



**BURLINGTON BOARD OF FINANCE  
BUSHOR CONFERENCE ROOM 1ST FLOOR, CITY HALL  
MINUTES OF MEETING  
April 28, 2025**

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## **1. Agenda**

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### **1. Agenda**

Start time: 5:02 pm

Members present: CAO Schad, City Council President Traverse, Councilors Carpenter, Neubieser and Barlow

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| <b>Subject</b> | <b>1.1. Motion to adopt agenda</b> |
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| Meeting | April 28, 2025 - Board of Finance Meeting - Monday, April 28, 2025, 5:00 PM,<br>Bushor Conference Room 1st Floor, City Hall |
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| Category | 1. Agenda |
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| Department | Council and Board |
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| Type | Action<br>Procedural |
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| Recommended Action | Motion to adopt agenda |
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#### **1.1. Motion to adopt agenda**

Motion made by City Council President Traverse, 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> |
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|---------|-----------------------------------------------------------------------------------------------------------------------------|
| Meeting | April 28, 2025 - Board of Finance Meeting - Monday, April 28, 2025, 5:00 PM,<br>Bushor Conference Room 1st Floor, City Hall |
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| Category | 2. Public Forum |
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| Department | Council and Board |
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| Type | Action<br>Procedural |
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| Recommended Action | open Public Forum<br>close Public Forum |
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## 2.1. Verbal Comments

Sharon Bushor: FFI request is important; 4.2 planner - engineer

## 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 28, 2025 - Board of Finance Meeting - Monday, April 28, 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 Councilor Neubieser, to adopt the consent agenda and take the actions indicated. Motion passed unanimously.

**Subject**                      **3.2. April 14, 2025 Board of Finance Meeting Minutes - C/T**

Meeting                      April 28, 2025 - Board of Finance Meeting - Monday, April 28, 2025, 5:00 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

3.2. April 14, 2025 Board of Finance Meeting Minutes - C/T

**Subject**                      **3.3. BTVthanks: Burlington Fire: Event Name: International Firefighter Appreciation Day Community Cookout - Councilor Litwin**

Meeting                      April 28, 2025 - Board of Finance Meeting - Monday, April 28, 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 and recommend that the City Council authorize the use of up to \$2,000 from the City Council Initiative Fund to celebrate and thank the City's Fire Department, in conjunction with the community, on International Firefighter Appreciation Day

3.3. BTVthanks: Burlington Fire: Event Name: International Firefighter Appreciation Day Community Cookout  
- Councilor Litwin

**Subject**                      **3.4. Authorization to Accept Grant Funds for Leddy Park Roller Rink - BPRW**

Meeting                      April 28, 2025 - Board of Finance Meeting - Monday, April 28, 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 authorize the acceptance of grant funds in the amount of \$25,000 from the State of Vermont Buildings and General Services Department for the Leddy Park Roller Rink Project and authorize the Director of Parks, Recreation and Waterfront to execute all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office.

To approve and recommend that the City Council authorize the Chief Administrative Officer, or her designee, to effectuate necessary budget amendments and transfers of funds to create the project budget(s) of \$52,000 for the Leddy Park Roller Rink project.

3.4. Authorization to Accept Grant Funds for Leddy Park Roller Rink - BPRW

**Subject**                      **3.5. Request to Purchase Wheeled Loader Using Passenger Facility Chargers (PFC) - Airport**

Meeting                      April 28, 2025 - Board of Finance Meeting - Monday, April 28, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall

Category                    3. Consent Agenda

Department               Airport

Type                         Action (Consent)

Recommended Action      to approve and recommend to the City Council to authorize the Director of Aviation to execute an agreement to purchase one John Deere 844P Wheel Loader from United Construction & Forestry, Inc. in the amount of \$560,000, subject to the review and approval of the City Attorney, and to authorize the Director of Aviation or designee to execute such instruments approved as to form by the City Attorney as may be necessary or convenient to effectuate the purchase

