



Board of Finance

**Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street,
1st Floor**

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1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 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 amend/adopt agenda as follows: remove from the Deliberative Agenda item 4.1. CEDO, Community Justice Center - Reclassification of one position from Limited Service to Regular - CEDO/CJC (per Mayor Mulvaney-Stanak); remove from the Deliberative Agenda item 4.2. Creation of one position at CJC - CEDO/CJC (per Mayor Mulvaney-Stanak); add to the Deliberative agenda item 4.8. Ratification Of Tentative Agreement And Authorization To Execute Collective Bargaining Agreement Between The City of Burlington And The Burlington Firefighters' Association (July 1, 2025 - June 30, 2028) - Fire (per COS Jacobsen)

2. Public Forum

Subject	2.1. Verbal Comments
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Meeting September 29, 2025 - Board of Finance Meeting - Monday, September 29, 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 Public Forum
close Public Forum

3. Consent Agenda

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

Meeting September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Council and Board

Type Procedural

Recommended Action Motion to adopt the consent agenda and take the actions indicated

Subject 3.2. September 8, 2025 Board of Finance Meeting Minutes - CT

Meeting September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)
Information
Minutes

Recommended Action approve the minutes

Subject 3.3. Communication: Bruce Wilson, Arts So Wonderful, re: graffiti removal and 5 Murals

Meeting September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Council and Board

Type Action (Consent)

Recommended Action	to recommend that City Council approve the use of \$3,125 from the City Council Initiative Fund for graffiti removal and creating murals at Thorsen Way and authorize CAO to effectuate any budget amendments needed
Subject	3.4. New England Central Railroad sixteenth contract amendment - BED
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Burlington Electric Department
Type	Action (Consent)
Recommended Action	to approve and recommend approval to the City Council that the General Manager or their delegee may execute a three year extension of the rail contract between BED and New England Center Railroad, as included in the attached contract amendment
Subject	3.5. Parking Garage Security Contract - DPW/Division of Parking and Traffic
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 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	<p>1. To authorize the Director of Public Works to execute an agreement with Securitas for security services at the Marketplace Garage and Downtown Garage. The contract would run from October 20, 2025 through October 19, 2026 for a total authorized contract value not to exceed \$223,520.</p> <p>2. To authorize the Director of Public Works to execute extensions of the contract through September 2030, subject to appropriations and review and approval of the City Attorney, and provided that the increase in price per fiscal year does not exceed the lesser of five percent (5%) or the twelve-month increase in CPI-U (Northeast Region)</p>
Subject	3.6. Resolution: Authorization For Capital Public Improvement Infrastructure Bonds - March 4, 2025 Voter Authorization - CT
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 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	move to approve and recommend that the City Council adopt resolution related to FY26 capital improvement bonds borrowing

4. Deliberative Agenda

Subject	4.1. CEDO, Community Justice Center - Reclassification of one position from Limited Service to Regular - CEDO/CJC **AGENDA ITEM REMOVED**
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Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 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	<p>Move to approve and recommend that the City Council approve the reclassification of the following position retroactive for July 1, 2025:</p> <ul style="list-style-type: none"> • A BARJ Coordinator, from a Limited Service, Full-Time, Non-Exempt, AFSCME, Grade 16 position to a Regular Service, Full-Time, Non-Exempt, AFSCME, Grade 16 position.
Subject	4.2. Creation of one position at CJC - CEDO/CJC **AGENDA ITEM REMOVED**
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 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 City Council approve the creation of the Adult Restorative Services Coordinator position within CEDO, a Regular Service, Full-time, Union, Grade 16, position
Subject	4.3. CityPlace/BTC Public Improvements Budget Amendment - DPW
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	to approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds which result in an increase of the project budget by \$6,500,926 for the BTC Public Improvements
Subject	4.4. Award of Ravine Sewer Abandonment & Grouting Construction Contract - DPW/Water Resources
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 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	<p>1. To approve and authorize the Director of Public Works, Chapin Spencer, to execute a contract with S. D. Ireland Brothers for total contract amount of \$449,000 for the Ravine Sewer Abandonment and Grouting project, subject to the review by the City Attorney.</p> <p>2. To approve and authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments in substantial conformance with this request.</p>
Subject	4.5. Downtown TIF Substantial Change Request - Use of Investment Earnings - CEDO
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 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 the City's substantial change request to VEPC for the Downtown TIF District and to recommend City Council approve and authorize City Council President Ben Traverse and Chief Administrative Officer Katherine Schadt to execute the attached formal request letter
Subject	4.6. Downtown Tax Increment Financing District Audit - Authorization for State Education Fund Payment - CT
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 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 such action, and to execute all such instruments approved as to form by the City Attorney, as may be necessary or convenient to ensure the repayment of the State Education Fund in the total amount of \$95,363 from the DWTN TIF Fund (Fund 236), to resolve the underpayment issues noted in the State's DWTN TIF District Audit
Subject	4.7. Projected Unaudited FY25 General Fund Results - CT
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Discussion Information

Subject	4.8. Resolution: Ratification Of Tentative Agreement And Authorization To Execute Collective Bargaining Agreement Between The City Of Burlington And The Burlington Firefighters' Association (July 1, 2025 - June 30, 2028) - Fire
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Fire Department
Type	Action Resolution
Recommended Action	waive the reading and adopt the resolution

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 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