	\$ 6,000,000	
Stormwater		\$ 14,000,000
Combined Sewer Overflow Reduction (Tank)	\$ 8,000,000	
Stormwater Main Renewal	\$ 2,000,000	
Outfall Rehabilitation	\$ 4,000,000	

* Additional Sewer Main Renewal and Pump Station work will be funded with non-financed capital funding to come from the reserves that will be generated over time as part of the annual debt ratio coverage requirements (bond covenant requirement).

Additional Future Funding Needs

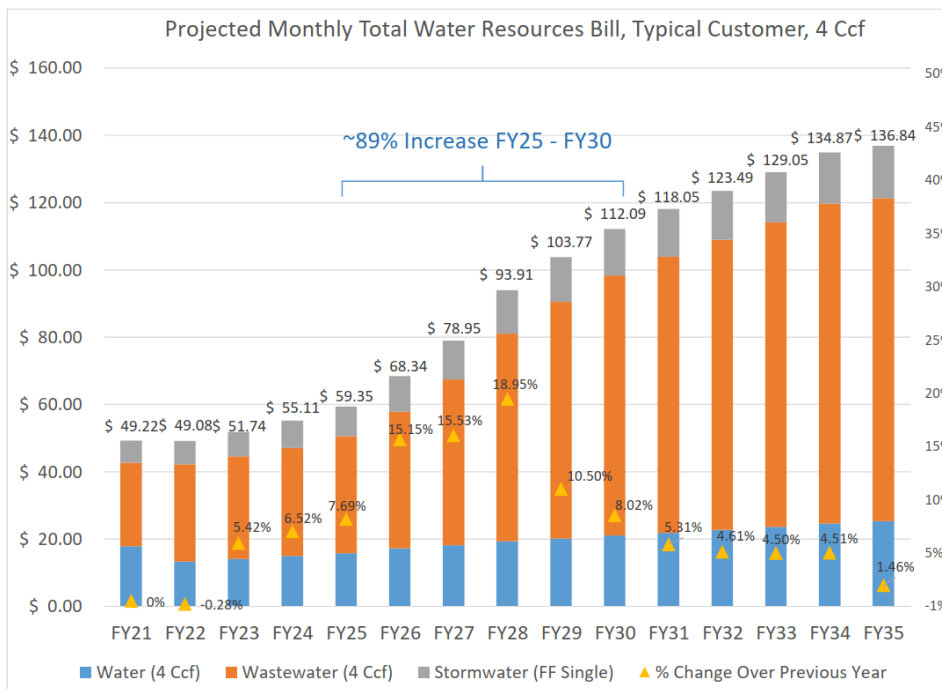
As mentioned on the first page, there are a number of critical projects and known needs which are not included in the 2025 WATER and LAKE Bonds and which may need to appear on a ballot as early as 2027. These are outlined below. Where the timing and \$ magnitude is known, the borrowing needs have been included in the current 2026-2035 rate/bill impacts model.

Projects Not Included in 2025 Bond ¹	Current Estimated Cost	Rationale for addressing later	Include in FY26-FY35 Rate Impact Projection
East Plant Consolidation	\$ 25,000,000	Construction scheduled for 2028; success of grants for Stage 1 may reduce ultimate bond need.	Yes
North Plant WWTP High Priority Upgrades	\$ 13,662,000	Construction scheduled for 2030; success of grants for Stage 1 may reduce ultimate bond need	Yes
North Plant Sewer Siphon	\$ 14,000,000	Eligible for FEMA funding	No
Dewatering Upgrade	\$ 8,700,000	Regulatory landscape for biosolids management unclear; wait for clearer picture to select best technology (costs could change depending on timing and regulations)	No
Remainder of Main and North Plant Renewal (Stage 3) ²	\$ 60,000,000	Items that can wait until ~2030; bidding environment for Stage 1 and grants may reduce this #	No
Additional Satellite Pump Station Renewal ²	\$ 7,100,000	Next round of Pump Station Renewal projects; condition of remaining 5 stations needing age related upgrades will be monitored and phased as necessary.	No
Comprehensive Water Plant Upgrade	TBD	Pending completion of preliminary engineering study for entire WTP (2025-2026)	No
Additional Storm and Sewer Renewal	TBD	Wastewater will be able to fund some renewal with annual capital funding generated due to debt coverage requirements. Additional work also pending a collection system master plan which may identify needed capacity upsize requirements	No
Additional Water Main Renewal	TBD	Additional work pending a distribution system master plan which may identify needed capacity upsize requirements.	No

Note 1: This is a list of known project needs, some of which were included in previous bond proposals. Additional projects maybe needed due to quicker than anticipated failure rates or regulatory changes.

Note 2: These cost estimates are in 2025 dollars. Future costs will likely be higher due to inflation depending on the timing of the project.

Rate and Bill Impacts



Additional revenue will need to be raised from ratepayers through the water resources (water, sewer, stormwater) bills in order to pay the bond debt back over time. Utility services are funded entirely by utility bills and are not supported by taxes. The bill impacts (for a typical customer) presented here are intended to be a **conservative estimate** (based on best available assumptions) as they do not included any potential grant funding that could be secured by the City as the projects develop or additional revenue from growth. Bond impacts ramp up through FY2034, with the steepest rate increases in FY26-FY30.

Water Resources currently has affordability programs to ensure that eligible customers can afford these essential services and plans on evaluating options for expanding these programs in cooperation with the City Council.

Board of Finance and City Council Submission Checklist

Department: DPW-Water Resources Submitter: Megan Moir/Chapin Spencer

Title/Subject: Authorization for Annual City Meeting Ballot Items: 1) WATER Bond and 2) LAKE Bond

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	1/27/2025

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	1/21/2025	Chapin Spencer
Mayor's Office informed and approved memo	Yes	1/22/2025	Erin Jacobsen
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	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	1/22/2025	Erik Ramakrishnan; Thomas Melloni (bond counsel for resolutions)
CAO has reviewed budget, financing, and memo	Yes	1/22/2025	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?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	N/A	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Reviewed by bond counsel
If for submission to Council, are sponsors identified?	N/A	Click or tap here to enter text.

Burlington Water Resources

Town Meeting Day

WATER and LAKE Bond

Ballot Item Request

January 27, 2025



2025-2028: HOW MUCH \$?

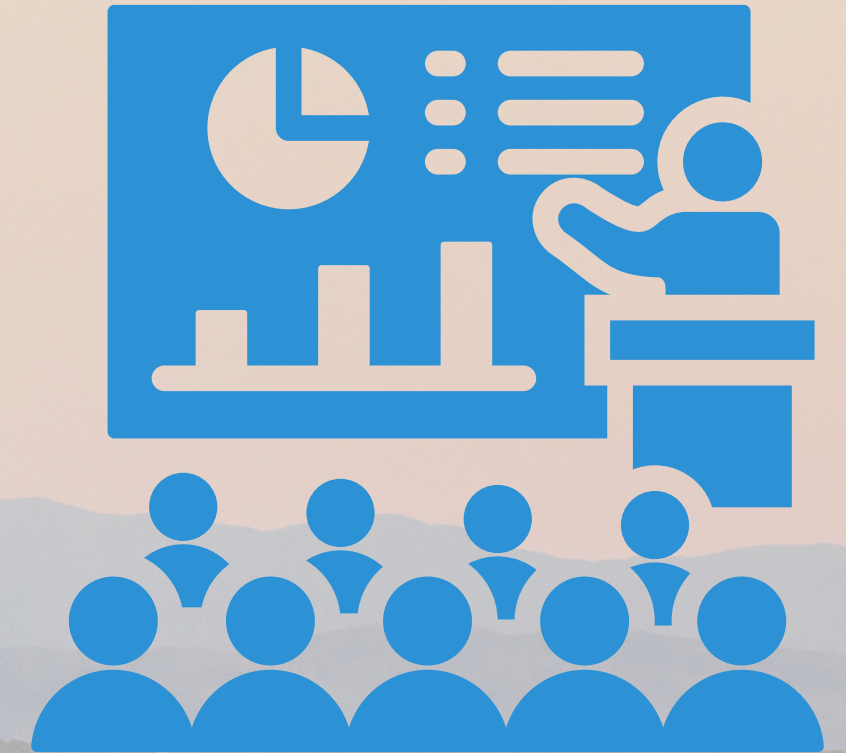
System	Estimated Total Bond Need	Final Cost Determination
Drinking Water	\$21 M	Determination of other funding for City transportation projects; Congressionally Delegated Spending Grant Award
Wastewater	\$204 M	Final due diligence on WWTP costs; FEMA availability for River Siphon; Community Change Grant success; Determination of other funding for City Transportation Projects
Stormwater	\$14 M	Pine Street CSO reduction final cost; Community Change Grant success; Determination of other funding for City transportation projects

November
2024

PUBLIC ENGAGEMENT

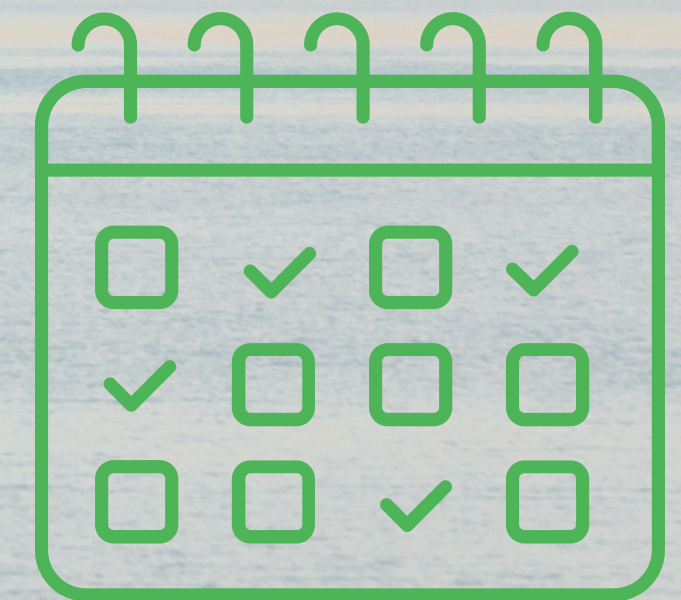
Leading up to January 27, 2025 City Council Meeting:

- Neighborhood Planning Assemblies
- Multiple Wastewater Treatment Plant Tours
- Waterfront Action Group of Burlington Business Association
- DPW Commission
- Transportation, Energy and Utilities Committee (TEUC)
- City Council
- January 6, Town Hall Meeting
- TV and Print Media
- Social Media
- Virtual Wastewater Treatment Plant Tour



Now until Town Meeting Day:

- More NPAs!
- Town Meeting TV
- Social Media
- Citywide post card with link to the informational website (prior to mailed ballots)

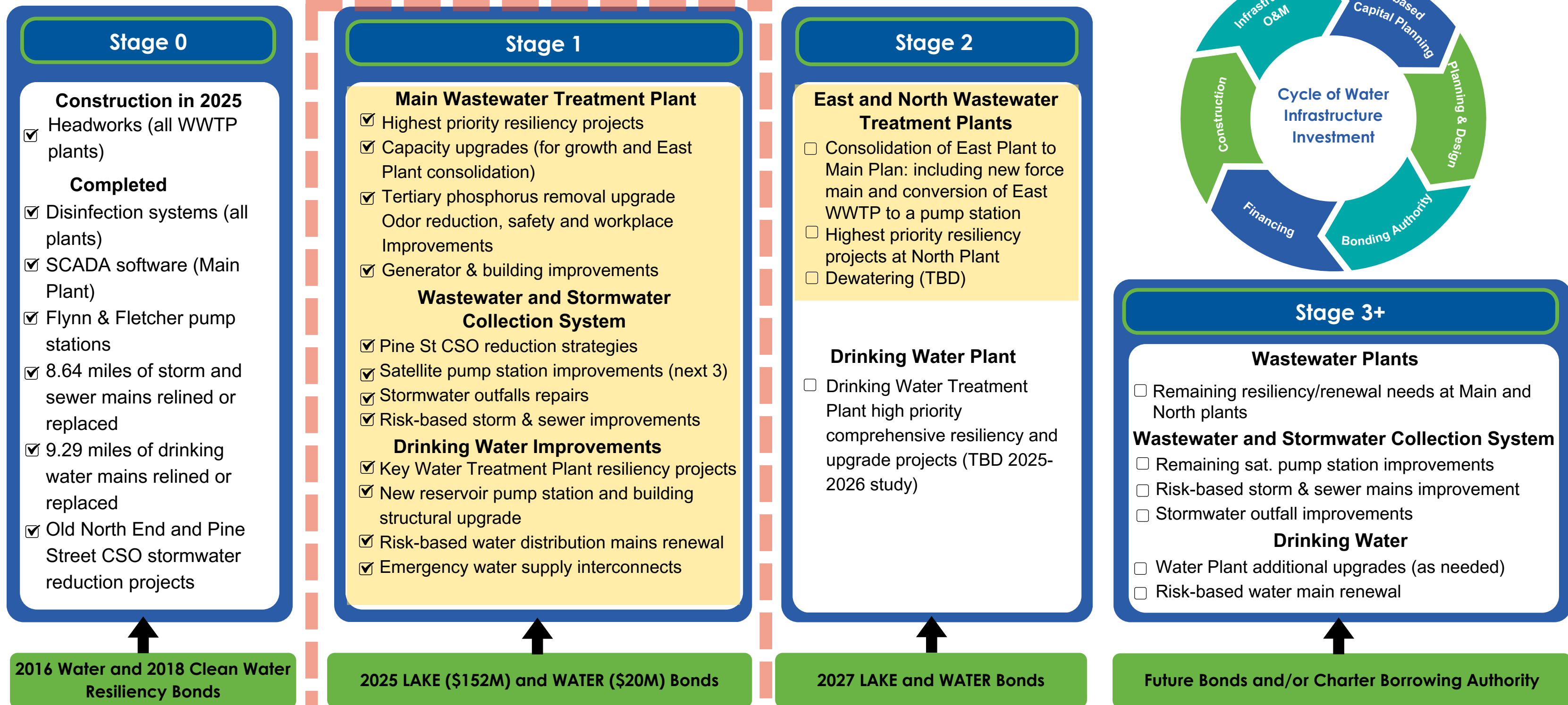


Water Resources

Sustainable Infrastructure Plan: The 2025 LAKE & WATER bonds

Original November Bond Proposal

How does this phase of investment fit in with the overall plan?



