



Board of Finance

Monday, April 14, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall

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1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	April 14, 2025 - Board of Finance Meeting - Monday, April 14, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adopt agenda

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	April 14, 2025 - Board of Finance Meeting - Monday, April 14, 2025, 5:00 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	April 14, 2025 - Board of Finance Meeting - Monday, April 14, 2025, 5:00 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. McNeil RFPs - BED
Meeting	April 14, 2025 - Board of Finance Meeting - Monday, April 14, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Burlington Electric Department
Type	Action (Consent)
Recommended Action	subject to City Attorney Brown's revisions, to move that the City Council approves BED executing the proposals presented under each of the RFPs
Subject	3.3. Allocation Of Bond Proceeds For Public Improvements - Series 2022A Bonds - C/T
Meeting	April 14, 2025 - Board of Finance Meeting - Monday, April 14, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent)
Recommended Action	To approve and recommend that the City Council (1) Waive the reading and adopt the attached resolution authorizing the Mayor, Chief Administrative Officer, or the City's Assistant Director of Finance to execute the reallocation of the identified Series 2022A bond proceeds, not to exceed \$634,928.00, to complete facility capital improvements at the Police Station and Fire Station 3, and (2) Authorize the Mayor, Chief Administrative Officer, and the Assistant Director of Finance to take such further actions and to execute such further instruments, subject to

final review and approval of the City Attorney's Office, as may be necessary or convenient to effectuate the transactions contemplated hereby.

Subject	3.4. Burlington Police Department HVAC Project 2025 - BPRW
Meeting	April 14, 2025 - Board of Finance Meeting - Monday, April 14, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve and authorize the execution of a contract with Energy Efficient Investments Inc., for a price not to exceed \$758,964 for the Burlington Police Department HVAC project, plus a project contingency of \$75,000, for a total approved project expenditure not to exceed \$833,964, and to authorize Cindi Wight, Director of Parks, Recreation and Waterfront, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office

Subject	3.5. Contract for preserveBTV: Historic Preservation Plan - Planning
Meeting	April 14, 2025 - Board of Finance Meeting - Monday, April 14, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Planning
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve and authorize the Office of City Planning Director or their designee, subject to final review and approval by the City Attorney's Office, to execute the contract with Heritage Strategies, LLC to create a citywide historic preservation plan for Burlington

Subject	3.6. Arts So Wonderful - City Council Initiative Request
Meeting	April 14, 2025 - Board of Finance Meeting - Monday, April 14, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Council and Board
Type	Action (Consent)
Recommended Action	to approve the use of \$3,675 from the City Council Initiative Fund to subsidize graffiti removal and mural by Arts So Wonderful

4. Deliberative Agenda

Subject	4.1. Authorization to Issue Early Learning Initiative Capacity Grants to Robin's Nest Children's Center for \$30,000 - BWD
Meeting	April 14, 2025 - Board of Finance Meeting - Monday, April 14, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Business and Workforce Development
Type	Action
Recommended Action	to approve and authorize the Director of Business and Workforce Development to enter into an ELI Capacity grant agreement with Robin's Nest Children's Center in the amount not to exceed \$30,000 to expand enrollment and address overdue plumbing and bathroom maintenance needs, subject to review of the grant capacity agreements by the City Attorney's Office
Subject	4.2. DPW Division Director - Water Resources Compensation Review & Market Factor Recommendation - DPW/HR
Meeting	April 14, 2025 - Board of Finance Meeting - Monday, April 14, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	To approve and recommend that the City Council approve: ☐ The compensation adjustment of the DPW Division Director – Water Resources, a Regular, Full-Time, Exempt, Non-Union, market factor role to Division Director – Water Resources, a Regular, Full-Time, Exempt, Non-Union, market factor role in the Department of Public Works as listed above, and to include retroactive pay back to December 9, 2024.
Subject	4.3. DPW Division Director - Technical Services/City Engineer Compensation Review & Market Factor Recommendation - DPW/HR
Meeting	April 14, 2025 - Board of Finance Meeting - Monday, April 14, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	To approve and recommend that the City Council approve: ☐ The compensation adjustment of the DPW Division Director – Technical Services/City Engineer, a Regular, Full-Time, Exempt, Non-Union, Grade 25 role to Division Director – Technical Services/City Engineer, a Regular, Full-Time, Exempt, Non-Union, market factor role in the Department of Public Works as listed above, and to include retroactive pay back to December 9, 2024
Subject	4.4. Authorization of Sidewalk Reconstruction Program Project Budget and Construction Contract - DPW

