



**BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
June 16, 2025**

1. Agenda

1. Agenda

Mayor Mulvaney-Stanak convened the meeting at 5:01 pm.

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

Subject

1.1. Motion to adopt agenda

Meeting

June 16, 2025 - Board of Finance Meeting - Monday, June 16, 2025, 5:00 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 Councilor Neubieser, seconded by Councilor Barlow, to adopt the agenda as presented. Motion passed unanimously.

2. Public Forum

2. Public Forum

Subject

2.1. Verbal Comments

Meeting

June 16, 2025 - Board of Finance Meeting - Monday, June 16, 2025, 5:00 PM,
Bushor Conference Room, 149 Church Street, 1st Floor

Category

2. Public Forum

Department

Council and Board

Type

Procedural
Action

Type Action (Consent)

Recommended Action to accept the staff report

3.3. Recertification of the FY24 City of Burlington Waterfront TIF District Report to the Vermont Economic Progress Council (VEPC) - C/T

Subject 3.4. Resolution: Approving Obtaining Standby Letter(s) Of Credit For The City's Workers' Compensation Program - C/T

Meeting June 16, 2025 - Board of Finance Meeting - Monday, June 16, 2025, 5:00 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

3.4. Resolution: Approving Obtaining Standby Letter(s) Of Credit For The City's Workers' Compensation Program - C/T

Subject 3.5. Industrial Pollution Prevention Program Project Amendment Authorization to Execute and Amended Engineering Services Agreement - DPW/Water Resources

Meeting June 16, 2025 - Board of Finance Meeting - Monday, June 16, 2025, 5:00 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 authorize the Director of Public Works to execute an engineering services contract amendment with Hoyle, Tanner & Associates for \$27,906, subject to review and approval by the City Attorney."
2. To approve and authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments in substantial conformance with this request.

3.5. Industrial Pollution Prevention Program Project Amendment Authorization to Execute and Amended Engineering Services Agreement - DPW/Water Resources

Subject 3.6. Ledgewood Circle Street Acceptance - DPW

Meeting June 16, 2025 - Board of Finance Meeting - Monday, June 16, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department	Public Works Department
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council waive the reading and approve the resolution accepting the street segment know as Ledgewood Circle, as show in Ex D, subject to review and approval by the City Attorney’s Office of any instruments required to effectuate the transactions contemplated hereby

3.6. Ledgewood Circle Street Acceptance - DPW

4. Deliberative Agenda

4. Deliberative Agenda

Subject	4.1. Request to execute a Non-Aeronautical Facility Lease Agreement with Beta Technologies for an industrial building located at 25 Customs Drive - Airport
Meeting	June 16, 2025 - Board of Finance Meeting - Monday, June 16, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Airport
Type	Action
Recommended Action	to approve and recommend that the City Council authorize the Mayor of the City of Burlington to execute the Non-aeronautical Facility lease agreement, subject to final review and approval 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

4.1. Request to execute a Non-Aeronautical Facility Lease Agreement with Beta Technologies for an industrial building located at 25 Customs Drive - Airport
 Motion made by Councilor Neubieser, seconded by Councilor Barlow, to approve the motion as written. Motion passed unanimously.

Subject	4.2. Re-classification of the Housing Program Specialist in CEDO - CEDO
Meeting	June 16, 2025 - Board of Finance Meeting - Monday, June 16, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action

Recommended Action to approve and recommend that the City Council approve and authorize the reclassification of the Housing Programs Specialist, a regular, full-time, non-exempt, AFSCME, Grade 17 position to a regular, full-time, non-exempt, AFSCME, Grade 18 position in the Community & Economic Development Office

4.2. Re-classification of the Housing Program Specialist in CEDO - CEDO

Motion made by Councilor Carpenter, seconded by Councilor Barlow, to approve the motion as written. Motion passed 4:1 (Councilor Neubieser (no)).

Subject 4.3. Creation of Limited Service Interim Deputy Chief of Operations Position - Police

Meeting June 16, 2025 - Board of Finance Meeting - Monday, June 16, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Police Department

Type Action

Recommended Action to approve the creation of an Interim Deputy Chief of Operations, a Limited Service, Non-union, Full-time, Exempt position in the Police Department, with a paygrade on the PUPS scale at the Deputy Chief grade

4.3. Creation of Limited Service Interim Deputy Chief of Operations Position - Police

Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve the motion as written. Motion passed unanimously.

Subject 4.4. DPW - Technical Services Reorganization

Meeting June 16, 2025 - Board of Finance Meeting - Monday, June 16, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department

Type Action

Recommended Action Board of Finance Motion:
To recommend that City Council approve the:
 Elimination of the vacant Senior Public Works Engineer position, a Regular, Full-time, Exempt, Non-Union, Grade 22 role in the Technical Services Division of the Department of Public Works.
 Creation of a Public Works Transportation Engineer position, a Regular, Full-time, Exempt, Non-Union, Grade 21 role in the Technical Services Division of the Department of Public Works.
 Retitling of the Senior Planner position and associated job description updates, a Regular, Full-time, Exempt, Non-Union, Grade 22 role, to Senior Transportation Engineer & Planner a Regular, Full-time, Exempt, Non-Union, Grade 22 role in the Technical Services Division of the Department of Public Works.

4.4. DPW - Technical Services Reorganization

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

Subject **4.5. Authorization For Up to \$2,192,700 Step II Loan From Vermont Clean Water State Revolving Fund And For Amended Engineering Contract With Wright Pierce For Up To \$2,192,700 For Main Wastewater Plant Improvements (Stage 1) - DPW/Water Resources**

Meeting June 16, 2025 - Board of Finance Meeting - Monday, June 16, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department - Water Resources

Type Action
Resolution

Recommended Action to approve and recommend that the City Council adopt the attached resolution authorizing a Step II \$2,192,700 amended loan from the Vermont Clean Water State Revolving fund and a \$2,192,700 amended contract with Wright-Pierce for the Stage 1 Main Wastewater Plant Improvements project as more specifically set forth in the attached resolution

4.5. Authorization For Up to \$2,192,700 Step II Loan From Vermont Clean Water State Revolving Fund And For Amended Engineering Contract With Wright Pierce For Up To \$2,192,700 For Main Wastewater Plant Improvements (Stage 1) - DPW/Water Resources

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

Subject **4.6. Authorization For Burlington Electric Department Revenue Refunding Bonds - Electric**

Meeting June 16, 2025 - Board of Finance Meeting - Monday, June 16, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Burlington Electric Department

Type Action

Recommended Action The Burlington Electric Department ("BED") respectfully requests Board and Council approval of the attached Resolution prepared by the City's bond counsel, Paul, Frank & Collins, authorizing (1) the refunding of certain BED revenue bonds and (2) the reimbursement of up to \$5 million in capital expenditures with the proceeds of the to-be issued tax-exempt Net Zero Energy & Grid Reliability revenue bonds authorized by voters in November, 2024.

4.6. Authorization For Burlington Electric Department Revenue Refunding Bonds - Electric

Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve the motion as written. Motion passed unanimously.

5. Adjournment

5. Adjournment

Subject **5.1. Motion to adjourn**

Meeting June 16, 2025 - Board of Finance Meeting - Monday, June 16, 2025, 5:00 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

Mayor Mulvaney-Stanak adjourned the meeting at 5:48 pm.