



**BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
June 2, 2025**

1. Agenda

1. Agenda

Mayor Mulvaney-Stanak convened the meeting at 4:46 pm.

Members present: Mayor Mulvaney-Stanak, CAO Schad, Councilors Barlow, Carpenter and City Council President Traverse (all in person); Councilor Neubieser (online)

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
	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

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

2.1. Verbal Comments

Andrea Vietz: Heineberg Center CORE needs transportation and food access

Sharon Bushor: regional programs \$2,500; American Red Cross/VNA ask (\$121k - ish); impact fees-agree to fund water and wastewater; transportation has other funding sources/we have other capital money freed up for other sources/5 year capital plan?

3. Consent Agenda

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

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

Motion made by Councilor Carpenter, seconded by Councilor Barlow, to adopt the consent agenda as presented and take the actions indicated. Motion passed unanimously.

City Council President Traverse made a motion to move Impact Fee Resolution (consent agenda item 3.11) to the Deliberative Agenda--he withdrew the motion--

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

3.2. May 5, 2025 Special Board of Finance Meeting Minutes - C/T

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
3.3. May 19, 2025 Board of Finance Meeting Minutes - C/T

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 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."
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."

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

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

3.5. Council Table at Juneteenth Event - Melo Grant, Central District City Councilor

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

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."
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."

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

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

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."
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."
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."

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

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

3.8. Authorization to Issue Early Learning Initiative Capacity Grants to First Congregational Church for \$50,000 - BWD

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

3.9. FY25 Budget to Actuals Review through March 31, 2025 - C/T

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

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

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.

3.11. Resolution: Impact Fees - C/T

4. Deliberative Agenda

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.

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

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

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

4.2. Mayor's FY26 Budget - Mayor/CAO

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

4.3. Gross Receipts Ordinance - C/T

City Council President Traverse, seconded by Councilor Barlow, moved to amend based on what is online-extend sunset until August 2025,

Roll call vote: YES vote: City Council President Traverse, Councilors Barlow and Carpenter; NO vote: Mayor Mulvaney-Stanak and Councilor Neubieser.

Underlying motion: roll call vote: YES vote: City Council President Traverse, Councilors Barlow and Carpenter; NO vote: Mayor Mulvaney-Stanak and Councilor Neubieser.

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

4.4. Regional Programs - Mayor's Office

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

4.5. Africa Day Celebration 2025 and Sponsorship Agreements for REIB Empowerment Fund Awardees FY25
- REIB

Motion made by City Council President Traverse, seconded by Councilor Barlow, to adopt the corrected memo with corrected motion language. Motion passed unanimously.

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

4.6. Approval to Execute Master Lease - C/T

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

5. Adjournment

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

5.1. Motion to adjourn
CAO Schad adjourned the meeting at 6:02 pm.