



Board of Finance

Monday, June 23, 2025, 5:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Join from PC, Mac, iPad, or Android:

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****CCTV link: https://www.youtube.com/playlist?list=PLIjLFn4BZd2PwCqe7INoKug676jif_iUA ****

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	June 23, 2025 - Board of Finance Meeting - Monday, June 23, 2025, 5:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda as follows: add agenda item 4.4. Reclassification and retitling of Assistant Director of Community Works - BWD

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	June 23, 2025 - Board of Finance Meeting - Monday, June 23, 2025, 5:00 PM, Contois Auditorium, 149 Church Street, 2nd 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 23, 2025 - Board of Finance Meeting - Monday, June 23, 2025, 5:00 PM, Contois Auditorium, 149 Church Street, 2nd 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. June 16, 2025 Board of Finance Meeting Minutes - C/T
Meeting	June 23, 2025 - Board of Finance Meeting - Monday, June 23, 2025, 5:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Minutes Information
Recommended Action	approve the minutes

Subject	3.3. FY26 Final Mayor's Budget
Meeting	June 23, 2025 - Board of Finance Meeting - Monday, June 23, 2025, 5:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	3. Consent Agenda
Department	Mayor's Office
Type	Communication Action (Consent) Information
Recommended Action	waive the reading, accept the communication and place it on file

4. Deliberative Agenda

Subject	4.1. Request for City Council Initiative Funds for Memorial Auditorium Beautification - BCA
Meeting	June 23, 2025 - Board of Finance Meeting - Monday, June 23, 2025, 5:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	4. Deliberative Agenda
Department	City Arts
Type	Action
Recommended Action	to recommend that City Council approve the use of \$14,000 from the City Council Initiative Fund for Memorial Auditorium Beautification and authorize CAO to effectuate any budget amendments needed
Subject	4.2. Council Initiative Funds request for Arts So Wonderful and its Juneteenth mural
Meeting	June 23, 2025 - Board of Finance Meeting - Monday, June 23, 2025, 5:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	4. Deliberative Agenda
Department	Council and Board
Type	Action
Recommended Action	recommend the approval of \$869.32 in Council Initiative Funds for Arts So Wonderful and its Juneteenth mural
Subject	4.3. Great Streets Main Street - Traffic Mitigation - DPW
Meeting	June 23, 2025 - Board of Finance Meeting - Monday, June 23, 2025, 5:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Discussion Information Action
Recommended Action	<ol style="list-style-type: none">1. To approve and recommend that the City Council authorize the Director of Public Works to execute an amendment to the contract with S.D. Ireland Brothers Corporation in the amount of \$600,000, bringing the total contract value up to \$27,143,720.62. This will be funded with one of the new funding sources noted in the memo rather than the previously authorized project contingency (which consists of \$2,628,795.83, made up by TIF and \$32,541 of Wastewater Capital). This will bring the total authorized amount to \$29,772,516.45 for the Great Streets Main Street project.2. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to pay the above-referenced project expenses and Overall Project Budgets, in substantial conformance with the attached budget transfer request

Subject	4.4. Reclassification and retitling of Assistant Director of Community Works - BWD
Meeting	June 23, 2025 - Board of Finance Meeting - Monday, June 23, 2025, 5:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	4. Deliberative Agenda
Department	Business and Workforce Development
Type	Action
Recommended Action	to approve and recommend to City Council the retitling of the Assistant Director for Community Works to Real Estate Development Manager and to reclassify this position from grade 26 down to grade 23

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	June 23, 2025 - Board of Finance Meeting - Monday, June 23, 2025, 5:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn



**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.



Office of Mayor Emma Mulvaney-Stanak

MEMORANDUM

To: Board of Finance and City Council
From: Emma Mulvaney-Stanak, Mayor
CC: Katherine Schad, Chief Administrative Officer
Date: June 23, 2025
Re: FY26 Final Mayor's Budget

This memo is to notify the City Council that while we had originally planned to submit the final version of the budget, budget resolution, and tax resolution for the Board of Finance and City Council meetings scheduled for Monday, June 23, 2025, slightly more time is needed to finalize changes and ensure that the Administration and Council reach consensus during this exceptionally difficult budget year. I have worked with the City Council President, and we will be scheduling a special Board of Finance and City Council meeting for a vote on the budget on Wednesday, June 25, 2025, which will focus solely on FY26 budget and tax resolutions. This slight change in schedule will not negatively impact our ability to pass the budget by the deadline of June 30 per City Charter.

BCA

To: BOF and CC
From: Doreen Kraft, BCA Director
Date: June 23, 2025
Subject: Request for City Council Initiative Funds for Memorial Auditorium Beautification

Burlington City Arts respectfully requests \$14,000 from the unallocated FY25 City Council Initiative funds to support a temporary public art project at Memorial Auditorium. This project will transform construction fencing into a vibrant, welcoming visual installation that celebrates Burlington’s creative spirit and deters vandalism.

The installation will feature a fabric banner along the Main Street and South Union Street fences, incorporating:

- Licensed artwork by local artists
- Archival photographs of the city
- A prominently designed “Welcome to Burlington” message in multiple languages (mirroring the welcoming stairwell installation in City Hall)

The design will blend recognizable Burlington imagery with abstract patterns and color schemes aimed at discouraging graffiti/tagging.

Project Goals:

- Enhance the visual experience for pedestrians and visitors entering the city
- Celebrate Burlington’s identity as a creative and inclusive community
- Deter vandalism and clean up existing tagging in partnership with the Department of Permitting and Inspections
- Improve the aesthetics of a key downtown gateway during an interim redevelopment phase

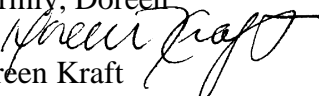
Proposed Budget:

Artist Licensing Fees	\$5,000
Banner Printing	\$5,000
Cleaning Supplies	\$2,000
<u>Installation</u>	<u>\$2,000</u>
Total	\$14,000

BCA requests the Department of Finance and Administration implement a budget amendment that allows the department to manage these funds efficiently.

This project offers a timely and meaningful enhancement to a prominent public site, with a lasting impact as the community awaits future redevelopment of Memorial Auditorium.

Thank you for your consideration.

Warmly, Doreen

Doreen Kraft
Executive Director
Burlington City Arts

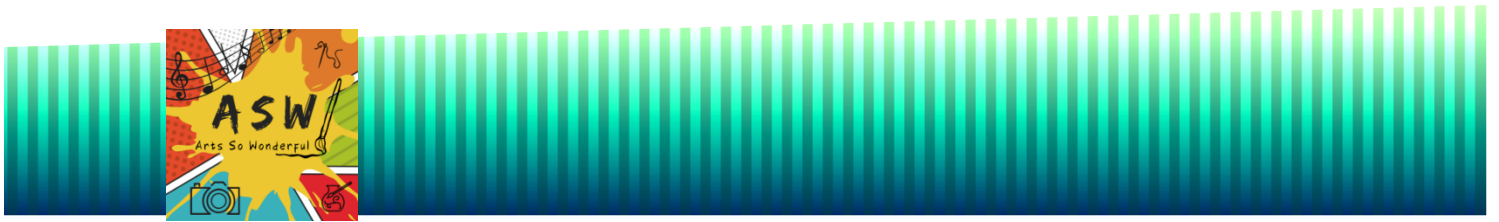
Motions

Board of Finance Motion:

To recommend that City Council approve the use of \$14,000 from the City Council Initiative Fund for Memorial Auditorium Beautification and authorize CAO to effectuate any budget amendments needed.

City Council Motion:

To approve the use of \$14,000 from the City Council Initiative Fund for Memorial Auditorium Beautification and authorize CAO to effectuate any budget amendments needed.



