



**BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
October 21, 2025**

1. Agenda

1. Agenda

Mayor Mulvaney-Stanak convened the meeting at 5:03 pm.

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

Subject

1.1. Motion to adopt agenda

Meeting

October 21, 2025 - Board of Finance Meeting - Tuesday, October 21, 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 Barlow, seconded by Councilor Carpenter, to adopt the agenda as presented. Motion passed unanimously.

2. Public Forum

2. Public Forum

Subject

2.1. Verbal Comments

Meeting

October 21, 2025 - Board of Finance Meeting - Tuesday, October 21, 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's comments:

CCTV FY27 What is total? What did we pay last year?

Ground lease BETA - zoning and what do other towns think?

BED - disconnect and reconnect

3. Consent Agenda

3. Consent Agenda

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

Meeting October 21, 2025 - Board of Finance Meeting - Tuesday, October 21, 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

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

Subject 3.2. October 6, 2025 Board of Finance Meeting Minutes - DFA

Meeting October 21, 2025 - Board of Finance Meeting - Tuesday, October 21, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Department of Finance and Administration

Type Action (Consent)
 Information
 Minutes

Recommended Action approve the minutes

3.2. October 6, 2025 Board of Finance Meeting Minutes - DFA

Subject 3.3. Church Street Marketplace - 62 Church Street Storefront - Authorization to Award Lease

Meeting October 21, 2025 - Board of Finance Meeting - Tuesday, October 21, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Church St. Marketplace

Type Action (Consent)

Recommended Action to approve and recommend that the City Council authorize the Mayor to execute a three-year lease with Olive & Ollie LLC for retail operations in the 62 Church Street property, subject to final review and approval by the City Attorney's Office

3.3. Church Street Marketplace - 62 Church Street Storefront - Authorization to Award Lease

Subject 3.4. EV Site License Agreement - Electric

Meeting October 21, 2025 - Board of Finance Meeting - Tuesday, October 21, 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 with one or more sites the generic EV site license agreement presented, with any specific site terms added as necessary and with review by the City Attorney's Office

3.4. EV Site License Agreement - Electric

Subject 3.5. Purchase of BFD Ambulance - Fire

Meeting October 21, 2025 - Board of Finance Meeting - Tuesday, October 21, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Fire Department

Type Action (Consent)

Recommended Action move to approve and recommend that the Board of Finance authorize the Chief Administrative Officer, or her designee, to effectuate necessary budget amendments and the transfer of funds in the amount of \$415,206 from the FY26 Unassigned Fund Balance to allow the Burlington Fire Department to complete the purchase of one (1) replacement ambulance

3.5. Purchase of BFD Ambulance - Fire

4. Deliberative Agenda

4. Deliberative Agenda

Subject 4.1. Memorandum of Understanding (MoU) between the Friends of the Fletcher Free Library (Friends) and the Fletcher Free Library—City of Burlington - Library

Meeting October 21, 2025 - Board of Finance Meeting - Tuesday, October 21, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Fletcher Free Library

Type Action

Recommended Action to approve and recommend that the City Council authorize the Director of the Fletcher Free Library to execute a Capital Campaign Memorandum of Understanding with the Friends of the Fletcher Free Library subject to review and approval of the City's Attorney

4.1. Memorandum of Understanding (MoU) between the Friends of the Fletcher Free Library (Friends) and the Fletcher Free Library—City of Burlington - Library

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

Subject 4.2. Request to execute a ground lease agreement with Beta Technologies - Airport

Meeting October 21, 2025 - Board of Finance Meeting - Tuesday, October 21, 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 lease with Beta Technologies 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

4.2. Request to execute a ground lease agreement with Beta Technologies - Airport

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

Subject 4.3. Authorization For Public Improvement Bonds For School District Capital Improvements - March 7, 2017 Voter Authorization - DFA

Meeting October 21, 2025 - Board of Finance Meeting - Tuesday, October 21, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Department of Finance and Administration

Type Action
Resolution

Recommended Action to recommend that the City Council approve the attached resolution

4.3. Authorization For Public Improvement Bonds For School District Capital Improvements - March 7, 2017 Voter Authorization - DFA

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

Subject 4.4. Authorization For School District Capital Improvement Bonds For Burlington High School -- November 8, 2022 Voter Authorization - DFA

Meeting October 21, 2025 - Board of Finance Meeting - Tuesday, October 21, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Department of Finance and Administration

Type Action
Resolution

Recommended Action to recommend that the City Council approve the attached resolution

4.4. Authorization For School District Capital Improvement Bonds For Burlington High School -- November 8, 2022 Voter Authorization - DFA

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

Subject 4.5. Town Meeting TV FY25 Update and FY26/Municipality's FY27 Budget Request

Meeting October 21, 2025 - Board of Finance Meeting - Tuesday, October 21, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Department of Finance and Administration

Type Information

4.5. Town Meeting TV FY25 Update and FY26/Municipality's FY27 Budget Request

Town Meeting TV Staff Megan O'Rourke and Jordan Mitchell spoke to this agenda item.

Subject 4.6. Proposed Changes to BED Miscellaneous Service Fees - Electric

Meeting October 21, 2025 - Board of Finance Meeting - Tuesday, October 21, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Burlington Electric Department

Type Action

Recommended Action to approve and recommend the City Council authorize the General Manager of the Burlington Electric Department or their designee to file tariff amendments and supporting documents with the Vermont Public Utility Commission requesting

changes in Burlington Electric Department's Miscellaneous Service Fees as proposed

4.6. Proposed Changes to BED Miscellaneous Service Fees - Electric

NEW MOTION:

Motion made by City Council President Traverse, seconded by Councilor Barlow, to postpone this agenda item until November 3rd when it will be concurrent. Motion passed unanimously.

5. Adjournment

5. Adjournment

Subject

5.1. Motion to adjourn

Meeting

October 21, 2025 - Board of Finance Meeting - Tuesday, October 21, 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 6:09 pm. Motion passed unanimously.