2025
Lake & Water Bonds

HOW DID THE \$ DECREASE?

Memo details the risk and rationale of postponing certain items.
Below also forecasts additional scope items and costs where available.

Projects Not Included in 2025 Bond ¹	Current Estimated Cost	Rationale for addressing later	Include in FY26-FY35 Rate Impact Projection
East Plant Consolidation	\$ 25,000,000	Construction scheduled for 2028; success of grants for Stage 1 may reduce ultimate bond need.	Yes
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Note 1: This is a list of known project needs, some of which were included in previous bond proposals. Additional projects maybe needed due to quicker than anticipated failure rates or regulatory changes.

Note 2: These cost estimates are in 2025 dollars. Future costs will likely be higher due to inflation depending on the timing of the project.

TOWN MEETING DAY 2025: HOW MUCH \$?

System	Final TMD 2025 Bond Request	Final <u>Cost/Borrowing</u> Determination
Drinking Water	\$21M \$20 M	Determination of other funding for City transportation projects; Congressionally Delegated Spending Grant Award
Wastewater	\$204M \$138 M	Final due diligence on WWTP costs; Determination of other funding for City Transportation Projects; Pollution Control Grants; NRBC grant; Pine Street CSO sewer separation final cost
Stormwater	\$14 M	Pine Street CSO reduction final cost; Determination of other funding for City transportation projects; Pollution Control Grants

\$152 M

CONTINUED OVERSIGHT AND UPDATES FOR THE WASTEWATER PLANT PROJECT

- Updates to Council and other public bodies at:
 - 90% Preliminary Engineering
 - 30% Final Design
 - 60% Final Design
 - 90% Final Design
- Comprehensive Peer Review of 60% Final Design and update to be provided to Council, well in advance of bidding of the project
- Update on or by August 4, 2025 on feasibility of using Construction Management at Risk (CMAR) methodology for construction phase



WORKING TO REDUCE THE IMPACT ON RATEPAYERS

- **Pursuit** of grants
 - Congressionally Delegated Spending (Reservoir Project on list for \$1 M)
 - Pursuit of Pollution Control Grant funding
 - Working with Legislature to increase Pollution Control Grant availability
 - Northern Borders Regional Commission (\$1 - \$3M)
- **Explore** Water Investment Finance and Infrastructure Act (WIFIA)
 - Lots of paperwork, but generally lower interest rates than bonds
- **Improve** Vermont State administration and legislative awareness about infrastructure funding gaps
 - Meeting with State Legislative delegation
 - Meetings with Vermont ANR Secretary and DEC Water Investment Division
 - Met with State Treasurer's office
 - **Ensuring sufficiency** of SRF (low interest, 2%) financing
 - **Increasing availability** of SRF financing

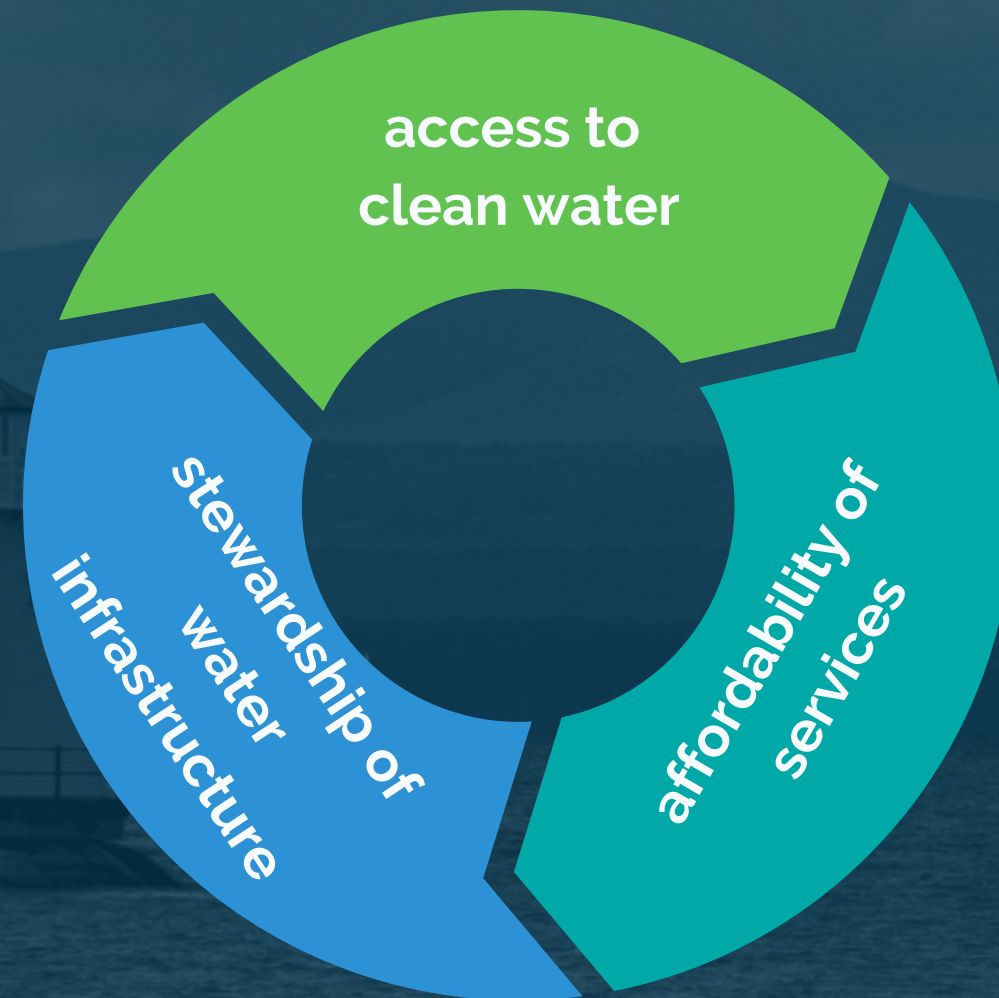


CURRENT RATEPAYER AFFORDABILITY MEASURES

"...an affordable water bill is one that the household can regularly and successfully pay on time without compromising its ability to meet other essential needs." (NRDC Water Affordability Advocacy Toolkit)



- **Fixed Fee Waiver**
 - Low-income
 - 65+
 - Non-Profit Housing Organization
- **Rebates**
 - Sewer lateral inspections
 - WaterSense fixtures



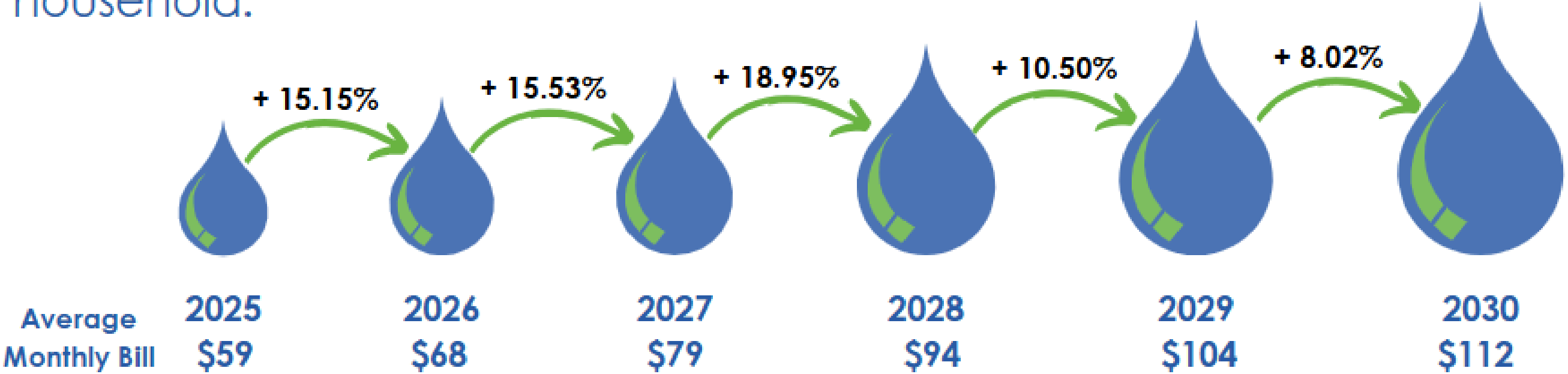
RATE STRUCTURE ADJUSTMENTS

- **Lifeline** rate tier on water side
- **User class**-based rates

Water Resources will work with City Council to develop additional affordability and assistance programs for implementation prior to significant debt issuance.

How will rates be affected?

Based on current forecasts, we estimate that water resources bills could increase up to 89% between 2025 and 2030. This would happen over a series of annual increases, and would look like this for a typical single family household.



Bill estimates are for a single family home with a 5/8" meter using 400 cubic feet a month. Does not include the current 3.5% franchise fee assessed by the City on water and sewer charges.



Rate (%) increases are currently anticipated to be similar for other customer classes, with the exception of FY26 in which customer with private fire protection would have a slightly higher rate increase due to the last year of a 5 year phase in of that charge.

SUMMARY

- Request for ballot items in March 2025 for
 - Up to \$20M **WATER** bond
 - Up to \$152M **LAKE** bond
- Capital investment is necessary for a resilient Burlington with capacity for growth and a healthy Lake Champlain
- Typical residential bill forecasted to increase up to 89% over next 5 years

Water reliability

Advancing water main replacement

Treatment plant improvements

Emergency supply contingency

Reservoir upgrades

Leverage modern technology

Advance & repair key infrastructure

Keep our federal & state commitments

Enhance water quality & worker safety

THANK YOU. QUESTIONS?

