



Board of Finance

Monday, June 2, 2025, 4:45 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Join from PC, Mac, iPad, or Android:

<https://zoom.us/j/97902305330>

Phone one-tap:

+16469313860,,97902305330# US

Join via audio:

+1 646 931 3860 US

Webinar ID: 979 0230 5330

International numbers available: <https://zoom.us/u/aAML7sru>

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

1. Agenda

| | |
|--------------------|---|
| Subject | 1.1. Motion to adopt agenda |
| Meeting | June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 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 |

2. Public Forum

| | |
|----------------|---|
| Subject | 2.1. Verbal Comments |
| Meeting | June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 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 |

3. Consent Agenda

| | |
|--------------------|---|
| Subject | 3.1. Motion to adopt the consent agenda and take the actions indicated |
| Meeting | June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 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 |

| | |
|--------------------|---|
| Subject | 3.2. May 5, 2025 Special Board of Finance Meeting Minutes - C/T |
| Meeting | June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 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 |

| | |
|--------------------|---|
| Subject | 3.3. May 19, 2025 Board of Finance Meeting Minutes - C/T |
| Meeting | June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 PM, Bushor Conference Room, 149 Church Street, 1st Floor |
| Category | 3. Consent Agenda |
| Department | Clerk/Treasurer's Office |
| Type | Information Minutes |
| Recommended Action | approve the minutes |

| | |
|----------------|---|
| Subject | 3.4. 1) Award of South End Pump Station and Force Main Preliminary Engineering Report Consultant Contract and 2) Amendment of previous Pre-Design Callahan CSO Storage Tank contract - DPW/Water Resources |
| Meeting | June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 PM, Bushor Conference Room, 149 Church Street, 1st Floor |

| | |
|--------------------|---|
| Category | 3. Consent Agenda |
| Department | Public Works Department - Water Resources |
| Type | Action (Consent) |
| Recommended Action | <p>1. "To approve and recommend that the City Council authorize the Director of Public Works, Chapin Spencer, to execute a contract with Hoyle, Tanner for total contract amount of \$307,896 for the South End Pump Station and Force Main Preliminary Engineering Report, subject to the review by the City Attorney."</p> <p>2. "To approve and recommend that the City Council authorize the Director of Public Works, Chapin Spencer, to execute an amended contract with Hoyle, Tanner for total contract amount of \$354,735 for the Callahan CSO Storage Tank Preliminary Engineering Report, subject to the review by the City Attorney."</p> |
| Subject | 3.5. Council Table at Juneteenth Event - Melo Grant, Central District City Councilor |
| Meeting | June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 PM, Bushor Conference Room, 149 Church Street, 1st Floor |
| Category | 3. Consent Agenda |
| Department | Council and Board |
| Type | Action (Consent) |
| Recommended Action | to approve and recommend that the City Council approve the expenditure of \$250 in Council Initiative Funds to pay for a table at this year's Juneteenth event to be used for council member engagement |
| Subject | 3.6. Request to Execute a Contract with Pike Industries, Inc. (Pike) for the Taxiway C/G Rehabilitation Project, to accept and execute a Federal Aviation Administration (FAA) Grant for the Taxiway C/G Rehabilitation Project - Airport |
| Meeting | June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 PM, Bushor Conference Room, 149 Church Street, 1st Floor |
| Category | 3. Consent Agenda |
| Department | Airport |
| Type | Action (Consent) |
| Recommended Action | <p>1. "To approve and recommend that the City Council authorize the Director of Aviation execute a contract with Pike Industries Inc. in the amount of up to \$2,625,845.00 for the construction of TW C/G Rehabilitation Project, subject to review and approval of the City Attorney's Office."</p> <p>2. "To approve and recommend that the City Council authorize the Director of Aviation to execute an grant agreement from the Federal Aviation Administration to accept up to \$3,124,464.00, as allowed under the grant, for the Taxiway Rehabilitation Project, subject to review by the City Attorney's Office, and to take such further actions and execute such further instruments approved as to form by the City Attorney's Office as may be necessary or convenient to effectuate the transactions contemplated hereby."</p> |