June 17, 2025

To: Burlington Vermont City Council
ATTN: Benjamin Traverse

From Arts So Wonderful
ATTN: Bruce Wilson
65 Barlow Street Winooski Vermont 05404
RE: INVOICE

Please make check payable to Arts So Wonderful \$869.32. We will use these funds to help pay for supplies for 15+ people for Juneteenth 21st 11AM -6PM at Thorsen Lane

Thank you.

Bruce Wilson

Arts So Wonderful

65 Barrow Street

Winooski VT 05404

802 304 37775

WWW.ArtsSoWonderful.com

[@artssowonderful.com](https://www.instagram.com/artssowonderful.com)

www.peg.tv.com Rutland Channel 1

www.cctv.org/search/node/service%20rendered Burlington Channel 17

ARTS SO WONDERFUL
INVITES EVERYONE TO
JOIN US TO CELEBRATE

Juneteenth

Community Mural

SATURDAY JUNE 21ST

THORSENS WAY, BURLINGTON
11AM-6PM

*Painting Supplies
Will be Provided*

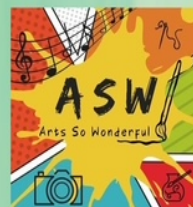


DREAM LIKE MARTIN
LEAD LIKE HARRIET
FIGHT LIKE MALCOLM
THINK LIKE GARVEY
BUILD LIKE MADAM C.J.
SPEAK LIKE FREDERICK
EDUCATE LIKE W.E.B
CHALLENGE LIKE ROSA

Akes' Place



CHITTENDEN COUNTY RPC
Communities Planning Together





**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine St. Suite A
Burlington, VT 05401
802.865.7200 VOX
802.863.0466 FAX
802.863.0450 TTY

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

To: Board of Finance/City Council
Fr: Chapin Spencer, DPW Director
Laura Wheelock, Division Director – Technical Services, City Engineer, P.E.

CC: Madeline Suender, Public Works Engineer

Re: Great Streets Main Street Traffic Mitigation

Date: June 23, 2025

DPW leadership has been negotiating with Great Streets Main Street’s contractor SD Ireland regarding potential changes to construction phasing in order to mitigate some of the construction impacts. Consistent with the Council’s 5-19-25 resolution, we have explored a one-way westbound traffic option among others. The following shares and update on schedule and traffic mitigation options for consideration.

CURRENT CONSTRUCTION PROGRESS

Before laying out options for moving forward, here is a quick summary of where the project is at:

- SDI making strong progress now the ravine sewer bypass is completed along Main Street.
- August 1: Final water/wastewater/stormwater utility work expected to be completed.
- August 15-30: Subbase replaced from Church to Winooski and base pavement down.
- By Thanksgiving (11-27-25): Over 50% of new sidewalk and streetscape installed in project area (contingent on soil cell/utility conflicts getting resolved and favorable weather).
- 11/27/25–Early Spring 2026: Main St open to 2-way traffic throughout winter season with on-street parking.
- Overall construction is projected to be completed months in advance of the November 2026 contract end date as long as current momentum continues.

Construction schedules are subject to change for weather or unknown conditions.

CONSTRUCTION PHASING OPTIONS

Based on conversations with staff, stakeholders and the contractor, we have developed four major options for how Great Streets Main Street could proceed:

Alternatives:

Option 1: Stay The Course

- Continue with the project as-is.
- Vehicular traffic accommodated outside of the closed project areas.
- Cost: none.
- Schedule: SDI is tracking ahead of schedule and the project will likely complete well ahead of November 2026.

Option 2: Two-Way Traffic Nights & Weekends

- Two-way traffic accommodated nights and weekends starting Friday, June 27, 2025 between Pine St. to Church St., and tentatively as early as August 1 (but no later than August 15) for Church St. to South Winooski Ave.
- Road opening would occur by approximately 5:30pm on most days, with possible exceptions granted to ensure specialized activities could be completed and the work zone is safe.
- Approved work types, such as paving or line striping, may require full closure of the street overnight.
- Cost: \$600,000 added to the project, tentative to come from next season's sidewalk budget.
- Schedule: this will increase the length of time it takes to complete all the work for the project over Option 1 possibly by a few months, but does not change the overall completion date of November 2026. This is because the contractor is currently ahead of schedule and the increase in time for this alternative will use some of the productivity that has been achieved.

One-Way Westbound Traffic (Not Recommended)

- One-way west bound traffic established by August 1 (but no later than August 15) throughout the duration of the project except during short-duration work activities such as paving, striping, etc.
- This is the option that the 5-19-25 Council resolution asked us to develop with SDI.
- Safety concerns for the public and workers.
- Site conditions will result in additional dust, noise, limited or no on-street parking for 3 blocks.
- Cost: \$850,000-\$950,000
- Schedule: would result in work on the project extending to the contract end date of November 2026.

Up to 90-Day Construction Pause (Not Recommended)

Page 7 of the GSMS contract states "The City may suspend the work or any portion thereof for a period of not more than ninety days at its discretion or such further time as agreed by the Contractor. The Contractor will be allowed an extension of contract time directly attributable to any suspension."

- While this may be a benefit for some, the extension of the construction period may be perceived as an additional impact on others both in the immediate project area as well as the balance of the downtown
- This option does not mitigate the intersection and lane closures that were initially noted as the concern by the business community and following the pause in construction the traffic control would resume as is.
- Efficiency of the work will be reduced by interrupting the project management, competency of the construction crews, and knowledge of the work.

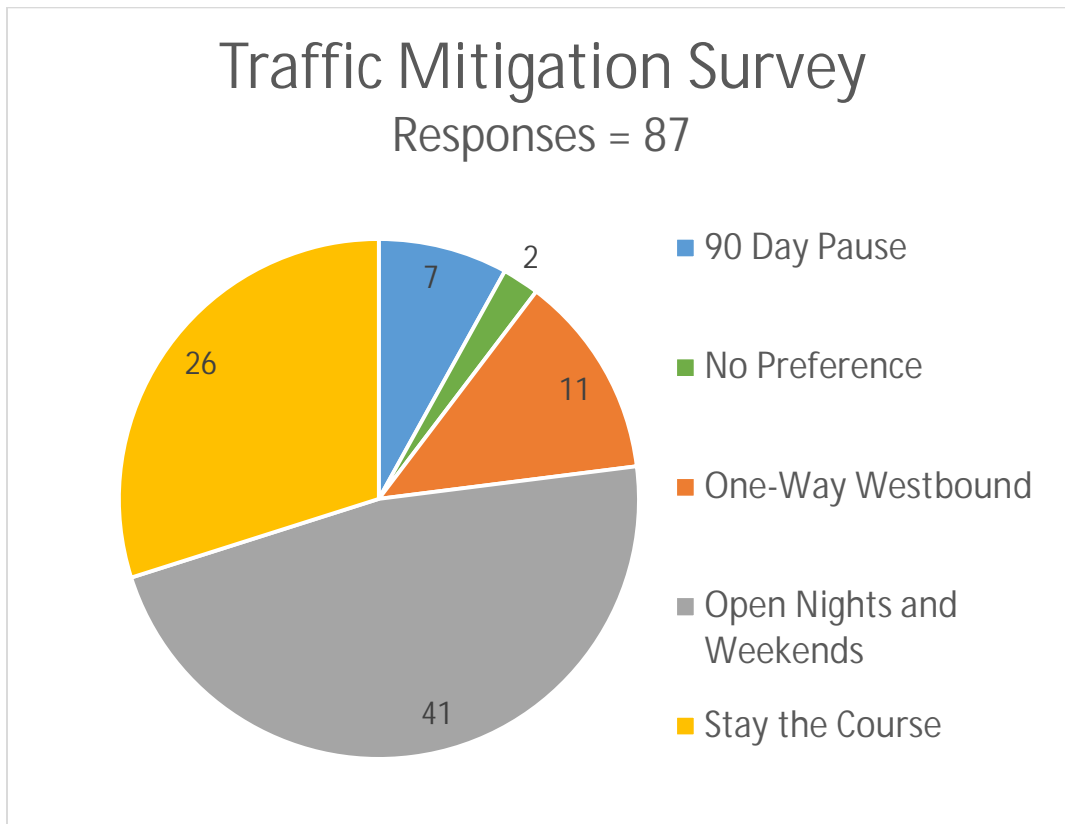
- Schedule: A pause of the work now could result in an extension of construction period further that will move the project end date from Nov 2026 to June 2027. The upcoming work types cannot be done during colder months, so a 90-day shutdown would very likely extend the project end date by 3-8 months.
- Costs: No immediate costs.

