



**BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
July 14, 2025**

1. Agenda

1. Agenda

Start time: 5:02 pm

Councilor Barlow nominated City Council President Traverse to chair the Board of Finance Meeting. This motion passed.

Attendees: Councilors Barlow, Carpenter, Neubieser and City Council President Traverse; City Attorney Brown; DOF Kukenberger; Library Director Danko; DPW Director Spencer; IT Director Barker; HR Managers Williams and Clancy; Corey Mims (DPW) and Sarah Russell (CEDO)

Subject

1.1. Motion to adopt agenda

Meeting July 14, 2025 - Board of Finance Meeting - Monday, July 14, 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 Carpenter, seconded by Councilor Neubieser, to adopt the agenda as presented. Motion passed unanimously.

2. Public Forum

2. Public Forum

Public Forum opened at 5:03 pm.

Subject

2.1. Verbal Comments

Meeting July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 2. Public Forum

Department Council and Board

Type Action
Procedural

Recommended Action open the Public Forum
close the Public Forum

2.1. Verbal Comments

No public comment in person. Online: Sharon Bushor.

3. Consent Agenda

3. Consent Agenda

Motion made by Councilor Carpenter, seconded by Councilor Neubieser, to adopt the consent agenda as presented. Motion passed unanimously.

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

Meeting July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 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

Subject 3.2. June 23, 2025 Board of Finance Meeting Minutes - C/T

Meeting July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM,
Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)
Minutes

Recommended Action approve the minutes

3.2. June 23, 2025 Board of Finance Meeting Minutes - C/T

Subject 3.3. June 25, 2025 Special Board of Finance Meeting Minutes - C/T

Meeting July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM,
Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)
Minutes

Recommended Action approve the minutes

3.3. June 25, 2025 Special Board of Finance Meeting Minutes - C/T

4. Deliberative Agenda

4. Deliberative Agenda

Subject **4.1. Authorization to accept grant funds for the operation of the Elmwood Emergency Shelter Community-Housing Opportunity Grant Program SFY 2026 \$1,326,555 - CEDO**

Meeting July 14, 2025 - Board of Finance Meeting - Monday, July 14, 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 the acceptance of SFY 2026 grant funds in the amount of \$1,326,555 from the State of Vermont Housing and Opportunities Program for the operations of the Elmwood Emergency Shelter Community and authorize the Chief of Staff to execute all contracts and documents necessary to accept the funding through the period of July 1, 2025 – June 30, 2026, including retroactive approval for the period of July 1st to July 14, 2025, subject to the final review and approval of the City Attorney’s Office

4.1. Authorization to accept grant funds for the operation of the Elmwood Emergency Shelter Community-Housing Opportunity Grant Program SFY 2026 \$1,326,555 - CEDO
Motion made by Councilor Carpenter, seconded by Councilor Barlow, to approve the motion as presented. Motion passed unanimously.

Subject **4.2. Authorization To Submit 2025 Burlington One-Year Action Plan - CEDO**

Meeting July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Community & Economic Development Office (CEDO)

Type Action
Resolution

Recommended Action to approve and recommend that the City Council approve the attached resolution relating to the Authorization to submit the 2025 Burlington One-Year Action Plan and direct the Mayor or her designee to sign the accompanying documents for submittal to HUD

4.2. Authorization To Submit 2025 Burlington One-Year Action Plan - CEDO

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

Subject **4.3. Authorization of Improvement Bonds for FY26 - C/T**

Meeting July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Action
Resolution

Recommended Action to approve and recommend that the City Council approve the proposed resolution providing authorization of improvement bonds for FY26

4.3. Authorization of Improvement Bonds for FY26 - C/T

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

Subject **4.4. Security Services for City Hall - HR**

Meeting July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Human Resources

Type Action

Recommended Action to approve and recommend that the City Council exercise the City's first one-year renewal option under its service agreement with Chocolate Thunder for City Hall security services, for an amount not to exceed \$200,000

4.4. Security Services for City Hall - HR

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

Subject **4.5. Troy Hughes Reclassification - I&T**

Meeting July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Innovation & Technology

Type Action

Recommended Action to approve and recommend that the City Council:
(1) Reclassify Troy Hughes from the Help Desk Technician position at the Burlington Police Department to the Technology Support Specialist in Innovation & Technology at the City of Burlington

4.5. Troy Hughes Reclassification - I&T

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

Subject 4.6. Impact Fee Request for \$200,000 towards Library Preservation Project for the 1904 building (Preservation Project) - Library

Meeting July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 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 use of \$200,000 from Impact Fees in support of the FFL Preservation Project at 235 College Street.

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 use Impact Fees, 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.

4.6. Impact Fee Request for \$200,000 towards **Library Preservation Project for the 1904 building (Preservation Project)** - Library

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

Subject 4.7. Water Resources Water Personnel Reorganization - Various - DPW/Water Resources

Meeting July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department - Water Resources

Type Action

Recommended Action 1. To approve and to recommend that City Council approve the:
 Reclassification of the Senior Water Plant Mechanic, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18 position to Senior Water Plant Mechanic, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position.
2. To approve and recommend that the City Council authorize the Chief Administrative Officer to approve budget neutral amendments to the FY26 Water budgets to move budgeted amounts from Salaries and Wages Total Compensation

Contingency lines 460-19-400-000.5000_910 to the appropriate personnel lines as needed to implement the above actions.

4.7. Water Resources Water Personnel Reorganization - Various - DPW/Water Resources
Motion made by Councilor Barlow, seconded by Councilor Neubieser, to approve the motion as presented. Motion passed unanimously.

Subject 4.8. Budget Amendment Authorization - Champlain Parkway Project Initial Construction Contract - DPW

Meeting July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department

Type Action

Recommended Action 1. To approve and recommend the City Council authorize the Chief Administrative Officer (or their designee) execute a neutral Champlain Parkway project budget amendment to modify and correct project revenues, and further approve and authorize the Chief Administrative Officer (or their designee) to execute necessary transfers in furtherance of the neutral project budget adjustment.

4.8. Budget Amendment Authorization - Champlain Parkway Project Initial Construction Contract - DPW
Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve the motion as presented. Motion passed unanimously.

Subject 4.9. FY26 Vehicle Purchase Recommendation - Fleet Committee

Meeting July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department

Type Action

Recommended Action 1. To approve and recommend the City Council approve the proposed FY26 Fleet Purchasing List as detailed in Attachment A vehicle replacement list and authorize the Director of the Department of Public Works to purchase the vehicles listed therein, for a total authorized expenditure in an amount not to exceed \$3,771,000.
2. To approve and recommend that the City Council authorize the Director of the Department of Public Works or designee to dispose of the FY26 replaced vehicles/equipment through any of the following means, as they shall in their reasonable judgement determine to be in the City's best interest, and to take such further actions and execute such further instruments approved as to form by the City attorney as may be necessary or convenient to effectuate the transactions contemplated hereby; auction the vehicles/equipment through any of various online public auctions; by trade-in where vehicle/equipment is being purchased; or, if the vehicle is of no value to the vendor, Fleet Maintenance will have the vehicle/equipment, hauled away for scrap at the current market price.

4.9. FY26 Vehicle Purchase Recommendation - Fleet Committee

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

5. Adjournment

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	July 14, 2025 - Board of Finance Meeting - Monday, July 14, 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 Meeting was adjourned at 6:11 pm.	