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Division Director Water Resources
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Martin Lee
Water Resources Engineering Manager
mlee@burlingtonvt.gov

Chapin Spencer
DPW Director
cspencer@burlingtonvt.gov

<https://burlingtonvt.gov/2025waterbonds>



Resolution Relating to

MARCH 4, 2025 – ANNUAL CITY MEETING ISSUANCE
OF REVENUE BONDS FOR WASTEWATER AND
STORMWATER UTILITY PROJECTS

RESOLUTION_____

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

CITY OF BURLINGTON

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

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

That WHEREAS, the City, acting through the Water Resources Division of the Department of Public Works, has identified needs for various capital improvements to its wastewater, stormwater and pollution control system, including capital improvements to its treatment plants and collection systems as part of Stage 1 of the Water Resources Sustainable Infrastructure Plan; and

WHEREAS, the City has determined that the costs of such improvements are too great to be paid out of the ordinary annual income and revenue of the Wastewater and Stormwater enterprise funds and that it will be necessary to incur indebtedness to fund the costs of such capital improvements; and

WHEREAS, the improvements will benefit ratepayers and City residents; and

WHEREAS, the City expects that a total of \$152,000,000 will be the estimated costs required to make these Stage 1 capital improvements with approximately \$138,000,000 for the wastewater system and approximately \$14,000,000 for the stormwater system; and

WHEREAS, while the Division’s existing rate affordability framework (enacted by City Council in FY22), includes a bill discount program that will assist qualified customers with the impact of rate increases, the Division commits to evaluating the need and mechanisms for expansions and enhancements of the affordability program to 1) ensure that all customers are able to regularly and successfully pay their water resources bill on time and without compromising their ability to meet other essential needs and 2) to evaluating the need and mechanism for the establishment of an indirect assistance program to offset the impact of water resources rate increases on rents; and

WHEREAS, the City Charter and other applicable law provides that, with at least a majority vote of the City’s voters, the City shall have the authority to issue bonds, from time to time, for the purpose of financing the cost of any improvement to the City’s public utility systems and revenue generating facilities, including the City’s wastewater system and the City’s stormwater system, with such bonds payable from the revenues of such public utilities and facilities; and

WHEREAS, the Board of Finance, at its January 27, 2025 meeting has approved and recommended that the City Council advance the proposed revenue bonding for wastewater and stormwater system

26 improvements for City-wide consideration and a public vote at the Annual City Meeting to be held on March
27 4, 2025; and

28 WHEREAS, the proposed financing of such capital improvements may be through a public or private
29 issuance of bonds or notes, issuance through the Vermont Municipal Bond Bank, through the State of
30 Vermont environmental revolving loan fund, or any combination of these sources, and may be done in one or
31 more series over multiple years; and

32 WHEREAS, while there is a critical need for improvements to the City’s wastewater, stormwater and
33 pollution control system, the City Council also acknowledges the significant size of the requested investment
34 and the fact that the third party peer review commissioned by the City of the 60% Preliminary Engineering
35 Reports (PERs) for wastewater upgrades noted, among other findings, that: (1) the general details provided in
36 the PERs did not yet allow for a “granular review” of actual cost estimates, (2) “the costs provided are very
37 conservative,” and (3) the “City should consider a Construction Manager at Risk (CMAR) approach, a project
38 delivery method that involves a construction manager (CM) who is responsible for keeping construction costs
39 within a guaranteed maximum price (GMP)”; and

40 NOW, THEREFORE, BE IT RESOLVED that the following question shall be placed on the ballot of
41 the Annual City Meeting to be held March 4, 2025:

42 “Shall the City be authorized to issue revenue bonds or notes in one or more series, in a principal
43 amount not to exceed \$152,000,000 in the aggregate, to be issued pursuant to the City Charter and
44 subchapter 2 of Chapter 53 of Title 24, Vermont Statutes annotated, on behalf of the Water Resources
45 Division of the Department of Public Works and payable only by the net revenues of the wastewater
46 system and stormwater system, as may be determined by the City Council, for the purpose of paying
47 for (i) capital additions and improvements to the City’s wastewater and stormwater systems, including
48 the City’s wastewater treatment plants, pump stations and collection system, the stormwater treatment
49 and collection system, combined sewer overflow mitigation projects, stormwater outfall rehabilitation,
50 and (ii) funding a debt service reserve fund and paying costs of issuance?”

51 Estimated total Project Costs for Wastewater System: \$138,000,000

52 Estimated total Project Costs for Stormwater System: \$14,000,000

53 City Share of Total Costs: \$152,000,000

54 ; and

55 BE IT FURTHER RESOLVED that given the size of the investment in the wastewater treatment plant
56 portion of the project, the Water Resources Division will provide updates to the City Council on the status of

final design and project cost estimates at the 30%, 60% and 90% final design milestones and will produce a comprehensive third party review of the 60% Final Design to provide to the City Council, well in advance of proceeding to the bid phase for the project; and

BE IT FURTHER RESOLVED that on or before August 4, 2025, the Water Resources Division will provide the City Council an update on whether it intends on adopting the Construction Manager at Risk (CMAR) approach recommended by the third party peer review of the 60% PERs for wastewater upgrades, and will further report on any other steps it intends to take to provide the greatest value to this project and reduce construction costs; and

BE IT FURTHER RESOLVED that in addition to bond financing, the Water Resources Division will pursue all reasonable options for securing new funding for bonded projects from sources other than Burlington ratepayers, between now and the completion of the bonded projects, including by, but not limited to, focusing on available State or Federal funding, and grant monies.

TM/Resolutions 2025/Name the Resolution
1/27/25

Resolution Relating to

MARCH 4, 2025 – ANNUAL CITY MEETING ISSUANCE
OF REVENUE BONDS FOR WASTEWATER AND
STORMWATER UTILITY PROJECTS

RESOLUTION_____

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

CITY OF BURLINGTON

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

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

That WHEREAS, the City, acting through the Water Resources Division of the Department of Public Works, has identified needs for various capital improvements to its wastewater, stormwater and pollution control system, including capital improvements to its treatment plants and collection systems as part of Stage 1 of the Water Resources Sustainable Infrastructure Plan; and

WHEREAS, the City has determined that the costs of such improvements are too great to be paid out of the ordinary annual income and revenue of the Wastewater and Stormwater enterprise funds and that it will be necessary to incur indebtedness to fund the costs of such capital improvements; and

WHEREAS, the improvements will benefit ratepayers and City residents; and

WHEREAS, the City expects that a total of \$152,000,000 will be the estimated costs required to make these Stage 1 capital improvements with approximately \$138,000,000 for the wastewater system and approximately \$14,000,000 for the stormwater system; and

WHEREAS, while the Division’s existing rate affordability framework (enacted by City Council in FY22), includes a bill discount program that will assist qualified customers with the impact of rate increases, the Division commits to evaluating the need and mechanisms for expansions and enhancements of the affordability program to 1) ensure that all customers are able to regularly and successfully pay their water resources bill on time and without compromising their ability to meet other essential needs and 2) to evaluating the need and mechanism for the establishment of an indirect assistance program to offset the impact of water resources rate increases on rents; and

WHEREAS, the City Charter and other applicable law provides that, with at least a majority vote of the City’s voters, the City shall have the authority to issue bonds, from time to time, for the purpose of financing the cost of any improvement to the City’s public utility systems and revenue generating facilities, including the City’s wastewater system and the City’s stormwater system, with such bonds payable from the revenues of such public utilities and facilities; and

WHEREAS, the Board of Finance, at its January 27, 2025 meeting has approved and recommended that the City Council advance the proposed revenue bonding for wastewater and stormwater system

improvements for City-wide consideration and a public vote at the Annual City Meeting to be held on March 4, 2025; and

WHEREAS, the proposed financing of such capital improvements may be through a public or private issuance of bonds or notes, issuance through the Vermont Municipal Bond Bank, through the State of Vermont environmental revolving loan fund, or any combination of these sources, and may be done in one or more series over multiple years;

NOW, THEREFORE, BE IT RESOLVED that the following question shall be placed on the ballot of the Annual City Meeting to be held March 4, 2025:

“Shall the City be authorized to issue revenue bonds or notes in one or more series, in a principal amount not to exceed \$152,000,000 in the aggregate, to be issued pursuant to the City Charter and subchapter 2 of Chapter 53 of Title 24, Vermont Statutes annotated, on behalf of the Water Resources Division of the Department of Public Works and payable only by the net revenues of the wastewater system and stormwater system, as may be determined by the City Council, for the purpose of paying for (i) capital additions and improvements to the City’s wastewater and stormwater systems, including the City’s wastewater treatment plants, pump stations and collection system, the stormwater treatment and collection system, combined sewer overflow mitigation projects, stormwater outfall rehabilitation, and (ii) funding a debt service reserve fund and paying costs of issuance?”

Estimated total Project Costs for Wastewater System: \$138,000,000

Estimated total Project Costs for Stormwater System: \$14,000,000

City Share of Total Costs: \$152,000,000



Burlington Water Resources Division
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Burlington, VT 05401
(802) 863-4501
mmoir@burlingtonvt.gov

To: Board of Finance/City Council
From: Megan Moir, Division Director Water Resources
Cc: Chapin Spencer, DPW Director
Date: January 27, 2025
Subject: Water Resources Bonds: Request for Ballot Items

The Water Resources Division (WRD) of the Department of Public Works seeks authorization, through the attached resolutions, for the addition of a two bonding authority requests to the March 4, 2025 Annual City Meeting ballot for consideration by the voters of Burlington: 1) for the WATER bond, not to exceed \$20 million for the drinking water system and 2) for the LAKE bond, not to exceed \$152 million for the wastewater and stormwater systems.

BACKGROUND

Bonding is necessary when the City needs to perform a project which is of a cost magnitude that is too great to fund with annual capital budgets and when those costs thus need to instead be financed. While it does incur additional borrowing costs (interest or other fees) it allows for the payment on the investment to be spread out over the life of the asset – being either 20, 30 or in some cases with pipes and other structures, 40 years – and for those costs to be paid for through a combination of rates and impact fees over that time period. Voter approval of bond proposals provides the City Council the authority needed for them to approve the issuance of bond or execution of loans from the State – as such, a bond vote is only the first step in advancing these projects, with the City Council ultimately providing the final approval for when and at what magnitude these bonds and loans are issued.

Burlington's drinking water, wastewater and stormwater systems provide essential services to the Burlington's residents, businesses and visitors. Recent capital investments, made possible by support of voters in 2016 (\$8.34M Water Bond) and 2018 (\$30M 2018 Clean Water Bond for wastewater and stormwater) have made initial necessary improvements but more investment is needed to ensure the resiliency of these systems for both current and future (with expanded housing) Burlington and in order to protect Lake Champlain from wastewater and stormwater pollution and excess phosphorus. Prior to these smaller 2016 and 2018 bonds, the last time the City bonded for water resources work was in 1984 on the drinking water side and in the early 1990s for the Wastewater system. A current summary of the Water Resources Sustainable Infrastructure Plan is provided as Attachment A and provides details on work completed with the 2016 and 2018 bonds (Stage 0) as well as the work proposed under this 2025 bond (Stage 1) and future bonding packages (Stage 2 and 3).

2025 WATER Bond: Drinking Water System Needs (\$20 million)

The drinking water or WATER bond includes a number of proposals aimed at shoring up one of our highest risk systems, the reservoir pump station and our drinking water reservoir system, while also

providing initial funding to update several systems at the drinking water plant and continuing to provide necessary funding for replacement or renewal of the drinking water mains throughout the City.

Reservoir Improvements Project (\$9.75M): The City's 7 million gallon (MG) reservoir and reservoir pump station are critical components of the City's drinking water infrastructure. The reservoir storage structure provides daily demand management and emergency storage for the entire City. The reservoir pump station is responsible for pumping water to the City's two elevated storage tanks which provide the water pressure necessary for portions of the City generally to the east of Willard Street, including the University of Vermont Medical Center. Without these pumps (which can also pump directly during elevated tank maintenance), the City is unable to provide water to properties at these upper elevations, including the hospital, which is the region's only Level I trauma center. For the reservoir itself, this project will replace the reservoir roof, as well as complete various site improvements such as replacement of the Main Street retaining wall and security upgrades that are needed due to the increase in the number of property intrusions.

Drinking Water Treatment Plant Resiliency (\$3M): The drinking water plant was last upgraded in 1984. Starting in early 2025, the City will be conducting a comprehensive evaluation of the treatment plant including the raw and finished water pumping systems. The results from that evaluation will inform future bond requests for drinking water investment, potentially as early as 2027. In the interim, there are several projects that are of such a high priority from a resiliency standpoint and whose completion is anticipated to be compatible with future upgrades that they are being advanced in these next 2-3 years. This includes: installation of an emergency generator sufficient to support water production, replacement of chemical feed lines which have failed in our raw water intake pipe, re-establishment of the plant's secondary finished water pumping system which will allow for necessary maintenance and capital work to occur (not currently possible) on the plant's 100+ year old main clearwell tank and also provide additional resiliency to our primary finished water pumping system which has points of failure that cannot be addressed without this mechanism to ensure uninterrupted water supply. Lastly, in case of a significant, extended emergency (beyond the 24 hours available in the reservoir), while there is an adjacent water system (Champlain Water District) that could provide some water supply – the City does not have infrastructure in place to support this interconnect in a manner that could be easily implemented. A portion of this resiliency funding will go to installing appropriate interconnect infrastructure on the high and low service.

Distribution System (Water Mains) Renewal/Replacement (\$7.25M): The City's system of approximately 130 miles of water pipe still needs continued replacement/renewal to prevent water main breaks from destroying newly paved street surfaces and disrupting water service to residences and businesses. Based on the most recent analysis, approximately 46% of pipes are older than 75 years and 22% are older than 100 years old. The typical useful life of a water main is 75 years old, though longevity can be reduced or increased depending on soil conditions, pipe material and manufacturing era, and installation methods. In particular, water resources must be prepared to fund replacements or upgrades for projects such as the Cherry Street project in the event that there are not sufficient grant funds to complete the subsurface utility work. This holds for other transportation system driven projects (paving projects and the Winooski Bridge) where leaving subsurface utility work un-addressed can result in significant damage to the surface treatments if a water main breaks in the subsequent years. While this tranche of funding is primarily focused on risk-related main replacements or relining, funding may also be used to perform targeted water valve replacements or upgrades to resolve identified distribution deficiencies.