BUSINESS/PROPERTY OWNER ENGAGEMENT

DPW working with staff from Business and Workforce Development reached out to the community on Tuesday June 17 with an update on the alternatives to for traffic mitigation options. This communication included a link to a quick survey to ask for feedback on the options under consideration in this memo. The Burlington Business Association also amplified the survey opportunity to its downtown contacts through their channels. Additionally, DPW meet with property owners to allow for further discussion and consideration for properties immediately adjacent to the construction.

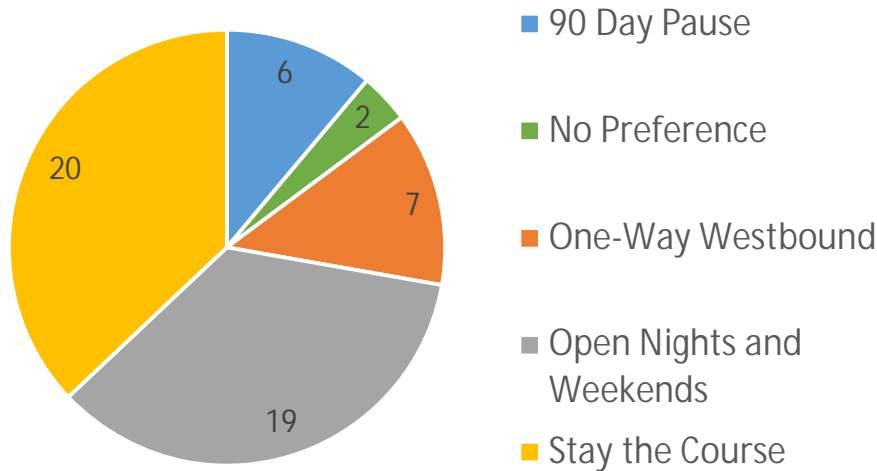
The survey concluded with responses received through midnight Thursday 6/19/25 are summarized below, with detailed data attached to this memo. The data was collected with a unique identifier for each respondent to allow for duplicates to be removed, or those who which to provide further comment by submitting another response. This is represented in the overall data for those who have more than one answer listed under 'additional thoughts'.

A total of 87 responses were received from businesses within the project area (20 responses), area downtown businesses (34 responses), and other local businesses/employees/residents (33 responses).

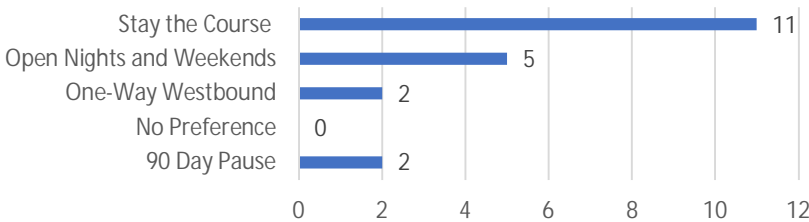


Downtown Businesses Only

Responses = 54



Business Adjacent to the Project South Union - South Champlain



Summary of the survey:

- Overall the majority of the responders show preference for moving the project towards Option 2 (Two-Way Traffic Open Nights & Weekend)
- Review of all downtown businesses the preferred direction is split between Option 1 (Stay The Course) or Option 2 (Two-Way Traffic Open Nights & Weekend)
- Of the businesses who are located on Main Street between South Union and South Winooski within the focus area of the project more than half prefer Option 1 (Stay The Course)
- Under the additional thoughts from businesses there are a few common responses
 - Remove or clean up the staging area space being used on Main St
 - More promotions for businesses, and/or free parking
 - Better signage and Outreach
 - Improve the detour clarity and consistency

FINANCIAL IMPACT

It is necessary to identify funding that is outside of the project's approved contingency to support this request as those funds are limited at this point in the contract and need to be reserved to support other unknown project expenses.

DPW has reviewed with support of the Clerk Treasurer's office and proposes investment income as described below as the source additional funding to support a prefer alternative.

Earnings from Bond: TIF Bond Series 2022B was issued to fund the Great Street Main Street project in August 2022. The City then invested the proceeds as allowed per the City's general investment policy. Any earnings on the investment are to be used for DWTN TIF projects as approved by the voters. These funds may be used to pay of interest on the TIF Bond Series 2022B, and also on capital costs associated with the DWTN TIF projects. These earnings are a revenue source that can be used to cover the some or all of the additional costs being considered under Option 2. The City has been reporting out on its investment income to VEPC starting in FY23, and if the City Council chooses to utilize these earnings in this way, the City can update its financial plan and report out on it to VEPC during a future substantial change request.

In consideration of the various funding options, it is recommended that the funding for a selected alternative come first from TIF Bond Series 2022B investment income. These funds are required to be spent on work towards the voter authorized project or its financing.

STAFF RECOMMENDATION

DPW leadership recommends moving forward with Option 2 – accommodating two-way vehicular traffic on nights and weekends. There are several benefits of this option:

- Providing two-way traffic nights and weekends, including some on-street parking, allows full circulation through the project area during key busy times for downtown's restaurant, entertainment and retail sectors.
- By still allowing the contractor to encumber the entire street during weekday work hours, it will enable the contractor to work more efficiently than accommodating one-way westbound traffic around their active work sites.
- It is also safer for the contractor's employees and the public as there won't be as much intermixing of vehicular traffic with construction work as the one-way westbound would present.
- This option received a majority preference of the responses received from the community in the Traffic Mitigation Survey.

If you have any questions about this material, please give me (Chapin) a call at 802-316-0006.

Attachments:

1. Traffic Mitigation Survey Data

MOTIONS

Below are the motions that are associated with staff recommendation for Option 2 (Two-Way Traffic Open Nights & Weekends); however, should the City Council prefer Option 1 (Stay The Course) an alternative motion has been provided as well.

Board of Finance:

1. To approve and recommend that the City Council authorize the Director of Public Works to execute an amendment to the contract with S.D. Ireland Brothers Corporation in the amount of \$600,000, bringing the total contract value up to \$27,143,720.62. This will be funded with one of the new funding sources noted in the memo rather than the previously authorized project contingency (which consists of \$2,628,795.83, made up by TIF and \$32,541 of Wastewater Capital). This will bring the total authorized amount to \$29,772,516.45 for the Great Streets Main Street project.
2. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to pay the above-referenced project expenses and Overall Project Budgets, in substantial conformance with the attached budget transfer request.

