



**BURLINGTON BOARD OF FINANCE  
BUSHOR CONFERENCE ROOM 1ST FLOOR, CITY HALL  
MINUTES OF MEETING  
April 14, 2025**

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## **1. Agenda**

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### **1. Agenda**

Start time: 5:05 pm

Members present: Councilors Barlow, Carpenter, Neubieser online until item 4.2 then in person), Council President Traverse, Mayor Mulvaney-Stanak and CAO Schad

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|--------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>Subject</b>     | <b>1.1. Motion to adopt agenda</b>                                                                                       |
| 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<br>Procedural                                                                                                     |
| Recommended Action | Motion to adopt agenda                                                                                                   |

1.1. Motion to adopt agenda

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

## **2. Public Forum**

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### **2. Public Forum**

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|----------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>Subject</b> | <b>2.1. Verbal Comments</b>                                                                                              |
| 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<br>Procedural                                                                                                     |

Recommended Action    open Public Forum  
                                     close Public Forum

2.1. Verbal Comments

Bruce Wilson: May 15th graffiti removal

Sharon Bushor: cemetery; ELI grants and bond allocation

### 3. Consent Agenda

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#### 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

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

Motion made by Councilor Carpenter, seconded by City Council President Traverse to adopt the consent agenda and take the actions indicated. Motion passed unanimously.

**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

3.2. McNeil RFPs - BED

**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.

### 3.3. Allocation Of Bond Proceeds For Public Improvements - Series 2022A Bonds - C/T

**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

### 3.4. Burlington Police Department HVAC Project 2025 - BPRW

**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

### 3.5. Contract for preserveBTV: Historic Preservation Plan - Planning

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| <b>Subject</b>     | <b>3.6. Arts So Wonderful - City Council Initiative Request</b>                                                                  |
| 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 |

3.6. Arts So Wonderful - City Council Initiative Request

## 4. Deliberative Agenda

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### 4. Deliberative Agenda

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| <b>Subject</b>     | <b>4.1. Authorization to Issue Early Learning Initiative Capacity Grants to Robin's Nest Children's Center for \$30,000 - BWD</b>                                                                                                                                                                                                                                     |
| 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 |

4.1. Authorization to Issue Early Learning Initiative Capacity Grants to Robin's Nest Children's Center for \$30,000 - BWD

Mayor COI and recusal

Motion made by Councilor Carpenter, seconded by City Council President Traverse to approve the motion as presented. Motion passed unanimously.

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|----------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>Subject</b> | <b>4.2. DPW Division Director - Water Resources Compensation Review &amp; Market Factor Recommendation - DPW/HR</b>      |
| 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                                                                                                  |

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| Type                                                                                                                                                                                                                                                                                                                      | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Recommended Action                                                                                                                                                                                                                                                                                                        | <p>To approve and recommend that the City Council approve:</p> <p><input type="checkbox"/> 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.</p>                             |
| <p>4.2. DPW Division Director - Water Resources Compensation Review &amp; Market Factor Recommendation - DPW/HR</p> <p>Mayor COI and recusal</p> <p>Motion made by Councilor Barlow, seconded by City Council President Traverse to approve the motion as presented. Motion passed 4-1 (Councilor Neubieser against).</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Subject</b>                                                                                                                                                                                                                                                                                                            | <b>4.3. DPW Division Director - Technical Services/City Engineer Compensation Review &amp; Market Factor Recommendation - DPW/HR</b>                                                                                                                                                                                                                                                                                                                                               |
| 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                                                                                                                                                                                                                                                                                                        | <p>To approve and recommend that the City Council approve:</p> <p><input type="checkbox"/> 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</p> |
| <p>4.3. DPW Division Director - Technical Services/City Engineer Compensation Review &amp; Market Factor Recommendation - DPW/HR</p> <p>Motion made by Councilor Carpenter, seconded by Councilor Barlow, to adopt the motion as presented. Motion passed 4-1 (Councilor Neubieser against).</p>                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Subject</b>                                                                                                                                                                                                                                                                                                            | <b>4.4. Authorization of Sidewalk Reconstruction Program Project Budget and Construction Contract - DPW</b>                                                                                                                                                                                                                                                                                                                                                                        |
| 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                                                                                                                                                                                                                                                                                                        | <p>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</p>                                                                                                                                                                                                                                          |

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.

4.4. Authorization of Sidewalk Reconstruction Program Project Budget and Construction Contract - DPW  
Motion made by Councilor Barlow, seconded by City Council President Traverse, to approve the motion as presented. Motion passed unanimously.

**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 At-the-Ready program for Professional Design Consultant Procurement

**4.5. Rose St. and Cedar St. VTrans TAP Grant - DPW**

Motion made by City Council President Traverse, seconded by Councilor Barlow, and approve the motion as presented. Motion passed unanimously.

**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



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.

4.8. FEMA Hazard Mitigation Grant Application, 505 Riverside Avenue - DPI  
Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve the motion as presented. Motion passed unanimously.

## 5. Adjournment

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### 5. Adjournment

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|------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>Subject</b>         | <b>5.1. Motion to adjourn</b>                                                                                            |
| 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                                                                                                        |
| Type                   | Action<br>Procedural                                                                                                     |
| Recommended Action     | Motion to adjourn                                                                                                        |
| 5.1. Motion to adjourn |                                                                                                                          |
| End time: 6:08 pm      |                                                                                                                          |