Future water work

The above funding is meant to bridge the needs for the capital needs for the next 3-4 years. WRD is performing more in-depth assessments of the drinking water plant and distribution system to guide the next wave of investments (Stage 2 and 3). A request for the additional bonding needed for Stage 2 is anticipated as early as 2027. The 40-year-old drinking water plant is due, at a minimum, for a comprehensive refurbishment – but the evaluation will also examine the need for additional systems to support growth in the community as well as determine if changes in treatment process are necessary to protect the quality of the City's drinking water. On the drinking water side, distribution master planning will ensure that WRD is targeting water main funding in an even more efficient manner and will focus on a combination of water main renewal and also addressing any additionally identified distribution system deficiencies such as places where water flow rates need to be improved and additional looping (providing multiple pathways for the water to flow in the case of breaks) should be provided.

2025 LAKE Bond (\$152 million)

The 2025 wastewater and stormwater or LAKE bond includes a suite of projects that have been identified as the highest priority for advancement in the next 2 years. This project list is reduced from the original proposal for a variety of reasons as outlined below in "FINAL 2025 PROPOSAL." As with drinking water, it is imperative that the community understand that there will be additional requests for bonding capacity for these systems as early as 2027. This is particularly true for the wastewater systems, as the Stage 1 improvements at Main Plant are being implemented with a basis of design that prepares for the Stage 2 consolidation of East Plant's wastewater flows to Main Plant. While WRD is hopeful that the City's ability to secure grant and State Revolving Fund subsidy funding may reduce the ultimate size of the next wastewater related bond vote, it is not guaranteed.

Wastewater

The City operates three Wastewater Treatment Plants (WWTPs), Main Plant, East Plant and North Plant. All three plants were last upgraded as of 1994, with equipment and systems that are well beyond (at 30 years) the typical expected useful life of wastewater equipment (20-25 years). Equipment failures, such as those which happened in 2018, can result in permit violations (at a minimum) with many failures having the potential to result in discharges of partially or untreated sewage which requires public notification and posting of waterbody access areas or beaches.

While the 2018 bond money has allowed the City to upgrade the systems that failed in 2018 (disinfection at all 3 plants and the computerized controls at Main Plant) and will fund the upgrade of the headworks systems at the 3 plants, a comprehensive preliminary engineering report has documented the need for additional refurbishments as well as expansion of capacity at Main Plant to ensure that the City has sufficient hydraulic and organic treatment capacity to support estimates of growth (approximately 5000 new housing units across the city, with 4270 expected within the Main/East Plant sewersheds) generated in collaboration with the City's Planning Department and the Community and Economic Development Office. Rough allocations were also included for anticipated commercial development.

The City's Integrated Water Quality Planning study determined that the most cost effective way to meet the City's overall phosphorus reduction requirement (which was assigned to all three WWTPs, the combined sewer treatment system, and the separated storm system) is to implement tertiary treatment (filtration) at the City's largest WWTP, Main Plant. Excess phosphorus is one of the contributors to cyanobacteria blooms that threaten recreational water quality and can result in the closure of beaches. The City must implement these reductions no later than 2030, which is just after the target construction

end date for the Stage 1 improvements. This system will bring the City fully into compliance with all of the Lake Champlain Phosphorus Total Maximum Daily Load requirements, including providing a small buffer to allow for the impacts of climate change. While it will require continued diligent work by the rest of Vermont to slow the discharge of other sources of phosphorus into the Lake, this project will ensure that Burlington has fully met its water quality goals of protecting the Lake, which is an economic driver for the City and the region.

Main Wastewater Treatment Plant (\$127M):

The scope of work includes high priority age related replacements of the majority of the “dry weather” treatment process including, but not limited to, replacement of the influent and foul sewer pumps, internal mechanics in the primary and secondary clarifiers, chemical feed pumps, electrical system. It also includes the addition of a fifth secondary clarifier and a new expanded aeration system, odor control for sludge holding tanks and associated pumping and tertiary treatment for enhanced phosphorus removal (0.1 mg/L) target. All systems are designed to be able to handle the wastewater flows and organic loads associated with the plans to pump wastewater flows from the current East Plant sewershed to Main Plant and with combining the current permitted capacity of both facilities (5.3 MGD for Main and 1.2 MGD for East) into a permitted capacity for the whole area of 6.5 MGD. This is critical for the City’s housing plans given that the majority of the growth projected for Burlington would happen in the current Main Plant sewershed which has the least % remaining capacity of the 3 plants. This estimate includes a small allocation of funding (\$2M) that can be matched with collection system funding to support the upsizing of the sewer on Cherry Street in coordination with the Cherry Street redevelopment project as this is currently the preferred route for the consolidated flows from East Plant.

Third party review of wastewater treatment plant upgrade study

Given the size and scope of the project, WRD engaged another one of our wastewater specialty consulting engineers, Hoyle Tanner, to perform a high level third party review of the 60% Preliminary Engineering Report (PER) focusing on three areas: review of big picture assumptions, review of high level project costs and confirmation that decisions are in line with industry standards. The City’s Wastewater Treatment Plant Upgrade project engineer, Wright-Pierce, and City engineering staff reviewed the third-party review and provided responses. The 60% PER, the third-party review and response documents are available at: <https://burlingtonvt.gov/2025waterbonds/per>.

WRD staff and Wright-Pierce generally concur with the majority of the recommendations or findings in the third-party report, including but not limited to:

- 1) Recommended areas of focus during the next phase of the project, which is final design. This includes:
 - a. The need to update and further document the analysis around the selection of the conventional activated sludge vs. granular activated sludge process for biological treatment at Main Plant.
 - i. While staff are very certain that the non-cost risks are too substantial to pursue a change in this process, it is necessary to ensure that the analysis is up to date with the current design criteria to understand the potential differential in capital and operating costs, and if necessary, revisit the selection of the current alternative.
 - b. Consideration of whether the odor reduction results that are expected from the discontinuation of co-settling will be sufficient enough to reduce odors at Main Plant.

- i. Staff believe that it is worth attempting to reduce odors via the process changes currently proposed, as opposed to jumping to the creation of additional capital infrastructure (covers and air handling) on the primary clarifiers at Main Plant. That said, there will be pre- and post-project odor monitoring (which will also capture the other odor related capital investments that are being made this phase) to track the level of odor reduction achieved. The City will include the design for the covers in the final design scope so that a bid alternate can be advertised so that if project budget allows and is deemed necessary, this additional work could be pursued. Alternatively, it could be included as part of Stage 2.
- 2) The understanding that the costs presented are conservative (high) and that there is opportunity, through the final design process and through the inclusion of either value engineering or a construction management at risk model¹ (CMAR, if accepted by the State Revolving Fund program) that the ultimate cost of the Wastewater Treatment Plant projects could be less than the current preliminary construction estimate.
 - a. This is one of the reasons that staff have felt comfortable postponing the bond request for Stage 2 – as depending on grant funding availability or the final project costs coming in lower than current estimates, the bond capacity for Stage 2 could be reduced. On the other hand, Wright Pierce and staff want to ensure that Stage 1 can be fully completed and thus it is warranted to include the levels of contingency etc. that are currently within the cost estimate.
 - b. Staff are very interested in pursuing a CMAR approach given the nature of the project and are actively engaging the Vermont SRF program around the logistics of this option. If accepted, this would occur during final design, which is the next phase of the project.

Wastewater Collection System:

Satellite Pump Stations (\$3 M): The City operates 25 small, satellite pump stations which serve to pump wastewater from lower parts of the City to the gravity collection system so that the wastewater flows can travel safely to the wastewater plants for treatment. There are 11 pump stations which were originally identified as needing upgrades for a variety of reasons, including risk of equipment failure due to age, resiliency upgrades and safety/code compliance. Two pump stations (Flynn Pump Station and Fletcher Pump station) were upgraded with the 2018 bond. The next three highest priority stations are Penny Lane (which serves the Water Plant treatment process), Proctor Place and Crescent Terrace stations. The equipment at these stations is 38, 59 and 55 years old respectively, which is well past the useful life of equipment operating in the harsh wastewater environment. These are the next highest priority because of their proximity to waterbodies, which means if the pump station fails there is a higher potential for release of sewage to a nearby Lake or waterbody. This estimate of bonding needed for this project includes paying for the design work for all 3 pump stations plus the construction of at least one pump station project. The remaining two pump station projects are expected to be funded with capital reserve funding, which will build up modestly in the future as the result of the debt coverage ratio requirements of the Wastewater's bond covenant. Work on the force mains (the pressurized pipe that conveys the pumped flow) is included for Proctor and Crescent stations.

¹ CMAR stands for Construction Manager at Risk, which is a project delivery method for construction. In this method, a construction project owner hires a construction manager to oversee the entire project. The construction manager is responsible for any costs that exceed the guaranteed maximum price (GMP).

Combined Sewer Overflow Reduction- Sewer Separation (\$6M): In response to State requirements, the City completed a Combined Sewer Long Term Control Plan (LTCP) in 2019 which details the plans for continuing to abate the discharge of combined sewer overflows (CSOs) to waterbodies. The primary focus of this plan is the significant reduction of CSO volume and frequency of the City's most active CSO discharge point, from the sewer pipe system at Lakeside Avenue and Pine Street to the Pine Barge Canal and ultimately the Lake (Pine Street CSO). While the LTCP abatement plan focused on the construction of a combined sewer storage tank underneath the baseball fields at Calahan Park, the recent advancement of a large development project on Lakeside Avenue and the associated challenges of wastewater conveyance for that project through a collection system that is already capacity challenged during storm events has opened an opportunity for an alternative to a "tank only" approach. Because of the known and communicated capacity constraints in the Pine Street collection system, the project will need to construct a dedicated force main for their wastewater flows. The City believes that with an appropriately defined cost share, this force main could be designed to accommodate additional sanitary flows in the sewershed, thereby reducing the flows in the combined sewer system network. This funding allocation supports the City's estimated cost share as defined by the "public benefit" portion of the project (i.e. flows other than those coming from the development). See below for other combined sewer overflow mitigation funding that is still being held to support the balance of the City's CSO volume reduction requirements.

Sewer Main Renewal (\$2M): A small amount of bonding authority has been identified primarily to coordinate sub-surface utility renewal with transportation related projects. In particular this funding would be prioritized for any sewer upsizing needed on Cherry Street (see Main Wastewater Treatment Plant discussion above) for East Plant flows. The balance of sewer replacement needs for this capital investment period is anticipated to be met through the increased capital reserves, which will build up modestly in the future as the result of the debt coverage ratio requirements of the Wastewater's bond covenant. On-going collection system master planning may identify additional needs that would need to be addressed in future bond requests.

Future wastewater work

As discussed in various sections of this memo and laid out in Attachment A, this funding is mean to address identified Stage 1 improvements. Though there is a possibility that through grant awards, the City may be able to reduce the magnitude of future bonding requests, ratepayers should be aware that there are significant investments remaining as part of Stage 2, including the East Plant Consolidation and Collection System project and high priority resiliency refurbishments at North Plant. Beyond that, there are numerous needed items at the WWTPs which have been triaged out of the initial Stage 1/Stage 2 plan and will eventually need to be addressed. The City will be monitoring those items and determining a timing which balances the system's needs with efforts to keep rate increases gradual and predictable. Additional investments beyond this 2025 bond also includes the investments needed for the remaining 5 at risk pump stations and on-going improvements to the collection system which will be guided by master planning in the coming years. Lastly, the City will ultimately still need to make an investment in the dewatering system (current estimate \$8.7M) which has been paused for this phase (see below – Risks Detail: Dewatering) until the regulatory landscape has become more clear. Depending on the trajectory of the biosolids market, it is possible that the capital investment for the technology needed for a drier product for transport could be much more expensive.

Stormwater

As the result of the City's Integrated Water Quality Planning and the decision to meet the City's overall phosphorus reduction requirement through installation of tertiary treatment at Main Plant, there are

reduced requirements for the installation of separate stormwater treatment infrastructure. This allows the City the flexibility to invest in stormwater treatment retrofit when and where it is most cost-effective and in locations with direct impact to City residents – such in watersheds immediately upstream of City public beaches or as part of transportation projects such as traffic calming. Currently there are a number of grant funding sources which staff believe will provide adequate funding for anticipated projects for the near term. As such the funding below is focused on addressing high risk infrastructure or remaining regulatory requirements such as combined sewer overflow reductions. That said, depending on the final costs of the project types below, some of this stormwater directed funding could go towards high priority treatment projects.