| | |
|--------------------|---|
| Subject | 3.7. Request to accept and execute a Federal Aviation Administration (FAA) Grant, execute a Contract with Strong Tower, Inc. and Jones Payne Group, Inc. (JPG) for the Residential Sound Insulation Project (RSIP) Phase 5 - Airport |
| Meeting | June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 PM, Bushor Conference Room, 149 Church Street, 1st Floor |
| Category | 3. Consent Agenda |
| Department | Airport |
| Type | Action (Consent) |
| Recommended Action | <p>1. "To approve and recommend that the City Council authorize the Director of Aviation to accept and execute a grant agreement with the Federal Aviation Administration in an amount up to \$2,507,877.00, for the Residential Sound Insulation Project (RSIP) Phase 5, subject to review and approval of the City Attorney's Office, and to take such further actions and execute such further instruments approved as to form by the City Attorney's Office as may be necessary or convenient to effectuate the transactions contemplated hereby."</p> <p>2. "To approve and recommend that the City Council authorize the Director of Aviation execute a contract with Strong Tower in the amount of up to \$987,204.00 for the Residential Sound Insulation Project (RSIP) Phase 5 construction, subject to review and approval of the City Attorney's Office."</p> <p>3. "To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with JPG in the amount of up to \$1,421,865.00, for the Residential Sound Insulation Project (RSIP) Phase 5 program management, subject to review and approval of the City Attorney's Office."</p> |
| Subject | 3.8. Authorization to Issue Early Learning Initiative Capacity Grants to First Congregational Church for \$50,000 - BWD |
| Meeting | June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 PM, Bushor Conference Room, 149 Church Street, 1st Floor |
| Category | 3. Consent Agenda |
| Department | Business and Workforce Development |
| Type | Action (Consent) |
| Recommended Action | to approve and authorize the Director of Business and Workforce Development to enter into an ELI Capacity grant agreement with First Congregational Church in the amount not to exceed \$50,000 to support the creation of a new infant/toddler child care program in downtown Burlington, subject to review and approval of grant agreement documents by the City Attorney's Office |
| Subject | 3.9. FY25 Budget to Actuals Review through March 31, 2025 - C/T |
| Meeting | June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 PM, Bushor Conference Room, 149 Church Street, 1st Floor |
| Category | 3. Consent Agenda |
| Department | Clerk/Treasurer's Office |
| Type | Action (Consent) Information |
| Recommended Action | for information only |

Subject **3.10. Approving The Issuance Of Grant Anticipation Notes For The Costs Of Airport Improvement Projects - C/T**

Meeting June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)
Resolution

Recommended Action to approve, and recommend that Council approve, the attached resolution

Subject **3.11. Resolution: Impact Fees - C/T**

Meeting June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)
Resolution

Recommended Action To approve and recommend that the City Council approve the resolution adopting the proposed Administrative Regulations, including the proposed transportation and water/wastewater impact fees.
Alternative No. 1: To approve the resolution adopting the proposed Administrative Regulations, including the proposed transportation and water/wastewater impact fees, and to recommend that the City Council approve the resolution at its June 23, 2025 meeting, after addressing any direction to staff provided at the City Council's June 2, 2025 meeting.
Alternative No. 2: To provide staff direction relating to the Administrative Regulations, and to direct staff to return on June 23, 2025 to present draft Administrative Regulations revised accordingly.

4. Deliberative Agenda

Subject **4.1. Accepting a grant from the Friends of the Fletcher Free Library to the Fletcher Free Library Preservation Project for the 1904 building (Preservation Project) - Library**

Meeting June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Fletcher Free Library

Type Action

Recommended Action 1. To approve and recommend that the City Council authorize the acceptance of a grant in an amount not to exceed \$845,000 from the Friends of the Fletcher Free Library in support of the FFL Preservation Project at 235 College Street, and further authorize the Chief Administrative Officer to execute a Grant Agreement between the City and the Friends of the Fletcher Free in furtherance of such acceptance, subject to the final

review of the City Attorney's Office.

2. To approve and recommend that the City Council authorize the Chief Administrative Officer to take all such further actions, including by taking any necessary steps to ensure the creation of the project budget reflecting the acceptance of the grant award, 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.

Subject **4.2. Mayor's FY26 Budget - Mayor/CAO**
Meeting June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category 4. Deliberative Agenda
Department Mayor's Office
Type Discussion
Information
Presentation

Subject **4.3. Gross Receipts Ordinance - C/T**
Meeting June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category 4. Deliberative Agenda
Department Clerk/Treasurer's Office
Type Action
Recommended Action to recommend approval of the ordinance re gross receipts tax

Subject **4.4. Regional Programs - Mayor's Office**
Meeting June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category 4. Deliberative Agenda
Department Mayor's Office
Type Discussion
Information
Presentation

Subject **4.5. Africa Day Celebration 2025 and Sponsorship Agreements for REIB Empowerment Fund Awardees FY25 - REIB**
Meeting June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category 4. Deliberative Agenda
Department Racial Equity, Inclusion, & Belonging (REIB)
Type Action

Recommended Action

Correct Motion Language:

1. To approve and authorize the Interim Director of the Racial Equity, Inclusion, and Belonging Office and the Chief Administrative Officer to issue the following 20 grant agreements totaling **\$39,645** from the Empowerment Fund GL, and to execute grant agreements memorializing the same, subject to review by the City Attorney's Office:

