BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
March 24, 2025

1. Agenda

1. Agenda
Start time: 5:15 pm
Members present: Joe Kane, Mark Barlow, Sarah Carpenter, Ben Traverse, Katherine Schad and Emma Mulvaney-Stanak

Subject	**1.1. Motion to adopt agenda**
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adopt agenda

1.1. Motion to adopt agenda
Motion made by Councilor Traverse, seconded by Councilor Carpenter, to adopt the agenda as presented. Motion passed unanimously.

2. Public Forum

2. Public Forum

Subject	**2.1. Verbal Comments**
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	2. Public Forum
Department	Council and Board
Type	Action Procedural

Recommended Action	open Public Forum close Public Forum

2.1. Verbal Comments
Sharon Bushor: Rock Point Bridge-accessible to public? Public Health & Safety Building - no police or fire representative on committee

3. Consent Agenda

3. Consent Agenda
Motion made by Councilor Carpenter, seconded by Councilor Traverse, to adopt the consent agenda and take the actions indicated. Motion passed unanimously,

Subject	**3.1. Motion to adopt the consent agenda and take the actions indicated**
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
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

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

Subject	**3.2. March 10, 2025 Board of Finance Minutes - C/T**
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Information Minutes
Recommended Action	approve the minutes

3.2. March 10, 2025 Board of Finance Minutes - C/T

Subject	**3.3. Regular Schedule of Meetings of the Board of Finance and City Council through January 5, 2026 - C/T**
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office

Type	Action (Consent)
Recommended Action	to approve the above list of meetings through January 5, 2026

3.3. Regular Schedule of Meetings of the Board of Finance and City Council through January 5, 2026 - C/T

Subject	**3.4. To authorize the Director of Aviation to execute a contract with Engelberth Construction Inc. (Engelberth) for the Design-Build Contract for the TSA Break Room/Locker Room and Small New Office in the South Terminal adjacent to the TSA passenger processing area - Airport**
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Airport
Type	Action (Consent)
Recommended Action	to authorize the Director of Aviation to execute a contract with Engelberth Construction Inc. for the Design-Build Contract for the TSA Break Room, Locker Room and Small New Office Area in the South Terminal adjacent to the TSA passenger processing area in the amount of $253,225.00 with a contingency of 15% for the total amount of $291,209.00, upon final approval by the Office of the City Attorney

3.4. To authorize the Director of Aviation to execute a contract with Engelberth Construction Inc. (Engelberth) for the Design-Build Contract for the TSA Break Room/Locker Room and Small New Office in the South Terminal adjacent to the TSA passenger processing area - Airport

Subject	**3.5. CVOEO Fair Housing Month Sponsorship 2025 - REIB**
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Racial Equity, Inclusion, & Belonging (REIB)
Type	Action (Consent)
Recommended Action	to approve and authorize the Interim Director of the Racial Equity Inclusion and Belonging Office and the Chief Administrative Officer to issue a grant of City Racism as a Public Health Emergency Funds to CVOEO to support Fair Housing Month programming for a total authorized grant amount of $1,000

3.5. CVOEO Fair Housing Month Sponsorship 2025 - REIB

Subject	**3.6. Request for Authorization to Sign a Lease Agreement with Kestrel Coffee Roasters, LLC - Airport**
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Airport

Type Action (Consent)

Recommended Action "To approve and recommend to the City Council the authorization of the Mayor of the City of Burlington, at the recommendation of the Director of Aviation, to execute the Concessions Lease Agreement between Kestrel Coffee Roasters, LLC and Patrick Leahy Burlington International Airport, subject to final review and approval of the City Attorney's Office.

"To recommend that the City Council authorize the Director of Aviation to take such further actions and to execute such further instruments approved as to form by the City Attorney as may be necessary or convenient to effectuate the transactions contemplated hereby, and to authorize the Mayor to execute minor amendments to the Lease Agreement, approved as to form by the City Attorney, without further action from the City Council should the need arise in the future."