3.5. Request to Purchase Wheeled Loader Using Passenger Facility Chargers (PFC) - Airport

## 4. Deliberative Agenda

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### 4. Deliberative Agenda

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| <b>Subject</b>                                                                                                                                                                                                                                                                                           | <b>4.1. Resolution: Authorization For Refinancing City Of Burlington's \$18,840,000 General Obligation Waterfront Tax Increment Note, Series 2024 - CEDO/CT</b>                                                                                                               |
| Meeting                                                                                                                                                                                                                                                                                                  | April 28, 2025 - Board of Finance Meeting - Monday, April 28, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall                                                                                                                                                      |
| Category                                                                                                                                                                                                                                                                                                 | 4. Deliberative Agenda                                                                                                                                                                                                                                                        |
| Department                                                                                                                                                                                                                                                                                               | Community & Economic Development Office (CEDO)                                                                                                                                                                                                                                |
| Type                                                                                                                                                                                                                                                                                                     | Action<br>Resolution                                                                                                                                                                                                                                                          |
| Recommended Action                                                                                                                                                                                                                                                                                       | To approve and recommend that the City Council waive the reading and adopt the proposed resolution to authorize refinancing \$18,840,000 in a project note for Waterfront TIF District public improvements associated with Burlington Square (formerly CityPlace Burlington). |
| 4.1. Resolution: Authorization For Refinancing City Of Burlington's \$18,840,000 General Obligation Waterfront Tax Increment Note, Series 2024 - CEDO/CT<br>Motion made by City Council President Traverse, seconded by Councilor Barlow, to approve the motion as presented. Motion passed unanimously. |                                                                                                                                                                                                                                                                               |

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| <b>Subject</b>                                                                                                                                                                         | <b>4.2. DPW - Technical Services Reorganization - DPW</b>                                                                                                                                                                                                                                                                                                                                                                                                    |
| Meeting                                                                                                                                                                                | April 28, 2025 - Board of Finance Meeting - Monday, April 28, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall                                                                                                                                                                                                                                                                                                                                     |
| Category                                                                                                                                                                               | 4. Deliberative Agenda                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Department                                                                                                                                                                             | Public Works Department                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Type                                                                                                                                                                                   | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Recommended Action                                                                                                                                                                     | To recommend that City Council approve the:<br><input type="checkbox"/> Elimination of the vacant Regular, Full-time, Exempt, Non-Union, Grade 18 Planner position in the Technical Services Division of the Department of Public Works.<br><input type="checkbox"/> Creation a Regular, Full-time, Exempt, Non-Union, Grade 19 Associate Public Works Transportation Engineer position in the Technical Services Division of the Department of Public Works |
| 4.2. DPW - Technical Services Reorganization - DPW<br>Motion made by Councilor Barlow, seconded by Councilor Neubieser, to approve the motion as presented. Motion passed unanimously. |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b>Subject</b> | <b>4.3. Request to Execute a Contract with Jacobs Engineering Group, Inc. (JEG) for Taxiway C/G Rehabilitation Project Design and Construction Oversight Services - Airport</b> |
| Meeting        | April 28, 2025 - Board of Finance Meeting - Monday, April 28, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall                                                        |

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| Category           | 4. Deliberative Agenda                                                                                                                                                                                                                                                                                            |
| Department         | Airport                                                                                                                                                                                                                                                                                                           |
| Type               | Action                                                                                                                                                                                                                                                                                                            |
| Recommended Action | to authorize the Director of Aviation, to execute a contract with Jacobs Engineering Group, Inc. in the amount of up to \$380,961.00 as allowed by the grant, for the Taxiway C/G Rehabilitation Project Design and Construction Oversight Services, subject to review and approval of the City Attorney's Office |

4.3. Request to Execute a Contract with Jacobs Engineering Group, Inc. (JEG) for Taxiway C/G Rehabilitation Project Design and Construction Oversight Services - Airport  
 Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve the motion as presented. Motion passed unanimously.