City Council:

Alternative Motion:

Option 1: Stay the Course

1. *In regards to the City Council's Resolution in Support of Local Businesses and a Vibrant, Welcoming, Safe Downtown, adopted as amended on 5/19/25, the City Council does not accept the proposal from S.D. Ireland Brothers Corporation for any traffic control changes and will continue to follow the as executed construction documents.*

Recommended Motion:

Option 2: Two-Way Traffic Open Nights & Weekends

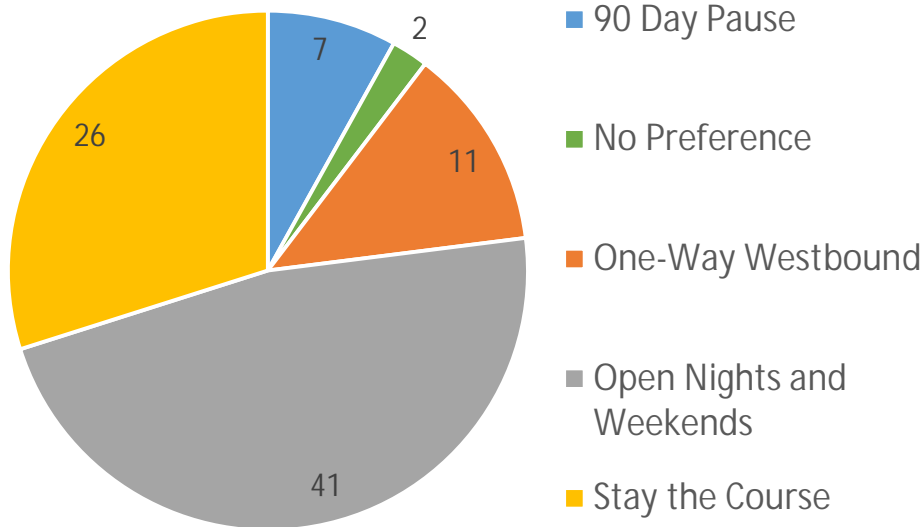
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2. To authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to pay the above-referenced project expenses and Overall Project Budgets, in substantial conformance with the attached budget transfer request.

Attachment 1

Great Streets Main Street - Traffic Mitigation Survey Data

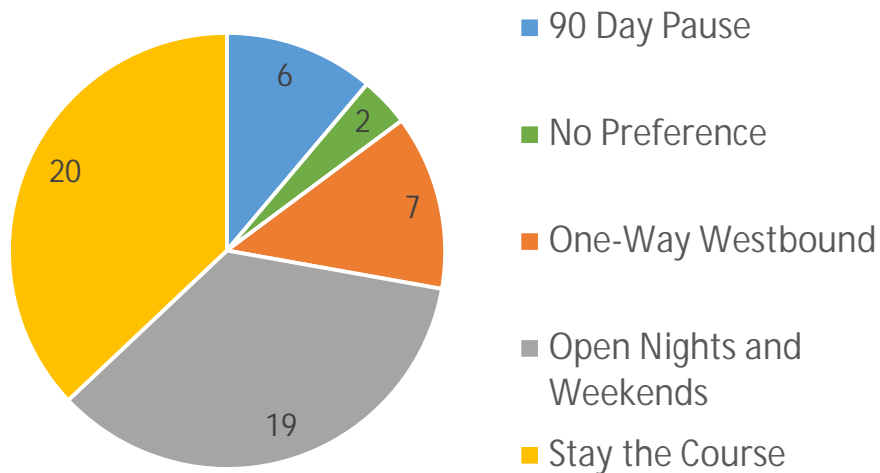
Traffic Mitigation Survey

Responses = 87

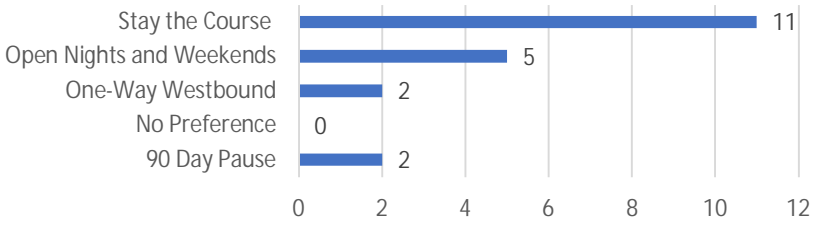


Downtown Businesses Only

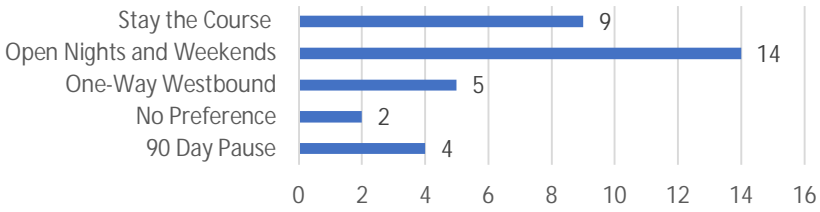
Responses = 54



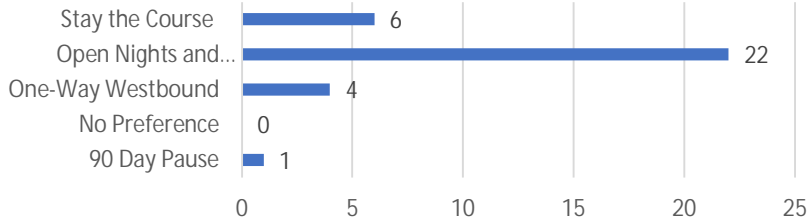
Business Adjacent to the Project South Union - South Champlain



Downtown Business Not Adjacent to Project



Other: Local Business/Employee/Resident



Id	Completion time	Based on the above information, which Do you have any additional thoughts regarding these options?	Location
1	6/17/2025 17:51	Stay the Course	Let's just get the project done as quickly as possible and get on with our lives. No reason to prolong the pain. One way traffic would do nothing to help our businesses since no one will have any place to pull over to park. We've lost enough money already, let's get the project done.
3	6/17/2025 18:17	Open Nights and Weekends	between Pine-Winooski one block off project
4	6/17/2025 18:19	Open Nights and Weekends	This project is a disaster that no Main St business wanted. In addition to shutting the street down for 2 plus years your taking away 65 parking spots. Every road in the city has no lane markings and crazy potholes. Almost no crosswalks are marked. Paint isnt expensive. It's inexcusable the cross walks have no markers.
5	6/17/2025 18:23	Open Nights and Weekends	Where / how will the City source the additional \$600,000? between Pine-Winooski one block off project
9	6/17/2025 21:08	Open Nights and Weekends	We need to get some positive media attention if we do change course and utilize media to help post traffic to those businesses who have been suffering. between Pine-Winooski
10	6/17/2025 21:08	Open Nights and Weekends	Will the budget reduction for sidewalks reduce the potential for outside seating on Main Street? I truly hope not..., IF we survive through this..., we need outside seating on the other side of all this...something to help us recover..., something for a better future between Pine-Winooski
11	6/17/2025 21:39	No preference	There is only one problem to overcome, that is the small portion of road closed in front of Nectars. That one section is being used to store equipment as Jason Levinthal pointed out at the town meeting unlike any other portion of the road. If you don't store your equipment there, it could be open most days like the rest of the roads when not being worked on and we wouldn't be wasting time having any of this conversation and it would be construction and business as usual. Another easy option that does not add cost and fits your contract is to simply pause it for the rest of this year 2025 and start up again next spring 2026. This will give businesses and consumers a chance to catch their breath. Restarting next spring will be a short period of time still finished by winter 2026 one block off project
14	6/18/2025 10:20	Open Nights and Weekends	I'm no expert on construction, but maybe there is a way to move some of the necessary work to night construction, in order to stay on schedule and support Main st businesses? Really appreciate you all opening the conversation up, thank you! one block off project
17	6/18/2025 10:53	Open Nights and Weekends	I think even JUST weekends could work for a lot of the businesses. Like Friday night - Sunday night. between Pine-Winooski
18	6/18/2025 11:33	Stay the Course	between Pine-Winooski
19	6/18/2025 11:57	Stay the Course	other
20	6/18/2025 12:32	Stay the Course	Most important aspect for me is to get the project done as soon as possible. between Pine-Winooski
21	6/18/2025 13:47	One-Way Westbound	It is ridiculous that someone or a group of people approved this project to close Main Street entirely for so long. It has crushed business, ours is down 30% and we are considering pulling out of the area. downtown business
22	6/18/2025 13:49	Open Nights and Weekends	other
23	6/18/2025 13:50	Open Nights and Weekends	other
24	6/18/2025 13:52	One-Way Westbound	Try to do it without spending \$900k downtown business
25	6/18/2025 13:53	Open Nights and Weekends	downtown business
26	6/18/2025 13:55	Stay the Course	other
27	6/18/2025 14:02	Open Nights and Weekends	This project has spilled over to St. Paul, Pine, South Champlain, and has affected more than just Church and Main. Terrible inconvenient. downtown business
28	6/18/2025 14:04	Open Nights and Weekends	I think if we can open up for nights and weekends, the additional tax revenue from meals and local option might offset some of the cost, and it will help the affected businesses stay afloat. Seems like a good option and keeps the end date in 2026. other
29	6/18/2025 14:05	Open Nights and Weekends	There needs to be some consistent pattern established with the road construction around BTV. It is frustrating coming into town and finding that a street which was open yesterday is not open today. I'm sure there is a reason behind this, but as a business owner who needs to get into the CBD regularly, I have to plan way ahead to figure out how to get where I am going and where to park! other