Meeting	April 14, 2025 - Board of Finance Meeting - Monday, April 14, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
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, as described in the attached project budget, to a total of \$931,381.65 for the projected construction costs to complete the CY25 Sidewalk Reconstruction Program. 2. To approve and recommend that the City Council authorize the Public Works Director execute a construction contract for the Sidewalk Reconstruction Project with SD Ireland Brothers Corporation with a maximum limiting amount of \$846,004.00, subject to review and approval of the City Attorney and within existing project appropriations, and 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 implement the transactions contemplated hereby.
Subject	4.5. Rose St. and Cedar St. VTrans TAP Grant - DPW
Meeting	April 14, 2025 - Board of Finance Meeting - Monday, April 14, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	1. To approve and recommend that the City Council authorize the Director of Public Works to execute the Project Commitments Form from the Vermont Agency of Transportation for Rose St / Cedar St Improvements, obligating the City to commit a local match of \$150,000, for a total project budget of \$750,000 in furtherance of accepting a reimbursable grant amount up to \$600,000, and to take such further actions and execute such further instruments as may be necessary or convenient to implement the project within existing project appropriations, subject to review and approval by the City Attorney's Office. 2. To approve and recommend that the City Council authorize the Chief Administrative Offices, or her designee, to effectuate necessary budget amendments and transfers of funds to create the project budget(s) of \$750,000 for the Rose St / Cedar St Improvements. 3. To approve and recommend that the City Council approve the use of the VTrans Atthe-Ready program for Professional Design Consultant Procurement
Subject	4.6. Cambrian Rise Stormwater Offset Project MOU Approval - DPW/Water Resources
Meeting	April 14, 2025 - Board of Finance Meeting - Monday, April 14, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Public Works Department - Water Resources
Type	Action

Recommended Action 1. To approve and recommend that the City Council authorize Chapin Spencer, the Director of Public Works, and Cindi Wight, the Director of the Department of Parks, Recreation and Waterfront to execute the Cambrian Rise Memorandum of Understanding and Agreement ("MOU") with BC Community Housing ("BCCH") and to authorize the Mayor 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 for the purpose of constructing a stormwater offset project within PR&W's property 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.
2. To approve and recommend that the City Council authorize the Chief Administrative Officer, or her designee, to approve use of up to \$275,000 of Fund 245 fund balance and to effectuate necessary budget amendments and transfers of funds to create the project budget of \$275K for the North Ave Combined Sewer Reduction" project.

Subject **4.7. Creation of a cemetery reserve fund - BPRW**

Meeting April 14, 2025 - Board of Finance Meeting - Monday, April 14, 2025, 5:00 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 approve the creation of a reserve fund for replacing equipment needed for full burials with the burial rate set annually by the Cemetery Commission, subject to the review and approval of the Chief Administrative Officer or designee

Subject **4.8. FEMA Hazard Mitigation Grant Application, 505 Riverside Avenue - DPI**

Meeting April 14, 2025 - Board of Finance Meeting - Monday, April 14, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall

Category 4. Deliberative Agenda

Department Permitting & Inspections

Type Action

Recommended Action 1. To approve, and recommend that City Council approve, the submission of a Hazard Mitigation Grant Program application for the buy-out of 505 Riverside Avenue, and
2. To approve, and recommend that the City Council authorize, the acceptance of the Hazard Mitigation Grant Program award, if granted, and
3. To recommend that the City Council authorize the Mayor, the Director of Public Works and the Director of Permitting & Inspections to take such further actions and execute such further instruments approved as to form by the City Attorney or designee as may be necessary or convenient to effectuate the grant acceptance and property transactions contemplated hereby.

5. Adjournment

Subject **5.1. Motion to adjourn**

Meeting April 14, 2025 - Board of Finance Meeting - Monday, April 14, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall

Category 5. Adjournment

Department	Council and Board
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Type	Action Procedural
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Recommended Action	Motion to adjourn
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