- All Heart Inspirations – \$2,000
- Black Sacred Soul – \$1,670
- Champlain Housing Trust – \$2,000
- The CoCo Bar – \$2,000
- Community Health Centers – \$2,000
- Erin Baker – \$2,000
- Golden Love Home Care LLC – \$2,000
- Haji Driving Academy – \$2,000
- Howard Center – \$2,000
- Jeh Kulu Dance and Drum Theater – \$2,000
- Jilib Jiblets – \$2,000
- Country Roads Jamaican Flair – \$2,000
- Joy Riders VT – \$1,975
- Maiz Vargas Sandoval – \$2,000
- Omega Jade Enterprises LLC – \$2,000
- Trinidadian Cuisine LLC – \$2,000
- Vermont Council on World Affairs – \$2,000
- Vermont Professionals of Color Network – \$2,000
- Vermont Racial Justice Alliance – \$2,000
- Yalla Eats – \$2,000

2. To retroactively approve three grant agreements totaling **\$2,800** from the previously authorized December 9, 2024 allocation of \$42,917 from the Empowerment Fund GL, awarded to the following organizations who were next in line after some original grantees declined funding:

- Unlikely Riders – \$1,000
- Burlington Trolley Tours – \$800
- Community Resilience Organizations – \$1,000

3. To approve and authorize a sponsorship grant in the amount of **\$2,000** to Vermont Family Inc., fiscal sponsor of the Africa Day Celebration, from the Community Celebrations GL, and to execute the agreement memorializing the same, subject to review by the City Attorney's Office.

Total authorized expenditures: \$44,445

- **\$39,645** from the Empowerment Fund GL
- \$2,800 retroactive from the Empowerment Fund GL
- \$2,000 from the Community Celebrations GL

Original Motion Language:

1. To approve and authorize the Interim Director of the Racial Equity, Inclusion, and Belonging Office and the Chief Administrative Officer to issue the following 20 grant agreements totaling **\$37,670** from the Empowerment Fund GL, and to execute grant agreements memorializing the same, subject to review by the City Attorney's Office:

- All Heart Inspirations – \$2,000
- Black Sacred Soul – \$1,670
- Champlain Housing Trust – \$2,000
- The CoCo Bar – \$2,000
- Community Health Centers – \$2,000
- Erin Baker – \$2,000
- Golden Love Home Care LLC – \$2,000
- Haji Driving Academy – \$2,000
- Howard Center – \$2,000
- Jeh Kulu Dance and Drum Theater – \$2,000
- Jilib Jiblets – \$2,000

- Country Roads Jamaican Flair – \$2,000
- Joy Riders VT – \$1,975
- Maiz Vargas Sandoval – \$2,000
- Omega Jade Enterprises LLC – \$2,000
- Trinidadian Cuisine LLC – \$2,000
- Vermont Council on World Affairs – \$2,000
- Vermont Professionals of Color Network – \$2,000
- Vermont Racial Justice Alliance – \$2,000
- Yalla Eats – \$2,000

2. To retroactively approve three grant agreements totaling **\$2,800** from the previously authorized December 9, 2024 allocation of \$42,917 from the Empowerment Fund GL, awarded to the following organizations who were next in line after some original grantees declined funding:

- Unlikely Riders – \$1,000
- Burlington Trolley Tours – \$800
- Community Resilience Organizations – \$1,000

3. To approve and authorize a sponsorship grant in the amount of **\$2,000** to Vermont Family Inc., fiscal sponsor of the Africa Day Celebration, from the Community Celebrations GL, and to execute the agreement memorializing the same, subject to review by the City Attorney’s Office.

Total authorized expenditures: \$42,470

- \$37,670 from the Empowerment Fund GL
- \$2,800 retroactive from the Empowerment Fund GL
- \$2,000 from the Community Celebrations GL

Subject

4.6. Approval to Execute Master Lease - C/T

Meeting

June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category

4. Deliberative Agenda

Department

Clerk/Treasurer's Office

Type

Action

Recommended Action

to approve and recommend that the City Council authorize Katherine Schad, Chief Administrative Officer, or designee to execute a Tax-Exempt Lease Purchase with Key Government Finance for the amount \$1,524,188 with an annual payment of \$247,716 to be paid out of Water Resources, Airport and Fire Budgets within the approved Fiscal year 2025 Budgets subject to review by the City Attorney’s Office; and to authorize Katherine Schad to take such further actions and execute such further instruments approved as to form by the City Attorney’s Office as may be necessary or convenient to effectuate the transactions contemplated hereby

5. Adjournment

Subject

5.1. Motion to adjourn

Meeting

June 2, 2025 - Board of Finance Meeting - Monday, June 2, 2025, 4:45 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category

5. Adjournment

Department

Council and Board

Type

Action
Procedural

Recommended Action

Motion to adjourn