Stormwater Collection System:

Combined Sewer Overflow Reduction – Tank (\$8M): See Combined Sewer Overflow Reduction above in Wastewater project section. This funding is directed towards the construction of a tank that would store any combined sewer overflows (in the 5 year, 24 hour design storm) that remain after the proposed sewer separation/force main project.

Collection System - Stormwater Main Renewal and Outfall Rehabilitation (\$6 M): The City has a number of highly eroded stormwater outfalls that are discharging excess sediment and phosphorus and, in some cases, threatening adjacent public or private property. Left unaddressed, these situations will get exponentially worse with the intensity of climate change driven storm events. The balance of the funding will fund any larger scale stormwater main renewal projects that cannot be accomplished with annual capital funding. On-going collection system master planning may identify additional needs that would need to be addressed in future bond requests.

Future stormwater work

Future bond requests for the stormwater system are likely to include additional collection system work as the system of stormwater pipes, many of them corrugated metal pipe which is subject to corrosion by winter salts, continues to degrade. It is also likely, based on current State statute, that there will be additional combined sewer abatement requirements and some measure of additional stormwater retrofit projects for the City's urban streams. Given the intense level of investment and the pressure on ratepayers, the City will be working with the State to ensure that the schedule for these additional regulatory driven investments is guided by the City's financial capability.

Evolution of Bond Proposals

After several years of forecasting in various forums (DPW Commission meetings and Annual Budget presentations) that additional capital funding would be necessary to ensure the resilience of our drinking water, wastewater and stormwater systems, WRD shared an initial plan for the Division's proposal for March 2025 bonding authority ballot questions starting with the DPW Commission, the Transportation, Energy and Utilities committee (TEUC) in September 2024 and then with the City Council in November 2024.

The initial plans included the following estimated bond needs with a projected possible 113% rate increase over FY25 – FY30, and a 157% increase over FY25 – FY35:

- Drinking Water - \$21 M
- Wastewater - \$204 M
- Stormwater - \$14 M

Public outreach on this proposal continued through November into December and included follow up meetings with the DPW Commission, TEUC and several NPAs (Ward 1, Ward 2, Ward 4/7 and Ward 5), concluding with another update to the Council on December 16, 2024. The Council update on December 16, 2024 included some initial cost reductions that had evolved over the course of this public outreach time period and several ideas about additional reductions or plan/schedule changes that could be implemented in response to the feedback received from stakeholders.

Feedback on the proposal over the November – December time period was relatively consistent; stakeholders understood the need and generally appeared to agree with the overall larger “Plan” but had concerns about 1) the magnitude of the bond authority being sought (primarily for the Wastewater/Stormwater bond) and 2) the steep rate impacts at time when there were both known City and Statewide financial pressures. Feedback included the request to “break this up into smaller projects” and “postpone lower priority investments” until later.

Based on this feedback, Water Resources worked diligently over the November – December time period, and into early January to develop a final bond proposal that reflected the community feedback. This was shared with the community at the Town Hall Meeting on January 6 and in a January 13 update memo to the City Council.

FINAL 2025 PROPOSAL

The financial details of the final proposal are presented as Attachment B and discussed below in “Ratepayer Impacts”. In summary, Water Resources is requesting that two bond items be placed on the March 4, 2025 ballot:

- 2025 WATER bond (Drinking Water): \$20 M
- 2025 LAKE bond (Wastewater and Stormwater): \$152 M

The revised proposal also documents the numerous remaining capital needs that will remain unaddressed and which will require additional requests for bonding authority as early as 2027. There are indeed financial and environmental risks with the postponement and/or exclusion of these capital projects, but the risks related to these particular decisions are calculated to be less than the risk of not advancing the selected Stage 1 projects or of advancing a LAKE bond whose magnitude could result in failure to pass the bond. Attachment A provides the context of these 2025 Bond votes in relation to the larger Water Resources Sustainable Infrastructure Plan.

Because several projects (now in Stage 2 and which would be funded with future bond authority) are fundamental to our larger capital plan and regulatory compliance and which have a defined schedule and formal cost estimates (East Plant Consolidation and North Plant High Priority Resiliency Upgrades), debt service modeling for those projects has been retained in the current rate forecasting model to ensure transparency is maintained for rate payers.

The reduced proposal brings the projected rate increase down from approximately 113% over the next 5 years (FY25-FY30) to an estimated (based on best available information) 89% over the same time period (see Ratepayer Impacts Table 1, page 10 below for additional detail). This saves the typical rate payer an estimated \$475 over the FY26-FY30 time period when compared to the previously presented rate plan forecast².

² Annual savings by fiscal year over the previous plan: FY26 = \$34.44, FY27 = \$66.23, FY28 = \$90.61, FY29 = \$114.60, FY30 = \$169.67.

Risks Detail:

The explicit risks of excluding certain projects in this 2025 bond vote are detailed below for public awareness:

East Plant Consolidation: Generally, the postponement of the bonding for this project does not change the project schedule. However, the public needs to be aware that there are components of the Stage 1 Main Plant Wastewater Treatment Plant project that are designed with the implementation of Stage 2 in mind. That is, with the 2025 LAKE bond vote, the City will proceed on a pathway to expand the capacity of Main Plant to accept flows from East Plant. If, for some reason, there is not support for a follow up bond (2027) then there will be capacity at Main Plant that will sit, unused, and equipment will be oversized. East Plant has multiple system components that are nearing failure, so it will not be an option to “do nothing.” The public needs to approach a positive vote on the 2025 LAKE bond as a vote of support for the funding necessary to implement Stage 2. Water Resources believes that there is a reasonable chance that the City will be eligible for grant funding towards elements of Stage 1 WWTP work, and as such, that the amount of additional bonding authority needed could be reduced. That said, it is unlikely to fully cover the costs of the Stage 2 plan.

North Plant High Priority Resiliency projects: As part of the revised plan, the North Plant resiliency upgrades, which originally were going to occur at a similar time to Main Plant upgrades, have been pushed out to a construction start of 2030. Like Main Plant, North Plant has numerous systems which are nearing failure and which could cause or contribute to permit violations and beach closures within 1 mile of the outfall. A gallon of untreated sewage that enters our waterbodies is a gallon too much. That said, from a practical perspective, North Plant’s daily volume of discharge is much smaller than Main Plant’s. Additionally, it does not process the same volume of peak flows during storm events that Main Plant does. As such, Main Plant is a higher priority to address than North Plant. But ultimately North Plant must also be addressed no later than the revised 2030 schedule.

Dewatering: The dewatering system at Main Plant (this is the system that squeezes out as much water as possible from our sludge so that we can truck a smaller volume to our biosolid reuse/disposal areas) is very aged and needs replacement with modern technology that would remove additional water and likely save on hauling and management costs. That said, with the on-going conversation about the presence of PFAS (“forever chemicals”) in biosolids, the regulatory landscape and the likelihood of alternative strategies for reuse/disposal is unclear. That landscape could alter our choices about the preferred technology to install for our facility. As such, funding for an overhaul of this system is being delayed at least until 2027. Staff are currently evaluating what the “keep it running” costs are but it is currently believed that these could be handled with annual capital funding. The biggest risk with the delay on this decision is the sunken costs (i.e. investing in our current system to keep it running when the plan is to replace it) and the missed opportunity for potential reduction of operating costs that would be achieved with a drier biosolid. There is also some risk that if the regulatory landscape shifts quickly (i.e. if New York stops accepting biosolids at the Grasslands composting facility or - unlikely - Casella landfill stops accepting sludge) Burlington could experience a substantial increase in disposal costs (disposal costs are already 12% of our \$8.9 M in operation expenses). Newer technology that achieves higher water extraction would provide some mitigation to those costs.

North Plant Sewer Siphon: This was one of the first project components of the original September/November plan to be removed from the bonding proposal. This is because the City has been working in close collaboration with FEMA on the evaluation of the long-term climate resilient engineering solution to this vulnerable system. While the City has reasonable confidence in the success of the temporary in-river repair that was implemented in 2023, the City believes that this project should

be eligible for FEMA funds to implement a permanent repair that will not be impacted by future climate change generated flood events. Recent feedback received from FEMA (1/8/2024) indicate that this determination of eligibility is not 100% certain. However, this determination is far from final. Water Resources will continue to keep the Council and stakeholders informed as to the status of this funding. The City is committed to progressing the project and, if necessary, may need to leverage other options for funding the final design (to keep the project moving forward) and construction to ultimately ensure that this portion of our system is resilient to climate change impacts.

RATEPAYER IMPACTS

The current rate model (which is based on best available information but still intended to be conservative) shows a projected 89% rate increase over FY25 – FY30 and 131% increase from FY25 – FY35, which is reduced from the original November proposal. The model is conservative because it does not factor in future development and resulting increased revenue (since this is speculative) nor does it factor in any future grants or higher-than-expected State Revolving Fund participation (since this has not been secured). To be explicit, because there are capital needs (e.g. upgrade of the drinking water plant) that are not currently in the rate model because the project scope has not yet been defined and items that have been postponed (dewatering) – unless there is a significant shift in our debt service (due to increased availability of low interest State Revolving Funds loans or grant funds) the magnitude of rate increases could unfortunately need to increase beyond that currently presented. Attachment B contains additional rate projection data and assumptions, but a tabular summary of the possible monthly and annual impacts to the typical ratepayer (single family home using 400 cubic feet) over the next five years is provided below.

Table 1: Estimated Bill Impacts For Water Resources Customers FY26 – FY30

Rate Period	Rate payer costs for Water, Sewer, Stormwater Services ¹			
	Monthly Bill for Typical Customer ²	Monthly Increase Over Previous Years	Annual Costs	Annual Increase Over Previous Year
FY26 (July 1 2025 - June 30 2026)	\$ 68.34	\$8.99	\$820.08	\$107.87
FY27 (July 1 2026 - June 30 2027)	\$ 78.95	\$10.61	\$947.41	\$127.33
FY28 (July 1 2027 - June 30 2028)	\$ 93.91	\$14.96	\$1,126.91	\$179.50
FY29 (July 1 2028 - June 30 2029)	\$ 103.77	\$9.86	\$1,245.24	\$118.33
FY30 (July 1 2029 - June 30 2030)	\$ 112.09	\$8.32	\$1,345.09	\$99.85
1: Costs include retail charges for water, wastewater and stormwater services. Does not include the City's Franchise Fee (currently 3.5% of water and wastewater charges) which are paid to the City's general fund and do not provide revenue for the utility.				
2: Typical customer is a single family residential customer with a 5/8" meter with a monthly household water usage of 400 cubic feet (2992 gallons)				
3: New rates are effective July 1 of a fiscal year, and will show up on bills received in August for the usage in July.				

Based on these estimates, Burlington's water resources rate payers, whose annual costs are currently less than the median costs of other Vermont and New England communities, will see future costs in the realm of some of the higher costs currently paid by residents in combined sewer communities (Montpelier VT, Portland ME, Portsmouth NH) – See Figure 1. These communities may also be facing rate increases of their own over the forecast period.