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| <b>Subject</b>     | <b>4.4. Request to Execute a Contract Amendment with Engelberth Construction, Inc (Engelberth) for Project Next the North Concourse Replacement Project, to accept and execute an additional Federal Aviation Administration (FAA) Grant Application 3 for construction of the North Concourse Replacement Project "Project NextT" - Airport</b>                                                                                                                                                                                                                                                                                                                                                                                 |
| Meeting            | April 28, 2025 - Board of Finance Meeting - Monday, April 28, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Category           | 4. Deliberative Agenda                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Department         | Airport                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Type               | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Recommended Action | To approve and recommend the City Council to authorize the Director of Aviation,<br>1. "To execute a contract amendment with Engelberth Construction Inc. in the amount of up to \$6,416,012.00, as allowed by the grant, for the construction of Project NextT – North Concourse Replacement Project, subject to review and approval of the City Attorney's Office."<br>2. "To execute a grant from the Federal Aviation Administration to accept an amount up to \$5,852,172.00, as allowed under the grant, passenger boarding bridges and terminal second floor rehabilitation construction of the North Concourse Replacement Project "Project NEXT" Grant Application 3, subject to review by the City Attorney's Office." |

4.4. Request to Execute a Contract Amendment with Engelberth Construction, Inc (Engelberth) for Project NextT the North Concourse Replacement Project, to accept and execute an additional Federal Aviation Administration (FAA) Grant Application 3 for construction of the North Concourse Replacement Project "Project NextT" - Airport  
 Motion made by Councilor Barlow, seconded by Councilor Neubieser, to approve the motion as presented. Motion passed unanimously.

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| <b>Subject</b> | <b>4.5. Fletcher Free Library Restoration &amp; Preservation Project Neagley &amp; Chase Contract, Restoration &amp; Preservation of Windows and Masonry to 1904 building - Library</b> |
| Meeting        | April 28, 2025 - Board of Finance Meeting - Monday, April 28, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall                                                                |

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| Category           | 4. Deliberative Agenda                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Department         | Fletcher Free Library                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Type               | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Recommended Action | to approve and recommend that the City Council approve the execution, by the Director of the Fletcher Free Library, of a contract and any related documents needed to carry out said contract with Neagley & Chase for the Restoration & Preservation of Windows and Masonry for the Fletcher Free Library in an amount of \$1,826,700 subject to final review and approval of the City Attorney's Office. Additionally, to approve and recommend that the City Council approve expenditures for a General Project allowance of \$105,000.00 as needed |

4.5. Fletcher Free Library Restoration & Preservation Project Neagley & Chase Contract, **Restoration & Preservation of Windows and Masonry to 1904 building** - Library

Motion made by Councilor Carpenter, seconded by Councilor Neubieser, to approve the motion as presented. Motion passed unanimously.

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| <b>Subject</b> | <b>4.6. Waterfront Overnight Security Contract - BPRW</b> |
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| Meeting | April 28, 2025 - Board of Finance Meeting - Monday, April 28, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall |
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| Category   | 4. Deliberative Agenda          |
| Department | Parks, Recreation, & Waterfront |
| Type       | Action                          |

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| Recommended Action | to approve and authorize the three-year contract with Securitas Security Services to provide waterfront overnight security services for the 2025-2027 summer seasons, for a total authorized contract expenditure not to exceed \$273,521, which comes from the North Beach and Marina Budgets and to authorize Cindi Wight, BPRW Director to execute the contract and any related documents, subject to review by the City Attorney's Office |
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4.6. Waterfront Overnight Security Contract - BPRW

Motion made by Councilor Barlow, seconded by Councilor Neubieser, to approve the motion as presented. Motion passed unanimously.

## 5. Adjournment

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### 5. Adjournment

End time: 5:49 pm

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| <b>Subject</b> | <b>5.1. Motion to adjourn</b> |
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| Meeting | April 28, 2025 - Board of Finance Meeting - Monday, April 28, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall |
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| Category   | 5. Adjournment    |
| Department | Council and Board |

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|------------------------|----------------------|
| Type                   | Action<br>Procedural |
| Recommended Action     | Motion to adjourn    |
| 5.1. Motion to adjourn |                      |