Id	Completion time	Based on the above information, which Do you have any additional thoughts regarding these options?	Location
30	6/18/2025 14:15 Open Nights and Weekends	One way westbound is worth continuing to consider, including through as necessary, private matching fundraising for the additional cost. That is the one I would've rented first, but for city staff preference for option one or two. No one wants the contract to extend beyond its current end date, but the possibility of an earlier end versus the certainty of continued access with a change would weigh in favor of continued access in my opinion.	other
32	6/18/2025 14:17 90 Day Pause	90 day pause, followed by one-way traffic thereafter, even if it stretches co suction. Past summer of 2026. Otherwise, they'll be no more businesses to protect.	other
33	6/18/2025 14:19 Stay the Course	There are one way roads in Burlington that should be two way, may have to do a detour for the bicyclist for short term, they always have the Bike Path to use. Cars from Williston road are coming down College Street (big line ups), should be a big sign saying "optional detour to downtown, use Pearl street". A good road analyst needs to look at all of this, and tell DPW what needs to be done. The two way traffic was opened on St. Paul, no traffic on Main St allowed, yet still Stop Lights going (and 2 traffic guards 🚧)	downtown business
34	6/18/2025 14:19 Open Nights and Weekends	It's almost impossible to navigate both east to west and north to south. Additionally the downtown businesses are really getting hurt. Weekend openings would help but will do little to help many businesses. Seeing the curbs on Main between St Paul and Pine really depressed me. Why did we design a street with bike lanes on both sides? That just seems crazy to me.	other
35	6/18/2025 14:22 Open Nights and Weekends		other
36	6/18/2025 14:24 Open Nights and Weekends	I hope there are strong contract incentives for this work to be done quickly.	other
37	6/18/2025 14:26 Stay the Course	There should be an option to increase signage, notification to the public, assistance programs for effected businesses.	one block off project
38	6/18/2025 14:26 Open Nights and Weekends	Why can't we have a blend of 2 and 3 Also, I think other nearby projects should be delayed.	other
39	6/18/2025 14:29 90 Day Pause	I think if the city wants the businesses to be able to stay open, they absolutely need to pause this disaster of a project. It is so wildly unfair to all the great local businesses on Main Street that contribute to the vibrance of the community. I also think aid should be provided to these businesses by the city for all the revenue that they've lost over the last year of the project.	one block off project
40	6/18/2025 14:31 Open Nights and Weekends	It is completely unacceptable to have Main Street closed off until Nov 2026 - there is no sense of urgency to completing this project and it a complete disservice to the businesses downtown.	other
41	6/18/2025 14:37 One-Way Westbound	No	other
42	6/18/2025 14:40 Stay the Course	Stay the course. Hold the contractor(s) to strict deadlines and look for opportunities to shrink the timeline. To the general public's eye, throughout this project there has been at most times a lack of "get it done". The optics of workers standing around/hanging out are awful. The optics of a handful of workers on site when we all know this is a complicated multi-block project are awful. It's 2:30pm on Weds. I just walked the site. There are a total of 25 workers on site. At least 4 of them are GMF. SDI employs hundreds, if not thousands of workers. To have 21 on site is frankly insulting to this community. Of the 21 workers on site, 13 appear to be in the midst of social hour (4 of those may have been reviewing plans). 1 of the workers was sweeping. A grand total of 6 of the 25 on site were doing actual project work - 2 crews at Main/Winooski that were digging and packing. There is ZERO sense of urgency.	other
43	6/18/2025 14:42 Open Nights and Weekends	None of the above alternative options are going to do a damn thing to move this project towards completion without adequate boots on the ground workers engaged.	other
42	6/18/2025 14:40 Stay the Course	The outcome of BPW projects has been excellent for a long time. The time it takes to complete projects should be an embarrassment to BPW.	other
43	6/18/2025 14:42 Open Nights and Weekends	The whole project was poorly planned and has been extremely poorly executed.	other
44	6/18/2025 14:42 Open Nights and Weekends	As I understand it, opening a lane one way may be a safety risk issue as drivers would be passing through an active construction zone.	other

Id	Completion time	Based on the above information, which Do you have any additional thoughts regarding these options?	Location
		<p>I believe Option 1 is the strongest choice when considering both the cost and potential delays. That said, if we decide to move forward with the current plan, I think it's important to reconsider the current parking structure in the impacted area. (Winooski through Pine, Pearl through King)</p> <p>Would it be possible to explore the following options for the affected downtown blocks?</p> <p>While it may be a stretch, could we consider offering free parking within these blocks?</p> <p>Alternatively, could the first two hours be free within this area? We might also consider adjusting paid parking hours to 9:00 AM–1:00 AM, allowing free parking between 11:00 PM and 9:00 AM.</p> <p>Lastly, is there an opportunity to incentivize shopping and dining at local businesses by offering parking discounts for future visits?</p>	
45	6/18/2025 14:43 No preference	<p>These measures could help support the downtown businesses during the transition.</p> <p>Answer 1: Please consider an additional option: pause or table any non-critical work. Critical infrastructure work is necessary, but the 'Great Streets' aesthetic work is not. Burlington does not NEED 'GREAT' streets. It NEEDS streets! The Great Streets vision was conceived during a different era of affluence where the community could sustain the disruption. At this time, we have long standing businesses alongside new businesses in financial crisis. Can the city save money and table the initiative and just work with the infrastructure we have? Benjy@skinnypancake.com</p> <p>Answer 2: Can you extend the 90 day pause and completely table the aesthetic aspects of this initiative of great Streets? Can the city save money by not doing some of this work? Is this I want or need... Because the businesses need the streets to be open...</p>	one block off project
46	6/18/2025 14:51 90 Day Pause	I wrote earlier, but option for, the 90 day pause, did not appear on this survey at that time.	downtown business
47	6/18/2025 14:52 Open Nights and Weekends		between Pine-Winooski
48	6/18/2025 14:52 Open Nights and Weekends	Take a lesson from Montpelier's downtown construction - the site is always neat as a pin, there is a bucket at each end of the construction filled with free ear plugs and there is a coordinated effort to draw customers to the stores on State Street.	other
49	6/18/2025 14:57 Stay the Course	Let's bite the bullet and get this done as soon as feasible. I'd rather subsidize affected businesses with \$600,000 of cash or promotional spend than pay the contractor more and further extend the timeline for completion. Free parking for patrons of affected businesses and a stronger public safety presence would help with getting people to return to downtown.	between Pine-Winooski
50	6/18/2025 15:26 Stay the Course	Better detour signage	other
51	6/18/2025 15:30 Open Nights and Weekends	In addition to these changes that would support businesses downtown, there should be 2 free hours of parking starting at 5 or 6 PM, and the city should get that information out there widely with a message promoting people coming downtown for music, food and drinks, and events.	other
52	6/18/2025 15:31 Open Nights and Weekends	None, apart from the obvious that the short-sighted project has nearly devastated the city, contributing to squalor, business decline and a negative image. Being held captive by construction companies seems to be a common occurrence in VT.	other
53	6/18/2025 15:33 Open Nights and Weekends		other
54	6/18/2025 15:44 Stay the Course	My work is not affected by the construction. We just need to get it done and try to direct business to those who are badly affected.	other