3.6. Request for Authorization to Sign a Lease Agreement with Kestrel Coffee Roasters, LLC - Airport

Subject **3.7. 2nd tranche of BED FEMA Grant for July 2023 flooding damage - BED**

Meeting March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Burlington Electric Department

Type Action (Consent)

Recommended Action to approve and recommend that the City Council approve and authorize the BED General Manager or their designee to accept and execute financial report forms for State of Vermont Public Assistance Grant #02140-84720-026 in a total amount not to exceed $2,000,000 to reimburse BED for 90% of dam replacement expenses resulting from severe flooding in July 2023

3.7. 2nd tranche of BED FEMA Grant for July 2023 flooding damage - BED

Subject **3.8. Conservation Legacy Fund Nature Based Solutions (CLF NBS) Grant: recommendation for funding - BPRW/DPI**

Meeting March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Parks, Recreation, & Waterfront

Type Action (Consent)

Recommended Action	to approve and recommend that the City Council approve disbursement of $180,000 in Conservation Legacy Fund monies via grant awards to Vermont Youth Conservation Corps ($30,000), Vermont Garden Network ($75,125), Intervale Center ($39,375), and Burlington Wildways ($35,500) as recommended by the Conservation Board and Parks Commission

3.8. Conservation Legacy Fund Nature Based Solutions (CLF NBS) Grant: recommendation for funding - BPRW/DPI

Subject	**3.9. To authorize the Director of Aviation to execute a Contract with Engineers Construction Inc. (ECI) for the Vermont Air National Guard Aircraft Arrestor Cable System Drainage Improvements Project and to sign an amendment to the Military Air National Guard Facilities Sustainment, Repair, Modernization Cooperative Agreement (FSRMCA) with National Guard Bureau (NGB) for reimbursement of construction work costs associated with the Vermont Air National Guard Aircraft Arrestor Cable System Drainage Improvement Project based on the bid received - Airport**
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Airport
Type	Action (Consent)
Recommended Action	1. "To approve and recommend to the City of Burlington City Council to authorize the Director of Aviation to execute a contract with Engineers Construction Inc. (ECI) for the construction of the Vermont Air National Guard Aircraft Arrestor Cable System Drainage Improvements in the amount of $1,492,815.00 with a contingency of 15% for the total amount of $1,716,737.00, upon approval by the Office of the City Attorney." 2. "To approve and recommend to the City of Burlington City Council to authorize the Director of Aviation to execute an amendment to the Military ANG Facilities Sustainment, Repair, Modernization Cooperative Agreement (FSRMCA) with National Guard Bureau (NGB) for construction work costs associated with the VTANG Aircraft System Drainage Improvements based on the bid price received, upon approval by the Office of the City Attorney."

3.9. To authorize the Director of Aviation to execute a Contract with Engineers Construction Inc. (ECI) for the Vermont Air National Guard Aircraft Arrestor Cable System Drainage Improvements Project and to sign an amendment to the Military Air National Guard Facilities Sustainment, Repair, Modernization Cooperative Agreement (FSRMCA) with National Guard Bureau (NGB) for reimbursement of construction work costs associated with the Vermont Air National Guard Aircraft Arrestor Cable System Drainage Improvement Project based on the bid received - Airport

Subject	**3.10. Great Streets Main Street - Sewer Budget - DPW**
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Public Works Department

Type	Action (Consent)
Recommended Action	1. To approve and recommend that the City Council authorize the Director of Public Works to execute an amendment to the contract, subject to City Attorney review and approval, with S.D. Ireland Brothers Corporation in the amount of $33,791 bringing the total contract value up to $26,543,720.62, and increase the previously authorized contingency funds by $32,541 bringing the total to $2,628,795.83 in contingency funds to be available to use toward any necessary future contract amendments needed to accomplish the construction work herein contemplated, and further authorize execution of any such necessary amendments upon review and approval by the City Attorney's Office, for a total authorized amount not to exceed $29,172,516 for the development of the design of the Great Streets Main Street project. 2. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to pay the above-referenced project expenses in FY25 and Overall Project Budgets, in substantial conformance with the attached budget transfer request.

3.10. Great Streets Main Street - Sewer Budget - DPW

Subject	**3.11. Reclassification of Associate City Clerk - C/T**
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve and authorize the reclassification of the Associate City Clerk, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position to a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position

3.11. Reclassification of Associate City Clerk - C/T

4. Deliberative Agenda

4. Deliberative Agenda

Subject	**4.1. CY25 Paving Contract - Authorization to Award - DPW**
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action

Recommended Action	1. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds from the above-referenced funding sources, as further detailed in the attached CY25 paving project budget, in the amount of $1,419,423.75, with an additional $170,330.85 in contingency funds, equaling a total authorized expenditure of $1,589,754.60 for the projected construction costs to complete the CY25 Paving project. 2. To approve and recommend the City Council authorize the Director of Public Works, or their designee, to execute a construction contract with S.D. Ireland Brothers Corporation. for the CY25 Paving project in the amount of $1,419,423.75, with an additional $170,330.85 in contingency funds, equaling a total authorized expenditure of $1,589,754.60, subject to the final review and approval by the Office of the City Attorney.