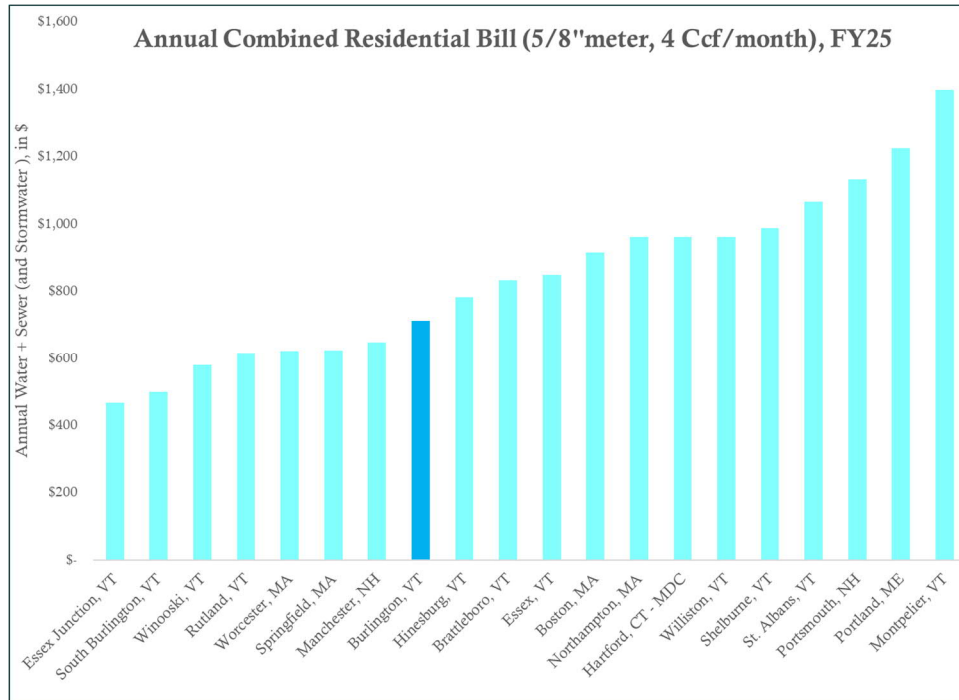


Figure 1: Comparison of FY25 Annual costs for water, sewer and stormwater for communities with publically available rate data in Vermont and New England

Affordability

Water Resources is committed to ensuring that the impact of the needed rate increases is equitable across the various users of the system, particularly as steeper rate increases are needed over the FY26-FY30 period. This includes implementing expanded versions of our current affordability and assistance programs with input from City Council and the public. As mentioned to various stakeholders, and discussed in more depth with the TEUC, nationally the water resources sector is struggling to determine what the appropriate “benchmark” should be for affordability. The current industry standard indicates it is acceptable for users at the Median Household Income to pay up to 4.5% of their income in water, sewer, stormwater bills. At that benchmark, Burlington does not have an affordability “problem,” but staff do not accept that as an appropriate measure of affordability.

In the interim, even without modifications our current Water Resources Assistance Program (WRAP) will continue to provide assistance (discounts on the water and sewer portions of the bill) to income qualified individuals (<https://www.burlingtonvt.gov/339/Assistance-Program>) as rates start to increase in FY26.

Table 2: Estimated Bill Impacts For WRAP qualified Water Resources Customers FY26 – FY30
(See previous table for footnote references)

	WRAP Rate payer costs for Water, Sewer, Stormwater Services ¹			
Rate Period	Monthly Bill for Typical Customer ²	Monthly Increase Over Previous Years	Annual Costs	Annual Increase Over Previous Year
FY26 (July 1 2025 - June 30 2026)	\$ 57.40	\$7.67	\$688.80	\$92.04
FY27 (July 1 2026 - June 30 2027)	\$ 66.36	\$8.96	\$796.32	\$107.52
FY28 (July 1 2027 - June 30 2028)	\$ 78.99	\$12.63	\$947.88	\$151.56
FY29 (July 1 2028 - June 30 2029)	\$ 87.23	\$8.24	\$1,046.76	\$98.88
FY30 (July 1 2029 - June 30 2030)	\$ 94.19	\$6.96	\$1,130.28	\$83.52

WRD is exploring whether or not there are additional simple features that could be easily implemented as early as FY26 including extending the bill discounts to the stormwater portion of the bill for qualified customers or if feasible and fundable, providing assistance to lower income renters who may see increase in their rents as the result of these rate increases. As rates continue to rise over the coming years, it will be important to identify what expansions of the program could be justifiable and feasible to administer, such as providing discounts to other income tiers which don't currently qualify for federal or state assistance (the current surrogate for qualification for WRD's program). The proposed attached resolutions includes specific reference to WRD's commitment to continue work on affordability program enhancements.

MOTIONS:

Board of Finance Actions:

1. "To approve and recommend that the City Council waive the reading and adopt the attached resolution authorizing the placement of a bond request for an amount not to exceed \$20,000,000 for capital improvements and additions to the waterworks system on the ballot of the Annual City Meeting to be held March 4, 2025 as more specifically set forth in the attached resolution."
2. "To approve and recommend that the City Council waive the reading and adopt the attached resolution authorizing placement of a bond request for an amount not to exceed \$152,000,000 for capital improvements and additions to the wastewater and stormwater systems on the ballot of the Annual City Meeting to be held March 4, 2025 as more specifically set forth in the attached resolution."

City Council Actions:

1. "To waive the reading and adopt the attached resolution authorizing the placement of a bond request for an amount not to exceed \$20,000,000 for capital improvements and additions to the waterworks system on the ballot of the Annual City Meeting to be held March 4, 2025 as more specifically set forth in the attached resolution."
2. "To waive the reading and adopt the attached resolution authorizing placement of a bond request for an amount not to exceed \$152,000,000 for capital improvements and additions to

the wastewater and stormwater systems on the ballot of the Annual City Meeting to be held March 4, 2025 as more specifically set forth in the attached resolution."

Attachments:

- A. Water Resources Sustainable Infrastructure Plan Graphic
- B. Water Resources Bonds Financial Summary
- C. Drinking Water Revenue Bond Resolution
- D. Wastewater and Stormwater Revenue Bond Resolution

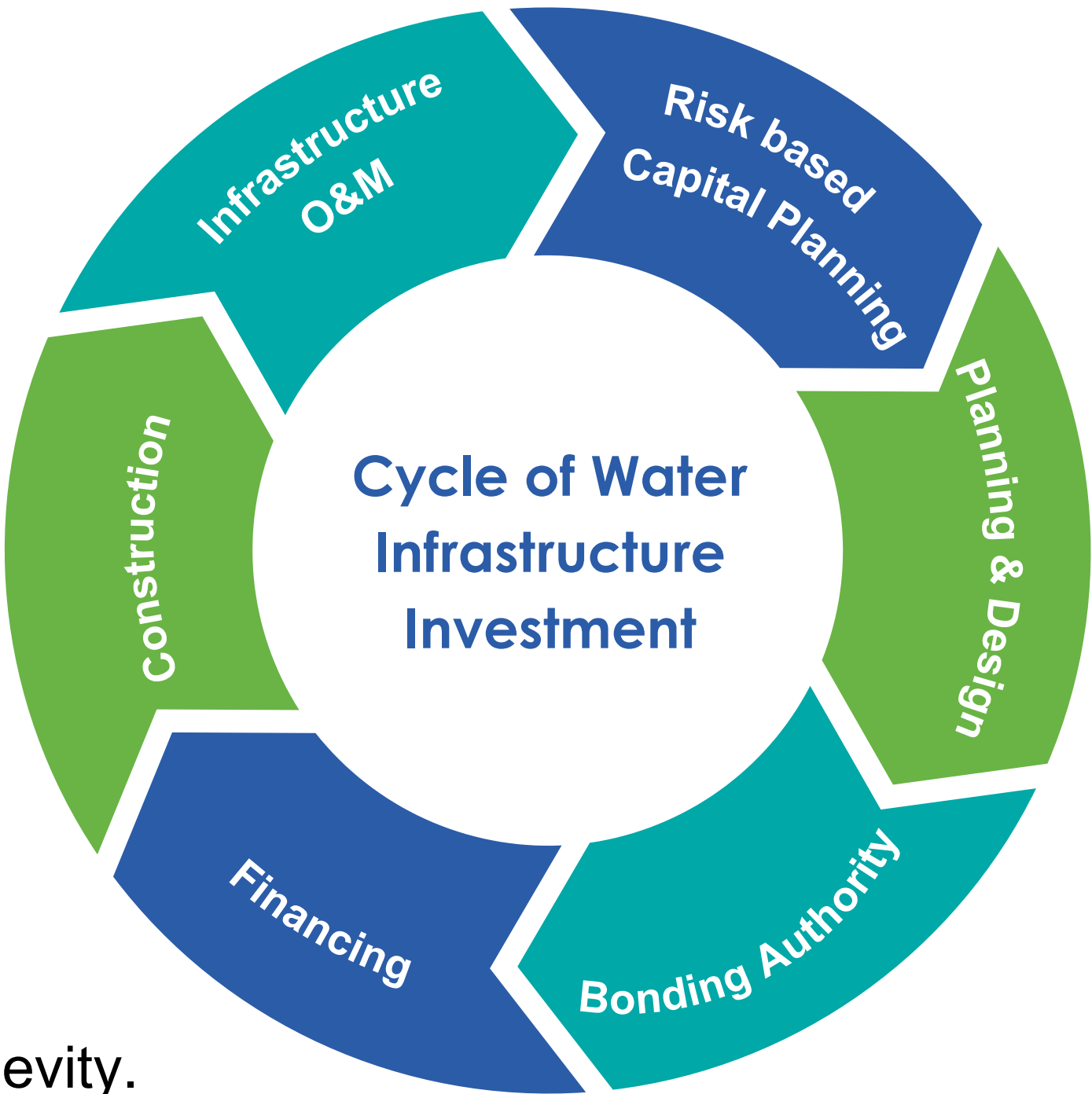
Water Resources

Sustainable Infrastructure Plan: The 2025 LAKE & WATER Bonds

How does this phase of investment fit in with the overall plan?

Due to the ongoing use and age of infrastructure, investment in infrastructure is a continuous cycle consisting of several phases that guide the capital project development pathway:

- 1. **Risk Based Capital Planning:** As infrastructure approaches the end of its useful life, the City’s water resources utility assesses the likelihood and consequence of failure of infrastructure to determine its criticality and the relative priority for replacement.
- 2. **Planning & Design:** The utility works with engineers and the community to plan and design the project and generate cost and rate impact estimates to support requests to the City Council for placement of bonding authority questions on a ballot.
- 3. **Bonding Authority:** The City Council authorizes bonding authority questions to be placed on a ballot. The question must pass by 50% or more (for enterprise funds) in order to authorize the utility to borrow the funds necessary for the proposed project.
- 4. **Financing:** After determining the final up to date construction cost estimate for the project, less any grants awarded, the utility obtains approval from the City Council to apply for State Revolving Fund loans or to sell revenue bonds to fund the projects.
- 5. **Construction:** The City hires contractors to install the project and resident engineers for construction oversight.
- 6. **Operation and Maintenance (O&M):** Public uses infrastructure as intended. Municipality maintains infrastructure to ensure maximum function and longevity.



Stage 0

Construction in 2025

☒ Headworks (all WWTP plants)

Completed

☒ Disinfection systems (all plants)

☒ SCADA software (Main Plant)

☒ Flynn & Fletcher pump stations

☒ 8.64 miles of storm and sewer mains relined or replaced

☒ 9.29 miles of drinking water mains relined or replaced

☒ Old North End and Pine Street CSO stormwater reduction projects

2016 Water and 2018 Clean Water Resiliency Bonds

Stage 1

Main Wastewater Treatment Plant

☒ Highest priority resiliency projects

☒ Capacity upgrades (for growth and East Plant consolidation)

☒ Tertiary phosphorus removal upgrade

☒ Odor reduction, safety and workplace Improvements

☒ Generator & building improvements

Wastewater and Stormwater Collection System

☒ Pine St CSO reduction strategies

☒ Satellite pump station improvements (next 3)

☒ Stormwater outfalls repairs

☒ Risk-based storm & sewer improvements

Drinking Water Improvements

☒ Key Water Treatment Plant resiliency projects

☒ New reservoir pump station and building structural upgrade

☒ Risk-based water distribution mains renewal

☒ Emergency water supply interconnects

2025 LAKE (\$152M) and WATER (\$20M) Bonds

Stage 2

East and North Wastewater Treatment Plants

☐ Consolidation of East Plant to Main Plant: including new force main and conversion of East WWTP to a pump station

☐ Highest priority resiliency projects at North Plant

☐ Dewatering (TBD)

Drinking Water Plant

☐ Drinking Water Treatment Plant high priority comprehensive resiliency and upgrade projects (TBD 2025-2026 study)

2027 LAKE and WATER Bonds

Stage 3+

Wastewater Plants

☐ Remaining resiliency/renewal needs at Main and North plants

Wastewater and Stormwater Collection System

☐ Remaining sat. pump station improvements

☐ Risk-based storm & sewer mains improvement

☐ Stormwater outfall improvements

Drinking Water

☐ Water Plant additional upgrades (as needed)

☐ Risk-based water main renewal

Future Bonds and/or Charter Borrowing Authority



2025 WATER and LAKE BONDS

Financial Details

Bond Request \$ Breakdown

The Burlington Water Resource Division of the Department of Public Works is requesting the the City Council authorize placement of two bond questions on the March 2025 town meeting day ballot:

- Authorization of up to \$20 million for drinking water infrastructure (**WATER bond**)
- Authorization of up to \$152 million for wastewater and stormwater infrastructure (**LAKE bond**)

These amounts are derived from preliminary engineering and staff generated cost estimates. Earlier (November 12, 2024) original bond proposals were larger (\$21M and \$218M) but due to community and City Council feedback, among other reasons, the amount proposed for 2025 has been finalized to focus on the highest priority items (Stage 1) that need to happen earliest in the 2025 - 2030 capital plan. However, given that the scope of need has not changed, additional bonding authority will be needed as early as 2027 (Stage 2). A high-level break down of bond needs by project type is provided below. A list of additional funding needs is provided on page 2, along with a conservative estimate of the impact of this borrowing on water resources bills.