Id	Completion time	Based on the above information, which Do you have any additional thoughts regarding these options?	Location
55	6/18/2025 15:50 One-Way Westbound	<p>Answer 1: I feel like SD Ireland given the amount of projects the city has hired them for could be more flexible and not charge an extra \$600k. Watching the project unfold there is a lot of standing around and vehicles not moving (I live near the project). Should we be question the overall management of their staff?</p> <p>Answer 2: The SD Ireland family is great and do a lot for our city/ but I think they can work with us on this \$900k estimate. And they should have a project manager out there moving things along at a faster pace.</p> <p>Answer 1: Against equipment storage in project area</p>	downtown business
57	6/18/2025 15:56 Stay the Course	<p>Answer 2: I'm not sure when the a "pause" would be but I don't see the point in stopping work while everything is dug up. My understanding of the current plan was that work would continue through the "work season", stop for some winter months, then resume in th spring. Other businesses might have specific needs/wants that another option would help, but at this point I want to power through and be done as soon as possible.</p>	one block off project
58	6/18/2025 15:57 Open Nights and Weekends	<p>We support this project and all the DPW is doing but would hate to see this impact businesses during the summer months, when we rely on business to support us through slower seasons. I'm also for the 90 day pause, but my concern is that it is too risky pushing this project into summer of 2027.</p>	one block off project
59	6/18/2025 16:19 Stay the Course	<p>Just don't let the front of Nectars be a parking lot for the equipment and open that up.</p>	between Pine-Winooski
60	6/18/2025 16:34 Stay the Course		between Pine-Winooski
61	6/18/2025 16:52 Open Nights and Weekends	<p>If option 2 is not approved then SDI should be working at NIGHT opening the street during the day in some capacity. I am baffled that SDI does not work Monday thru Saturday (and some nights) now in an effort to speed up the project.</p> <p>Answer 1: I feel like the two options mentioned will only benefit a small amount of businesses.</p> <p>Answer 2: Why is there not a pause option I thought this was also discussed?</p>	other
62	6/18/2025 16:58 One-Way Westbound	<p>Answer 3: It seems like in all fairness this would benefit all of the businesses</p>	between Pine-Winooski
63	6/18/2025 16:58 Stay the Course	<p>Nights and weekends do not help my business nor does it help many of the struggling business on Main Street, which are open during daytime business hours. I don't see how this is helpful, especially not at an additional cost of \$600k. Perhaps it helps the perception of Burlington's accessibility, but I don't think that's enough to justify the 6+ month delay. If there was a solution to open the streets during the day, during the week, then the positive impact would be great enough to justify the additional disruption and the cost.</p>	other
64	6/18/2025 17:10 Stay the Course	<p>We feel it's best to get this over with ASAP.</p>	between Pine-Winooski
65	6/18/2025 17:51 Open Nights and Weekends		downtown business
67	6/18/2025 19:47 Open Nights and Weekends	<p>Did you guys help plan this with local business owners? Did you include in your budget something similar to PPP funds from COVID for businesses' lost income due to this extremely disruptive construction? This is a major deterrant from people wanting to be downtown everyone naturally avoids it and businesses right in the construction area i imagine are slowly failing.</p>	other
68	6/18/2025 19:55 Open Nights and Weekends		other
69	6/18/2025 20:41 Open Nights and Weekends		downtown business
70	6/18/2025 21:42 90 Day Pause	<p>None of these options are palatable. Night and Weekend closures disadvantage day businesses. Based on the current track record, this project will likely go through next summer regardless of these options. I hear from our guests daily who tell me that they just won't go downtown because the traffic detours change daily and it's just not a pleasant experience. The only reason I suggest a 90 day pause is because I fear that many businesses will not be here this winter or next summer if they do not recoup some losses.</p>	one block off project
71	6/18/2025 22:29 Stay the Course	<p>We just have to get it done! As soon as possible. We own a business downtown. Keep parking free.</p>	downtown business
72	6/18/2025 22:30 One-Way Westbound		other
73	6/18/2025 22:48 Open Nights and Weekends	<p>It's possible that this good choice will not be enough to save the businesses that will be sacrificed regardless, but I believe it is worth trying in any event.</p>	downtown business
74	6/19/2025 6:19 Open Nights and Weekends		other

Id	Completion time	Based on the above information, which Do you have any additional thoughts regarding these options?	Location
75	6/19/2025 8:35 Stay the Course	Yes, why has no one cared about the businesses that have been amidst the Cherry Street work for far more years now? Take a look there, how many businesses have not survived, or are currently going out of business? Additionally, I am admittedly opposed to spending more money in a place that ISN'T supporting businesses in the way of making Church Street safer, and promoting people coming back downtown. The kind of money proposed is insulting to a business like mine who is currently in the process of closing. So sorry for the businesses affected but the problem is way bigger than this. Also, I might suggest a bias of the city towards larger, richer businesses along Main that have the resources and clout to gain this sort of attention. Who is worrying about me, and my family when I am going to leave in debt over 50K because of lack of business? It sure doesn't feel like Burlington cares equally about its businesses or people.	downtown business
76	6/19/2025 10:41 Stay the Course	1 way westbound should be complemented with a one way eastbound on a parallel street with semi permanent signage and wayfinding. When a hard and fast completion date is stated as fact, history shows more often than not there are delays, (and often no ones fault) so stay the course and finish 2026 could easily become 2027 anyway. How much are iconic Burlington businesses and other establishments and their employees worth? How many closed up storefronts - ie Burton Store, Nectars, Roxy - equal \$900,000?	downtown business
77	6/19/2025 10:46 One-Way Westbound	Feb. 2024 BFP: "Although construction on Main Street is weather-dependent and sensitive due to working with aging infrastructure, city and contractors will attempt to "minimize disruptions," Department of Public Works Director Chapin Spencer said."	downtown business
78	6/19/2025 10:48 Open Nights and Weekends	Reviewing all the articles announcing the project, seemingly nowhere is mentioned the massive disruption to downtown...in fact it seems to be intentionally downplayed.	downtown business
79	6/19/2025 11:53 One-Way Westbound	This project is destroying the very businesses it promised to help. My vote for "one way westbound", a bandaid on a hemorrhaging artery at best, raises the question: who pays the \$900,000? Downtown businesses and residents through tax increases? If so, yet another way to kill downtown business, Burlington.	other
80	6/19/2025 12:35 Stay the Course	City needs to alloactes the funds that wold have increased, from options 2, for advertising and supoort other orgniations that brings activities and poeple in to downtown.	downtown business
81	6/19/2025 13:07 90 Day Pause	What are the chances we could see a 5th option where rather than only having 2 closed streets at a time, the project only works on 2 streets at a time? All of these options are incredibly painful, but in being forced to choose - we would prefer to end the pain as soon as possible.	downtown business
82	6/19/2025 13:17 Stay the Course	At least Church St parking not completely inaccessible all the time	between Pine-Winooski
83	6/19/2025 13:23 90 Day Pause	I wish I knew if any of these options would help our businesses in the shorter term.	between Pine-Winooski
84	6/19/2025 13:38 One-Way Westbound	I wish I knew if any of these options would help our businesses in the shorter term.	other
85	6/19/2025 13:42 Open Nights and Weekends	I wish I knew if any of these options would help our businesses in the shorter term.	one block off project
86	6/19/2025 13:56 Stay the Course	I wish I knew if any of these options would help our businesses in the shorter term.	downtown business