4.1. CY25 Paving Contract - Authorization to Award - DPW

Motion made by Councilor Carpenter, seconded by Councilor Barlow, to approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds from the above-referenced funding sources, as further detailed in the attached CY25 paving project budget, in the amount of $1,419,423.75, with an additional $170,330.85 in contingency funds, equaling a total authorized expenditure of $1,589,754.60 for the projected construction costs to complete the CY25 Paving project and to approve and recommend the City Council authorize the Director of Public Works, or their designee, to execute a construction contract with S.D. Ireland Brothers Corporation for the CY25 Paving project in the amount of $1,419,423.75, with an additional $170,330.85 in contingency funds, equaling a total authorized expenditure of $1,589,754.60, subject to the final review and approval by the Office of the City Attorney. Motion passed unanimously.

Subject	**4.2. Allocation Of Bond Proceeds For Public Improvements - Rock Point Bridge Project - C/T**
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action Resolution
Recommended Action	move to approve and recommend that the City Council approve the attached resolution authorizing the Mayor’s Office, Chief Administrative Officer, or the City’s Assistant Director of Finance to execute the reallocation of the identified Series 2019A bond proceeds, not to exceed $200,000.00, to complete capital improvements associated with the Rockpoint Bridge project, subject to final review and approval of the City Attorney’s Office

4.2. Allocation Of Bond Proceeds For Public Improvements - Rock Point Bridge Project - C/T

Motion made by Councilor Carpenter, seconded by Councilor Barlow, to approve and recommend that the City Council approve the attached resolution authorizing the Mayor’s Office, Chief Administrative Officer, or the City’s Assistant Director of Finance to execute the reallocation of the identified Series 2019A bond proceeds, not to exceed $200,000.00, to complete capital improvements associated with the Rockpoint Bridge project, subject to final review and approval of the City Attorney’s Office. Motion passed unanimously,

Subject	**4.3. Rock Point Bridge - Authorization to Amend Construction Contract and Proposed Budget Amendment - DPW**

Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	1. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments to amend the project budget to total $1,419,128.84 for the Rock Point Bridge Replacement Project. 2. To approve and recommend that the City Council authorize the Director of Parks, Recreation and Waterfront (BPRW), or their designee, to amend an existing construction contract with Desroches Construction Services in the new maximum limiting amount of $1,164,315.35

4.3. Rock Point Bridge - Authorization to Amend Construction Contract and Proposed Budget Amendment - DPW

Motion made by Councilor Carpenter, seconded by Councilor Barlow, to approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments to amend the project budget to total $1,419,128.84 for the Rock Point Bridge Replacement Project and to approve and recommend that the City Council authorize the Director of Parks, Recreation and Waterfront (BPRW), or their designee, to amend an existing construction contract with Desroches Construction Services in the new maximum limiting amount of $1,164,315.35. Motion passed unanimously.

Subject	**4.4. Budget Authorization for Phase 1 of the Public Health & Safety Building Project - C/T**
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	move to approve and recommend that the City Council authorize the Chief Administrative Officer, or her designee, to effectuate necessary budget amendments and transfer of fund in the amount of $200,000 from Bond Series 2023A in order to establish a project budget for Phase 1 of the Public Health & Safety Building

4.4. Budget Authorization for Phase 1 of the Public Health & Safety Building Project - C/T

Motion made by Councilor Barlow, seconded by Councilor Traverse, to approve and recommend that the City Council authorize the Chief Administrative Officer, or her designee, to effectuate necessary budget amendments and transfer of fund in the amount of ~~$200,000~~ **$172,000** from Bond Series 2023A in order to establish a project budget for Phase 1 of the Public Health & Safety Building. Motion passed unanimously as amended.

5. Adjournment

5. Adjournment

Subject	**5.1. Motion to adjourn**
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	5. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

5.1. Motion to adjourn
Meeting was adjourned at 6:10 pm.