WATER bond (Stage 1)	Estimated Cost	Total 2025 WATER Bond
Drinking Water		\$ 20,000,000
Reservoir Upgrade Project	\$ 9,750,000	
Water Treatment Plant Resiliency	\$ 3,000,000	
Water Mains Renewal	\$ 7,250,000	

LAKE Bond (Stage 1)	Estimated Cost	Total 2025 LAKE Bond
Wastewater		\$ 152,000,000
Main Wastewater Plant Upgrades	\$ 127,000,000	
Satellite Pump Stations (Penny Lane, Crescent and Proctor Place)*	\$ 3,000,000	
Sewer Main Renewal*	\$ 2,000,000	
Combined Sewer Overflow Reduction (Sewer Separation)	\$ 6,000,000	
Stormwater		\$ 14,000,000
Combined Sewer Overflow Reduction (Tank)	\$ 8,000,000	
Stormwater Main Renewal	\$ 2,000,000	
Outfall Rehabilitation	\$ 4,000,000	

* Additional Sewer Main Renewal and Pump Station work will be funded with non-financed capital funding to come from the reserves that will be generated over time as part of the annual debt ratio coverage requirements (bond covenant requirement).

Additional Future Funding Needs

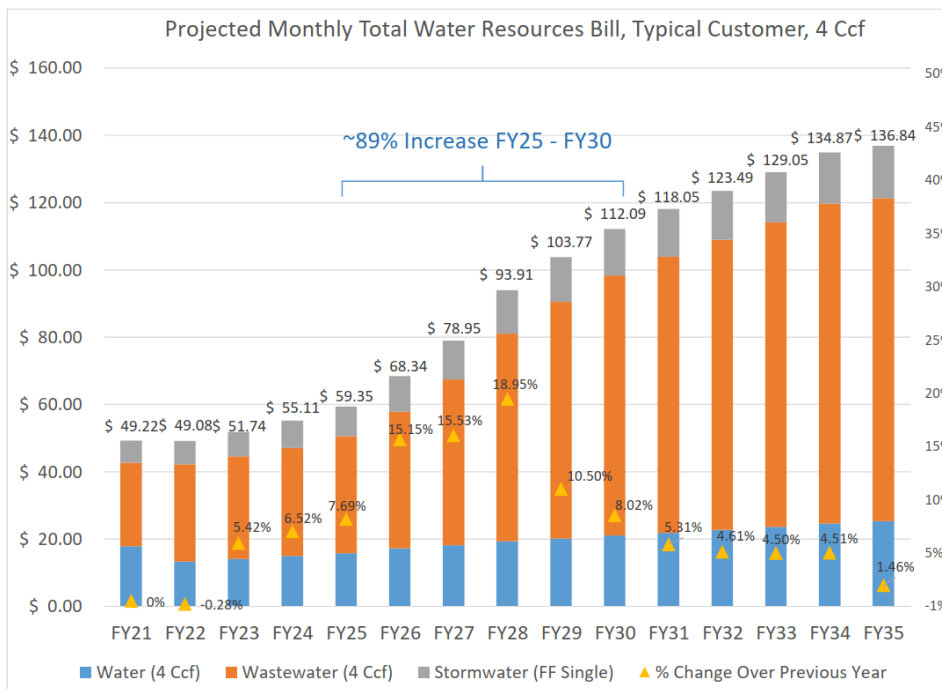
As mentioned on the first page, there are a number of critical projects and known needs which are not included in the 2025 WATER and LAKE Bonds and which may need to appear on a ballot as early as 2027. These are outlined below. Where the timing and \$ magnitude is known, the borrowing needs have been included in the current 2026-2035 rate/bill impacts model.

Projects Not Included in 2025 Bond ¹	Current Estimated Cost	Rationale for addressing later	Include in FY26-FY35 Rate Impact Projection
East Plant Consolidation	\$ 25,000,000	Construction scheduled for 2028; success of grants for Stage 1 may reduce ultimate bond need.	Yes
North Plant WWTP High Priority Upgrades	\$ 13,662,000	Construction scheduled for 2030; success of grants for Stage 1 may reduce ultimate bond need	Yes
North Plant Sewer Siphon	\$ 14,000,000	Eligible for FEMA funding	No
Dewatering Upgrade	\$ 8,700,000	Regulatory landscape for biosolids management unclear; wait for clearer picture to select best technology (costs could change depending on timing and regulations)	No
Remainder of Main and North Plant Renewal (Stage 3) ²	\$ 60,000,000	Items that can wait until ~2030; bidding environment for Stage 1 and grants may reduce this #	No
Additional Satellite Pump Station Renewal ²	\$ 7,100,000	Next round of Pump Station Renewal projects; condition of remaining 5 stations needing age related upgrades will be monitored and phased as necessary.	No
Comprehensive Water Plant Upgrade	TBD	Pending completion of preliminary engineering study for entire WTP (2025-2026)	No
Additional Storm and Sewer Renewal	TBD	Wastewater will be able to fund some renewal with annual capital funding generated due to debt coverage requirements. Additional work also pending a collection system master plan which may identify needed capacity upsize requirements	No
Additional Water Main Renewal	TBD	Additional work pending a distribution system master plan which may identify needed capacity upsize requirements.	No

Note 1: This is a list of known project needs, some of which were included in previous bond proposals. Additional projects maybe needed due to quicker than anticipated failure rates or regulatory changes.

Note 2: These cost estimates are in 2025 dollars. Future costs will likely be higher due to inflation depending on the timing of the project.

Rate and Bill Impacts



Additional revenue will need to be raised from ratepayers through the water resources (water, sewer, stormwater) bills in order to pay the bond debt back over time. Utility services are funded entirely by utility bills and are not supported by taxes. The bill impacts (for a typical customer) presented here are intended to be a **conservative estimate** (based on best available assumptions) as they do not included any potential grant funding that could be secured by the City as the projects develop or additional revenue from growth. Bond impacts ramp up through FY2034, with the steepest rate increases in FY26-FY30.

Water Resources currently has affordability programs to ensure that eligible customers can afford these essential services and plans on evaluating options for expanding these programs in cooperation with the City Council.

Board of Finance and City Council Submission Checklist

Department: DPW-Water Resources Submitter: Megan Moir/Chapin Spencer

Title/Subject: Authorization for Annual City Meeting Ballot Items: 1) WATER Bond and 2) LAKE Bond

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	1/27/2025

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	1/21/2025	Chapin Spencer
Mayor's Office informed and approved memo	Yes	1/22/2025	Erin Jacobsen
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	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	1/22/2025	Erik Ramakrishnan; Thomas Melloni (bond counsel for resolutions)
CAO has reviewed budget, financing, and memo	Yes	1/22/2025	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?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	N/A	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Reviewed by bond counsel
If for submission to Council, are sponsors identified?	N/A	Click or tap here to enter text.

Burlington Water Resources

Town Meeting Day

WATER and LAKE Bond

Ballot Item Request

January 27, 2025



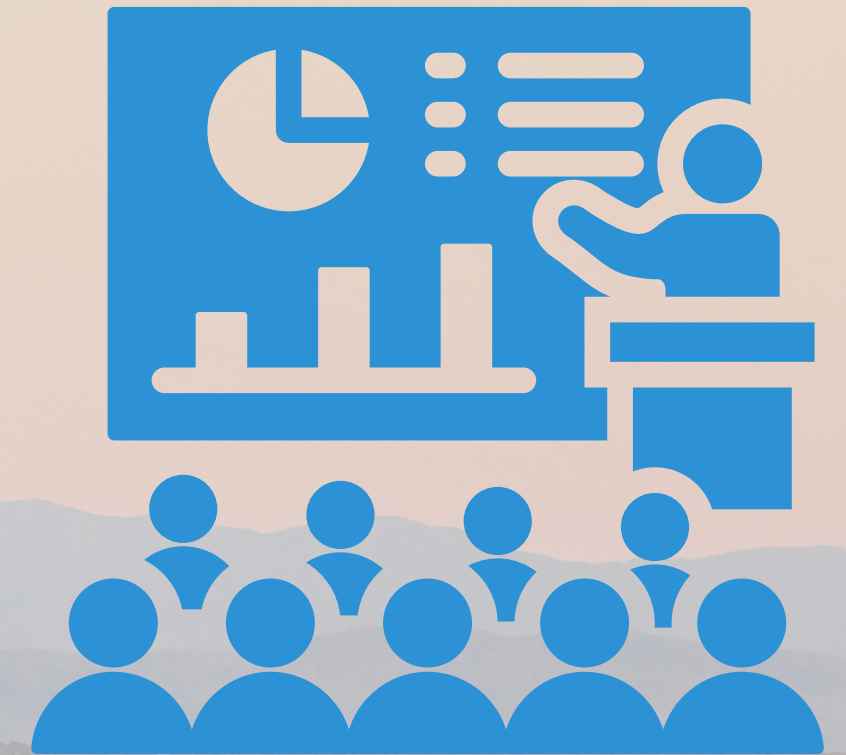
2025-2028: HOW MUCH \$?

System	Estimated Total Bond Need	Final Cost Determination
Drinking Water	\$21 M	Determination of other funding for City transportation projects; Congressionally Delegated Spending Grant Award
Wastewater	\$204 M	Final due diligence on WWTP costs; FEMA availability for River Siphon; Community Change Grant success; Determination of other funding for City Transportation Projects
Stormwater	\$14 M	Pine Street CSO reduction final cost; Community Change Grant success; Determination of other funding for City transportation projects

PUBLIC ENGAGEMENT

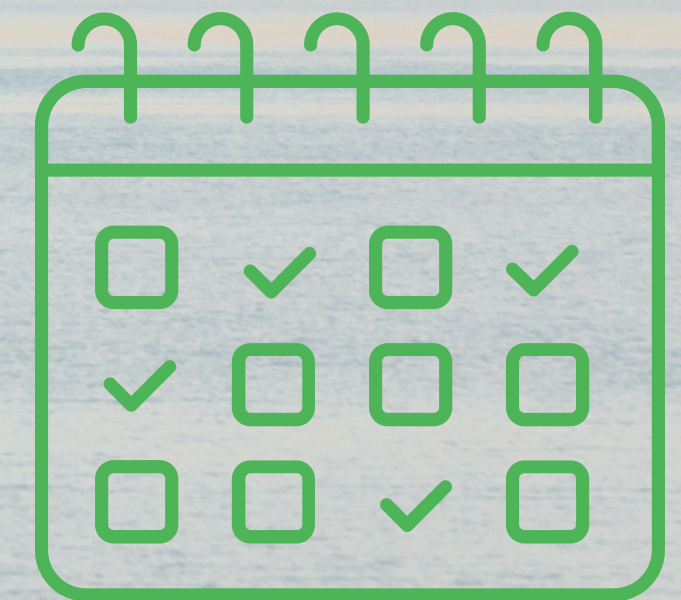
Leading up to January 27, 2025 City Council Meeting:

- Neighborhood Planning Assemblies
- Multiple Wastewater Treatment Plant Tours
- Waterfront Action Group of Burlington Business Association
- DPW Commission
- Transportation, Energy and Utilities Committee (TEUC)
- City Council
- January 6, Town Hall Meeting
- TV and Print Media
- Social Media
- Virtual Wastewater Treatment Plant Tour



Now until Town Meeting Day:

- More NPAs!
- Town Meeting TV
- Social Media
- Citywide post card with link to the informational website (prior to mailed ballots)