Id	Completion time	Based on the above information, which Do you have any additional thoughts regarding these options?	Location
		<p>How about stay the course to not prolong time and add to cost, find more methods to speed up completion before back to school '26, and allow some passing through during city and business special events, weekends? Signs should read "EVENT THIS WAY", "Business this way" vs all saying "DETOUR". EVNTS THIS WAY encourages traffic, DETOURS are discouraging interest and traffic. Market to the 'hearts' of the community and tourists which encourage.</p> <p>Have trusted people send reviews to key sites about their positive experiences getting into and out of town so they can make sure local businesses receive the support they so desperately need to stay in business.</p> <p>State (overstate) what safety measures and improvements will be and are underway, outside of the construction projects, that effects community's feeling of safety. More police, change of feeding the homeless site, what else?</p>	
87	6/19/2025 13:58 Stay the Course	This is essential!	between Pine-Winooski
88	6/19/2025 14:18 90 Day Pause		between Pine-Winooski
89	6/19/2025 14:45 Open Nights and Weekends		downtown business
90	6/19/2025 14:47 Open Nights and Weekends	<p>stay the course should include consideration of some NEW incentives for earlier completion than Nov 2026. See #3 & #4 below.</p> <p>1) Critical to understanding the impact of any new decisions is understanding the potential impact any new decisions will have on the Champlain Parkway Substantial Completion Date of June 2026. Burlington's accessibility and reputation are at stake. Communication about both projects' completion dates need to be considered. I think it is important and necessary to ensure that any changes or actions on Great Streets does not delay or hurt the Parkway substantial completion date.</p> <p>2) I would like confirm that the Land Use Permit- Administrative Amendment # 4C0438-17D from the Vermont Agency of Transportation (that includes a one-year construction completion extension to May 18, 2027 (Champlain Parkway) does not change the construction contract. It would be unwise to achieve an early completion of the Great Streets project at the cost of delaying the Parkway completion. I request that The City Council and Construction managers in Burlington inform the public about both projects. Favor to one project over the other could hurt Burlington in ways we do not anticipate.</p> <p>3) Has the City Council requested and gotten advice on having the City pay the incentives for achieving 'substantial' completion ahead of schedule? Now that SDI has communicated 'it is ahead of schedule' has the Council gotten any information about how soon completion is possible?</p> <p>4) The City Council should seek information about how City revenues could be affected by early completion (before Nov 2026). Estimates of that kind could arm the Council with important data.</p> <p>I suggest the Council consider two specific early completion dates that would be valuable for the community.</p> <p>a. August 15, 2026 - in time for the opening of UVM, Champlain and St. Mikes b. June 30, 2026 - a time which could have a significant impact on 'Summer' traffic, and improved downtown business revenues, City taxes and the reputation of Burlington and Vermont. Based on estimates for improved</p>	downtown business
91	6/19/2025 15:32 Stay the Course		between Pine-Winooski
92	6/19/2025 15:41 Open Nights and Weekends		other

Id	Completion time	Based on the above information, which Do you have any additional thoughts regarding these options?	Location
93	6/19/2025 15:46 Stay the Course	Stay the course because I believe that a change at this time would be more work than anticipated causing additional delay. If there are ways to open and stay the course I am all for it. Inclusive of one way traffic at certain times, nights, weekends. A 90 day pause delays the inevitable and the state of the streets will remain "under construction" despite the halt in work. I am not against any of my business colleagues who have recommended this but it is a reaction, not proactive. We must close this project. Delaying or adding complexity is like starting new projects. That's my personal opinion. Lastly, Great Streets is one of many projects going on. I do not think halting a single project changes the perception of BTV, at least not for those businesses effected by multiple projects.	between Pine-Winooski
94	6/19/2025 16:04 Open Nights and Weekends		other
95	6/19/2025 16:47 Stay the Course		downtown business
96	6/19/2025 17:03 One-Way Westbound	For the total cost of the project the City should get those streets open on night and weekrnd plus keeping the downtown streets open on nights and weekends. Just how much more to the total cost of the project does it cost to keep the streets passable?	downtown business
97	6/19/2025 17:16 One-Way Westbound	Parking should be free throughout Burlington until construction is complete. Small businesses are paying the price of these delays-the city should too.	between Pine-Winooski
98	6/20/2025 5:08 Open Nights and Weekends		one block off project



To: Burlington City Council
From: Kara Alnasrawi, Director of Business & Workforce Development
CC: Lynn Reagan, Interim HR Director
Tim Clancy, HR Specialist

Re: Reclassification and retitling of Assistant Director of Community Works

Purpose:

The City of Burlington faces an urgent and ongoing housing crisis. Public-private partnerships (P3s) have emerged as one of the most effective tools to deliver housing, particularly affordable and mixed-income developments, by leveraging both public resources and private investment.

To better support this work, CEDO is recommending a retitling and reclassification of the current Assistant Director for Community Works position to Real Estate Development Manager. The position will be reclassified from a Grade 26 to Grade 23

This change sharpens the focus of the position on real estate development and P3 project delivery and aligns the title and salary grade with the updated responsibilities and market expectations.

Importantly, the change also results in a cost savings to the department by lowering the grade level.

Old Title	New Title	Old Grade and Pay	New Grade and Pay
Assistant Director of Community Works	Real Estate Development Manager	Grade 26	Grade 23

MOTION

Board of Finance:

To approve and recommend to City Council the retitling of the Assistant Director for Community Works to Real Estate Development Manager and to reclassify this position from grade 26 down to grade 23.

City Council:

To approve the retitling of the Assistant Director for Community Works to Real Estate Development Manager and to reclassify this position from grade 26 down to grade 23.

City of Burlington Job Description

Position Title: ~~Assistant Director of Community Works~~, Real Estate Development Manager

Department: Community and Economic Development (CEDO)

Reports to: Director of CEDO

Pay Grade: ~~23~~Grade-26

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose: This highly responsible and publicly visible position leads the Community Works Team within the City of Burlington’s Community and Economic Development Office (CEDO). The primary responsibility of this position is to oversee, coordinate, manage, and implement all CEDO-led real estate development projects from conceptual planning through construction; oversee, coordinate, and manage project development and management for other major high priority City development projects; oversee, coordinate, and manage the creation and implementation of purchase and sale and lease agreements for the use and/or redevelopment of City-owned properties; oversee, coordinate, and manage the creation and implementation of development agreements related to the use and/or redevelopment of both public and private property; and, serve as the City’s lead point-of-contact on major private redevelopment projects. This position ~~is~~ collaborates on the City’s business outreach and real-estate related economic development initiatives.

Essential Job Functions: *(This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)*

- Encourage and facilitate the development of the City of Burlington’s economy through the support, creation, and execution of high priority real estate development projects.
- Create opportunities to stimulate economic development and fund public infrastructure and/or public facilities ~~with tax increment financing (TIF)~~ utilizing various methods of public and private financing.
- Oversee, coordinate, manage, and implement all CEDO-led real estate and community development projects from conceptual planning through construction including financing, facilitation of external partners, and serving as primary point of contact for other departments.

- ✓ Oversee, coordinate, and manage project development and management for other multi-million-dollar City real estate and community development priority projects ~~especially those in the Waterfront and Downtown TIF districts.~~
- ✓ Oversee, coordinate, and manage the creation and implementation of purchase and sale and lease agreements for the use and/or redevelopment of City-owned properties.
- ✓ Collaborate City’s business outreach and real-estate related economic development initiatives.
- ✓ Oversee, coordinate, and manage the creation and implementation of development agreements related to the use and/or redevelopment of both public and private property.
- ✓ In partnership with the CEDO Director manage and develop the Community Works budget ~~and propose financial strategies for CEDO projects by;~~ working closely with the ~~Clerk-Treasurers Office~~ Department of Finance and Administration ~~and;~~ the CEDO Leadership Team, ~~and CEDO’s Financial Assistant.~~
- ✓ Supervise the Community Works team including, hiring and performance management. Assess and schedule work and training, and evaluate performance and efficiency.
- ✓ Monitor the performance of consultants, contractors, and governmental partners enlisted or funded to meet division program objectives.
- ✓ Prepare for Mayoral and/or City Council approval proposed Development Agreements, Purchase and Sale agreements, short and long-term leases, consultant contracts, development financing plans, and other related documents, and oversee their ongoing administration and compliance.
- ✓ Serve as CEDO’s lead point of contact for City Councilors, State officials, the media, and the general public for information on all CEDO-managed redevelopment projects.
- ✓ Must have excellent judgment with respect to project decisions and the ability to confidently advise the Mayor and City Council on those decisions.²²
- ✓ Must have extensive experience successfully negotiating complex real estate agreements and professional contracts.²²

Non-Essential Job Functions:

- ✓ Performs other duties as required.

