



**BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
August 25, 2025**

1. Agenda

1. Agenda

Mayor Mulvaney-Stanak convened the meeting at 4:33 pm.

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

Subject

1.1. Motion to adopt agenda

Meeting

August 25, 2025 - Board of Finance Meeting - Monday, August 25, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category

1. Agenda

Department

Council and Board

Type

Action
Procedural

Recommended Action Motion to adopt agenda

1.1. Motion to adopt agenda

Motion made by City Council President Traverse, seconded by Councilor Neubieser, to adopt the agenda as presented. Motion passed unanimously.

2. Public Forum

2. Public Forum

Subject

2.1. Verbal Comments

Meeting

August 25, 2025 - Board of Finance Meeting - Monday, August 25, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category

2. Public Forum

Department

Council and Board

Type

Action
Procedural

Type Action (Consent)

Recommended Action to approve and recommend that the City Council authorize the Director of Aviation to accept and execute up to six (6) grants from the Office of Local Defense Community Cooperation totaling up to \$9,000,000.00 for construction improvement in conjunction with the Airport Residential Sound Insulation Program, subject to review and approval of the City Attorney's Office

3.3. Request to accept and execute up to six (6) Office of Local Defense Community Cooperation (OLDCC) Grants for the Home Construction Improvements designed in the Residential Sound Insulation Project (RSIP) program - Airport

Subject 3.4. Request to execute a lease agreement with the General Services Administration (GSA) for Transportation Security Administration (TSA) office space - Airport

Meeting August 25, 2025 - Board of Finance Meeting - Monday, August 25, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Airport

Type Action (Consent)

Recommended Action to approve and recommend that the City Council authorize the Mayor of the City of Burlington to execute the lease with General Service Administration at the Patrick Leahy Burlington International Airport, 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

3.4. Request to execute a lease agreement with the General Services Administration (GSA) for Transportation Security Administration (TSA) office space - Airport

Subject 3.5. Authorization For Up To \$518,600 Step II Loan From Vermont Clean Water Revolving Fund, For An Engineering Contract With Wright Pierce For Up To \$70,000 And For An Amended Engineering Contract With Stantec For An Additional Amount Up To \$50,000 For The Upsized Sewer On Cherry Street Project - DPW/Water Resources

Meeting August 25, 2025 - Board of Finance Meeting - Monday, August 25, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Public Works Department - Water Resources

Type Resolution
Action (Consent)

Recommended Action to approve and recommend that the City Council adopt the attached resolution authorizing a Step II amended loan from the Vermont Clean Water State Revolving fund in a principal amount not to exceed \$518,600, an amended contract with Stantec for an additional amount up to \$50,000, and an up to \$70,000 contract

with Wright Pierce for the Upsized Sewer on Cherry Street project as more specifically set forth in the attached resolution

3.5. Authorization For Up To \$518,600 Step II Loan From Vermont Clean Water Revolving Fund, For An Engineering Contract With Wright Pierce For Up To \$70,000 And For An Amended Engineering Contract With Stantec For An Additional Amount Up To \$50,000 For The Upsized Sewer On Cherry Street Project - DPW/Water Resources

Subject **3.6. City Hall BCA Campus Third Floor HVAC Project - BPRW**

Meeting August 25, 2025 - Board of Finance Meeting - Monday, August 25, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Parks, Recreation, & Waterfront

Type Action (Consent)

Recommended Action to approve and recommend that the City Council approve and authorize the execution of a contract with Energy Efficient Investments, Inc., for a price not to exceed \$462,275 for the City Hall BCA Campus Third Floor HVAC Project, plus a project contingency of \$46,000 (total authorized project expenditure including contingency not to exceed \$508,275), and to authorize Deryk Roach, Interim Co Director of Parks, Recreation and Waterfront, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office

3.6. City Hall BCA Campus Third Floor HVAC Project - BPRW

4. Deliberative Agenda

4. Deliberative Agenda

Subject **4.1. Reclassification of one (1) existing position within Parks, Recreation & Waterfront - BPRW**

Meeting August 25, 2025 - Board of Finance Meeting - Monday, August 25, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Action

Recommended Action to approve and authorize the reclassification of the Marina Manager & Deputy Harbormaster position, a Regular, Full-time, Exempt, Non-Union, Grade 18, position to a Regular, Full-time, Exempt, Non-Union, Grade 20, position in the Department of Parks, Recreation, and Waterfront

4.1. Reclassification of one (1) existing position within Parks, Recreation & Waterfront - BPRW

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

Subject **4.2. Reclassification of the position: Deputy Director of Aviation - Business and Strategic Development (Previously the Deputy Director of Aviation Administration) - Airport**

Meeting August 25, 2025 - Board of Finance Meeting - Monday, August 25, 2025, 4:30 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 approve the reclassification of the position of "Deputy Director of Aviation – Business and Strategic Development" to a grade 27

4.2. Reclassification of the position: Deputy Director of Aviation - Business and Strategic Development (Previously the Deputy Director of Aviation Administration) - Airport

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

Subject **4.3. Waterfront Tax Increment Financing (TIF) District Audit - Authorization for State Education Fund Payment - CT**

Meeting August 25, 2025 - Board of Finance Meeting - Monday, August 25, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Action

Recommended Action to approve and recommend that the City Council authorize the Chief Administrative Officer to take all necessary or convenient steps to ensure the repayment of the State Education Fund in the total amount of \$197,510 from the City's Unassigned Fund Balance, to resolve the underpayment issues noted in the State's WTF TIF District Audit

4.3. Waterfront Tax Increment Financing (TIF) District Audit - Authorization for State Education Fund Payment - CT

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

Subject **4.4. Approving The Pledging Of The Credit Of The City In Anticipation Of The Receipt Of Revenue From The Traffic Division Of The Public Works Department - CT**

Meeting August 25, 2025 - Board of Finance Meeting - Monday, August 25, 2025, 4:30 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 waive the reading and to adopt the proposed resolution approving the renewal of an existing revenue anticipation note for the Parking Facilities Fund, in an amount not to exceed \$2.5 Million and with an interest rate not to exceed 7.5%

4.4. Approving The Pledging Of The Credit Of The City In Anticipation Of The Receipt Of Revenue From The Traffic Division Of The Public Works Department - CT

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

Subject 4.5. Ratification Of Tentative Agreement And Authorization To Execute Collective Bargaining Agreement Between The City of Burlington And FOP BPOA #021 (July 1, 2025 - June 30, 2028) - HR

Meeting August 25, 2025 - Board of Finance Meeting - Monday, August 25, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Human Resources

Type Action
Resolution

Recommended Action waive the reading and adopt the resolution

4.5. Ratification Of Tentative Agreement And Authorization To Execute Collective Bargaining Agreement Between The City of Burlington And FOP BPOA #021 (July 1, 2025 - June 30, 2028) - HR

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

5. Adjournment

5. Adjournment

Subject 5.1. Motion to adjourn

Meeting August 25, 2025 - Board of Finance Meeting - Monday, August 25, 2025, 4:30 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 5:11 pm.