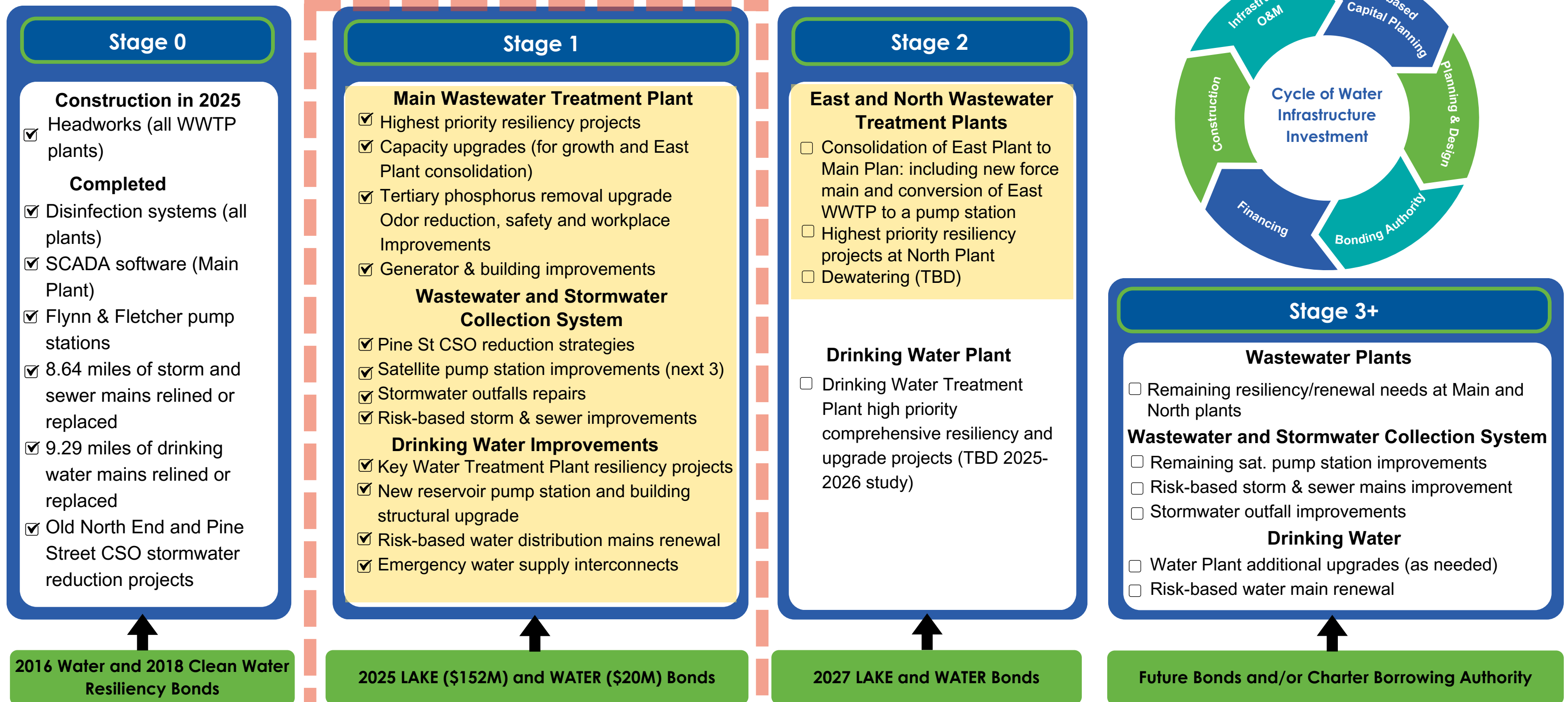


Water Resources

Sustainable Infrastructure Plan: The 2025 LAKE & WATER bonds

Original November Bond Proposal

How does this phase of investment fit in with the overall plan?



2025
Lake & Water Bonds

HOW DID THE \$ DECREASE?

Memo details the risk and rationale of postponing certain items.
Below also forecasts additional scope items and costs where available.

Projects Not Included in 2025 Bond ¹	Current Estimated Cost	Rationale for addressing later	Include in FY26-FY35 Rate Impact Projection
East Plant Consolidation	\$ 25,000,000	Construction scheduled for 2028; success of grants for Stage 1 may reduce ultimate bond need.	Yes
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Additional Water Main Renewal	TBD	Additional work pending a distribution system master plan which may identify needed capacity upsize requirements.	No

Note 1: This is a list of known project needs, some of which were included in previous bond proposals. Additional projects maybe needed due to quicker than anticipated failure rates or regulatory changes.

Note 2: These cost estimates are in 2025 dollars. Future costs will likely be higher due to inflation depending on the timing of the project.

TOWN MEETING DAY 2025: HOW MUCH \$?

System	Final TMD 2025 Bond Request	Final <u>Cost/Borrowing</u> Determination
Drinking Water	\$21M \$20 M	Determination of other funding for City transportation projects; Congressionally Delegated Spending Grant Award
Wastewater	\$204M \$138 M	Final due diligence on WWTP costs; Determination of other funding for City Transportation Projects; Pollution Control Grants; NRBC grant; Pine Street CSO sewer separation final cost
Stormwater	\$14 M	Pine Street CSO reduction final cost; Determination of other funding for City transportation projects; Pollution Control Grants

\$152 M

CONTINUED OVERSIGHT AND UPDATES FOR THE WASTEWATER PLANT PROJECT

- Updates to Council and other public bodies at:
 - 90% Preliminary Engineering
 - 30% Final Design
 - 60% Final Design
 - 90% Final Design
- Comprehensive Peer Review of 60% Final Design and update to be provided to Council, well in advance of bidding of the project
- Update on or by August 4, 2025 on feasibility of using Construction Management at Risk (CMAR) methodology for construction phase



WORKING TO REDUCE THE IMPACT ON RATEPAYERS

- **Pursuit** of grants
 - Congressionally Delegated Spending (Reservoir Project on list for \$1 M)
 - Pursuit of Pollution Control Grant funding
 - Working with Legislature to increase Pollution Control Grant availability
 - Northern Borders Regional Commission (\$1 - \$3M)
- **Explore** Water Investment Finance and Infrastructure Act (WIFIA)
 - Lots of paperwork, but generally lower interest rates than bonds
- **Improve** Vermont State administration and legislative awareness about infrastructure funding gaps
 - Meeting with State Legislative delegation
 - Meetings with Vermont ANR Secretary and DEC Water Investment Division
 - Met with State Treasurer's office
 - **Ensuring sufficiency** of SRF (low interest, 2%) financing
 - **Increasing availability** of SRF financing

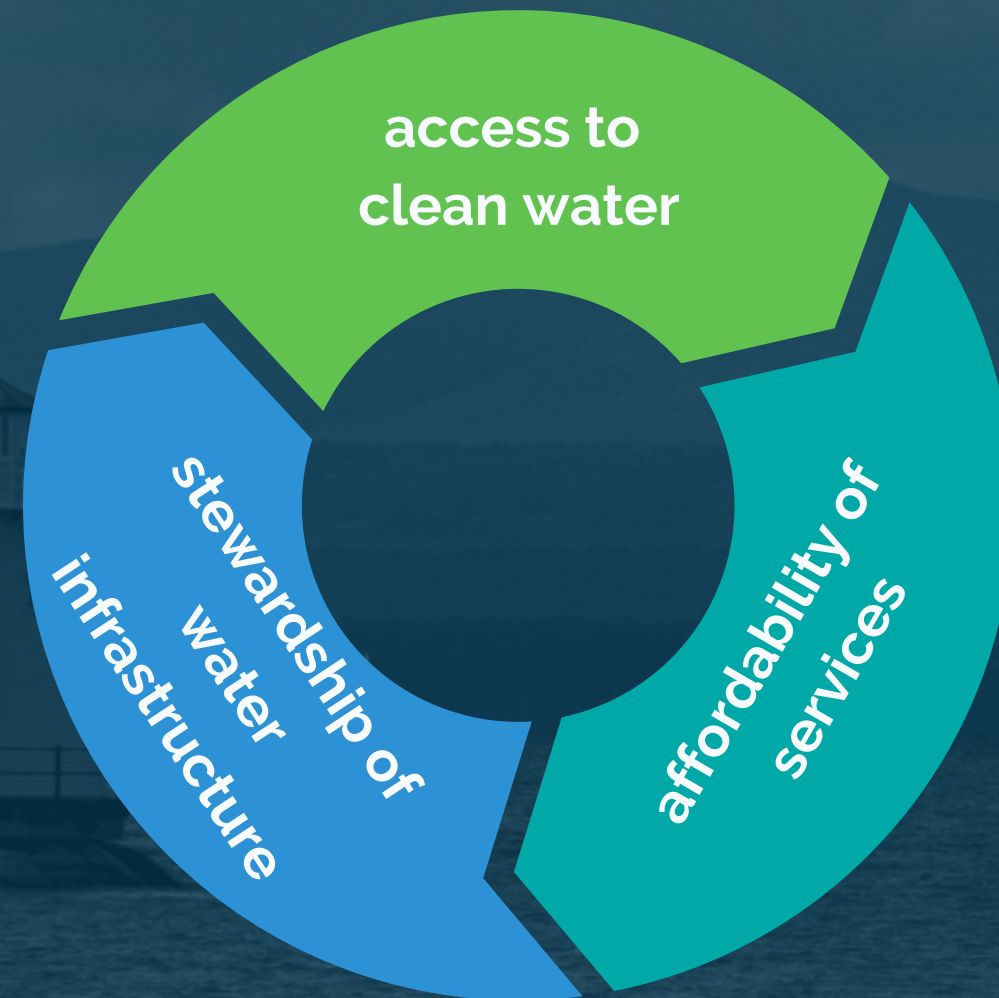


CURRENT RATEPAYER AFFORDABILITY MEASURES

"...an affordable water bill is one that the household can regularly and successfully pay on time without compromising its ability to meet other essential needs." (NRDC Water Affordability Advocacy Toolkit)



- **Fixed Fee Waiver**
 - Low-income
 - 65+
 - Non-Profit Housing Organization
- **Rebates**
 - Sewer lateral inspections
 - WaterSense fixtures



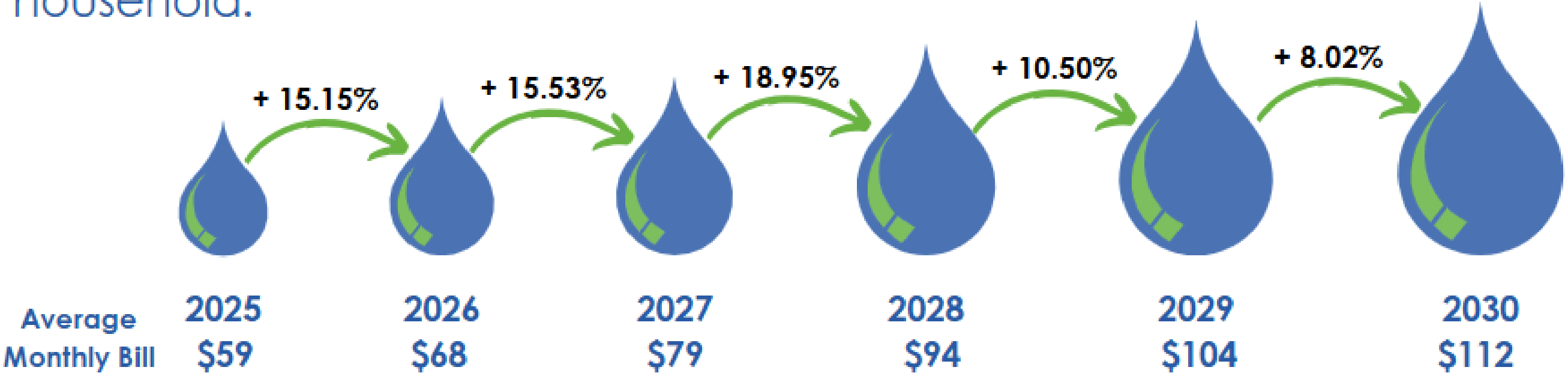
RATE STRUCTURE ADJUSTMENTS

- **Lifeline** rate tier on water side
- **User class**-based rates

Water Resources will work with City Council to develop additional affordability and assistance programs for implementation prior to significant debt issuance.

How will rates be affected?

Based on current forecasts, we estimate that water resources bills could increase up to 89% between 2025 and 2030. This would happen over a series of annual increases, and would look like this for a typical single family household.



Bill estimates are for a single family home with a 5/8" meter using 400 cubic feet a month. Does not include the current 3.5% franchise fee assessed by the City on water and sewer charges.



Rate (%) increases are currently anticipated to be similar for other customer classes, with the exception of FY26 in which customer with private fire protection would have a slightly higher rate increase due to the last year of a 5 year phase in of that charge.

SUMMARY

- Request for ballot items in March 2025 for
 - Up to \$20M **WATER** bond
 - Up to \$152M **LAKE** bond
- Capital investment is necessary for a resilient Burlington with capacity for growth and a healthy Lake Champlain
- Typical residential bill forecasted to increase up to 89% over next 5 years

Water reliability

Advancing water main replacement

Treatment plant improvements

Emergency supply contingency

Reservoir upgrades

Leverage modern technology

Advance & repair key infrastructure

Keep our federal & state commitments

Enhance water quality & worker safety

THANK YOU. QUESTIONS?

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Water Resources Engineering Manager
mlee@burlingtonvt.gov

Chapin Spencer
DPW Director
cspencer@burlingtonvt.gov

<https://burlingtonvt.gov/2025waterbonds>