Qualifications/Basic Job Requirements:

- ✓ Bachelor’s Degree in Community Development, Business Administration, Urban

- Planning, Public Administration, or a related field is required. A Master's Degree is preferred.
- ~~Five (5) years -A minimum of seven (7) years of progressively responsible~~ experience in public and/or private real estate project development and execution in one or more specialized areas such as: downtown revitalization, commercial and/or residential development, civic and waterfront development, public infrastructure development, brownfields redevelopment, public/private partnerships, and/or development finance preferred, ~~including three (3) years of supervisory experience is required.~~
 - Advanced project development and management skills such as the ability to read blueprints and engineering specifications, understanding of construction methods and techniques, and ability to prepare construction bidding documents, development financial statements and pro forma are required.
 - Demonstrated experience in managing large and complex development projects (budgets over \$5m) from start to finish is required.
 - A demonstrated commitment and record of developing and executing high quality urban design and sustainable development practices is required.
 - Knowledge of City, State and federal public and private sources for development financing, and ability to evaluate loans, business plans and financial projections, and to analyze financial feasibility of funding proposals.
 - High degree of administrative capabilities and organizational skills, including experience in and ability to meeting deadlines, and managing multiple projects, adhering to procurement processes and established policies, managing project budgets, and delivering projects under budget at the same time.
 - Ability to obtain a working knowledge of all relevant City, State and federal regulatory requirements and processes including but not limited to zoning, building and construction, urban soils, and stormwater.
 - Experience in hiring and supervising staff, contractors, and consultants, and ability to understand, comply with, and enforce City workplace standards, safety rules, and personnel policies.
 - A strong commitment to effective public education, communication, outreach and engagement is required, as is a demonstrated ability to communicate effectively graphically, orally, and in writing to a wide range of audiences.
 - Demonstrated professionalism, tact, and discretion in addressing confidential, controversial, and emotionally charged issues, and the ability to establish and maintain positive and effective employee, partnership, and public relationships.
 - Commitment to support and champion efforts to build and sustain a workplace culture focused on continuous improvement, and improving the quality and effectiveness of governmental services.

- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity, and inclusion as evidenced by ongoing trainings and professional development.
- Frequent attendance at evening, and sometimes weekend, meetings is required.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input type="checkbox"/> ability to move distances	<input type="checkbox"/> lifting (specify)
<input type="checkbox"/> color perception (red, green, amber)	within and between warehouses/offices	<input type="checkbox"/> pounds <input type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	climbing	<input type="checkbox"/> pounds
<input checked="" type="checkbox"/> clear speech	ability to mount and	<input type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	dismount forklift/truck	the road)
<input checked="" type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input type="checkbox"/> reading - basic	math skills - basic	<input checked="" type="checkbox"/> analysis/comprehensi on
<input checked="" type="checkbox"/> reading – complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision making
writing - basic	<input checked="" type="checkbox"/> clerical	
<input checked="" type="checkbox"/> writing - complex shift work	outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input type="checkbox"/> dirt/dust

Supervision:

Directly Supervises: 13

Indirectly Supervises:

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head:

Date:

Human Resources:

Date:

City of Burlington Job Description

Position Title: Real Estate Development Manager

Department: Community and Economic Development (CEDO)

Reports to: Director of CEDO

Pay Grade: 23

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose: This highly responsible and publicly visible position leads the Community Works Team within the City of Burlington’s Community and Economic Development Office (CEDO). The primary responsibility of this position is to oversee, coordinate, manage, and implement all CEDO-led real estate development projects from conceptual planning through construction; oversee, coordinate, and manage project development and management for other major high priority City development projects; oversee, coordinate, and manage the creation and implementation of purchase and sale and lease agreements for the use and/or redevelopment of City-owned properties; oversee, coordinate, and manage the creation and implementation of development agreements related to the use and/or redevelopment of both public and private property; and, serve as the City’s lead point-of-contact on major private redevelopment projects. This position collaborates on the City’s business outreach and real-estate related economic development initiatives.

Essential Job Functions: *(This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)*

- ✓ Encourage and facilitate the development of the City of Burlington’s economy through the support, creation, and execution of high priority real estate development projects.
- ✓ Create opportunities to stimulate economic development and fund public infrastructure and/or public facilities utilizing various methods of public and private financing.
- ✓ Oversee, coordinate, manage, and implement all CEDO-led real estate and community development projects from conceptual planning through construction including financing, facilitation of external partners, and serving as primary point of contact for other departments.

- ✓ Oversee, coordinate, and manage project development and management for other multi-million-dollar City real estate and community development priority projects.
- ✓ Oversee, coordinate, and manage the creation and implementation of purchase and sale and lease agreements for the use and/or redevelopment of City-owned properties.
- ✓ Collaborate City’s business outreach and real-estate related economic development initiatives.
- ✓ Oversee, coordinate, and manage the creation and implementation of development agreements related to the use and/or redevelopment of both public and private property.
- ✓ In partnership with the CEDO Director manage and develop the Community Works budget and propose financial strategies for CEDO projects by working closely with the Department of Finance and Administration and the CEDO Leadership Team.
- ✓ Supervise the Community Works team including, hiring and performance management. Assess and schedule work and training, and evaluate performance and efficiency.
- ✓ Monitor the performance of consultants, contractors, and governmental partners enlisted or funded to meet division program objectives.
- ✓ Prepare for Mayoral and/or City Council approval proposed Development Agreements, Purchase and Sale agreements, short and long-term leases, consultant contracts, development financing plans, and other related documents, and oversee their ongoing administration and compliance.
- ✓ Serve as CEDO’s lead point of contact for City Councilors, State officials, the media, and the general public for information on all CEDO-managed redevelopment projects.
- ✓ Must have excellent judgment with respect to project decisions and the ability to confidently advise the Mayor and City Council on those decisions.
- ✓ Must have extensive experience successfully negotiating complex real estate agreements and professional contracts.

Non-Essential Job Functions:

- ✓ Performs other duties as required.

Qualifications/Basic Job Requirements:

- ✓ Bachelor’s Degree in Community Development, Business Administration, Urban

- Planning, Public Administration, or a related field is required. A Master's Degree is preferred.
- ✓ Five (5) years experience in public and/or private real estate project development and execution in one or more specialized areas such as: downtown revitalization, commercial and/or residential development, civic and waterfront development, public infrastructure development, brownfields redevelopment, public/private partnerships, and/or development finance preferred.
 - ✓ Advanced project development and management skills such as the ability to read blueprints and engineering specifications, understanding of construction methods and techniques, and ability to prepare construction bidding documents, development financial statements and pro forma are required.
 - ✓ Demonstrated experience in managing large and complex development projects (budgets over \$5m) from start to finish is required.
 - ✓ A demonstrated commitment and record of developing and executing high quality urban design and sustainable development practices is required.
 - ✓ Knowledge of public and private sources for development financing, and ability to evaluate loans, business plans and financial projections, and to analyze financial feasibility of funding proposals.
 - ✓ High degree of administrative capabilities and organizational skills, including experience in meeting deadlines, managing multiple projects, adhering to procurement processes and established policies, managing project budgets, and delivering projects under budget.
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 - ✓ Experience in hiring and supervising staff, contractors, and consultants, and ability to understand, comply with, and enforce City workplace standards, safety rules, and personnel policies.
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Supervision:

Directly Supervises: 1 Indirectly Supervises:

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head:

Date:

Human Resources:

Date:

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