



**BURLINGTON BOARD OF FINANCE  
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR  
MINUTES OF MEETING  
September 29, 2025**

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## **1. Agenda**

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### **1. Agenda**

CAO Schad convened the meeting at 5:02 pm.

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

Member absent: Mayor Mulvaney-Stanak

Others present: City Attorney Brown, DOF Kukenberger, Laura Wheelock, Ashley Parker, Chapin Spencer, Joe Turner, Megan Moir, Kara Alnasrawi, David White (White & Burke) and Kerin Stackpole (PFC)

#### **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)

1.1. Motion to amend/adopt agenda

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

## **2. Public Forum**

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### **2. Public Forum**

#### **Subject**

#### **2.1. Verbal Comments**

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

2.1. Verbal Comments

Sharon Bushor:

- 1) annual borrowing - what is interest rates & terms
- 2) FY25 results - more GR details

### 3. Consent Agenda

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#### 3. Consent Agenda

Motion made by Councilor Carpenter, seconded by Councilor Barlow, to adopt the consent agenda and take the actions indicated. Motion passed unanimously.

**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

3.1. 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

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

**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

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

**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

3.4. New England Central Railroad sixteenth contract amendment - BED

**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

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.
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)

### 3.5. Parking Garage Security Contract - DPW/Division of Parking and Traffic

**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

### 3.6. Resolution: Authorization For Capital Public Improvement Infrastructure Bonds - March 4, 2025 Voter Authorization - CT

## 4. Deliberative Agenda

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### 4. Deliberative Agenda

**Subject** **4.1. CEDO, Community Justice Center - Reclassification of one position from Limited Service to Regular - 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 Move to approve and recommend that the City Council approve the reclassification of the following position retroactive for July 1, 2025:

- 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.

### 4.1. CEDO, Community Justice Center - Reclassification of one position from Limited Service to Regular - CEDO/CJC \*\*AGENDA ITEM REMOVED\*\*

**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  
4.2. Creation of one position at CJC - CEDO/CJC **\*\*AGENDA ITEM REMOVED\*\***

**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

4.3. CityPlace/BTC Public Improvements Budget Amendment - DPW

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

**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  
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.  
2. To approve and authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments in substantial conformance with this request.

4.4. Award of Ravine Sewer Abandonment & Grouting Construction Contract - DPW/Water Resources

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

**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 Schad to execute the attached formal request letter

4.5. Downtown TIF Substantial Change Request - Use of Investment Earnings - CEDO

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

**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

4.6. Downtown Tax Increment Financing 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** **4.7. 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

4.7. Projected Unaudited FY25 General Fund Results - CT  
DOF Kukenberger spoke to this agenda item.

**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

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

Motion made by City Council President Traverse, seconded by Councilor Carpenter, to recommend that the City Council adopt the resolution. Motion passed unanimously.

## 5. Adjournment

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### 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

5.1. Motion to adjourn

CAO Schad adjourned the meeting at 6:07 pm.