



**BURLINGTON BOARD OF FINANCE  
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR  
MINUTES OF MEETING  
November 3, 2025**

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## **1. Agenda**

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### **1. Agenda**

Mayor Mulvaney-Stanak convened the meeting at 5:01 pm.

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

Others present: DOF Kukenberger (online); BED General Manager Springer, Emily Stebbins-Wheelock, Sophie Sauve (all in person)

#### **Subject**

#### **1.1. Motion to adopt agenda**

Meeting

November 3, 2025 - Board of Finance Meeting - Monday, November 3, 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 City Council President Traverse, seconded by Councilor Carpenter, to adopt the agenda as presented. Motion passed unanimously.

## **2. Public Forum**

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### **2. Public Forum**

#### **Subject**

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

Meeting

November 3, 2025 - Board of Finance Meeting - Monday, November 3, 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:**

FY25 comprehensive & wonderful - PILOT still on table - state involvement?

FY26 problematic to get revenue early?

BED fees - disconnect/reconnect

**Keren Sita:**

UP of North Contry publicity stunt - Moody's

### **3. Consent Agenda**

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#### **3. Consent Agenda**

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

Meeting                                    November 3, 2025 - Board of Finance Meeting - Monday, November 3, 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 Carpenter, seconded by Councilor Barlow, to adopt the consent agenda as presented and take the actions indicated. Motion passed unanimously.

**Subject                                    3.2. October 21, 2025 Board of Finance Meeting Minutes - DFA**

Meeting                                    November 3, 2025 - Board of Finance Meeting - Monday, November 3, 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 21, 2025 Board of Finance Meeting Minutes - DFA**

**Subject                                    3.3. Regular Schedule of Meetings of the Board of Finance and City Council through August 24, 2026 - DFA**

Meeting                                    November 3, 2025 - Board of Finance Meeting - Monday, November 3, 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)  
Recommended Action to approve the above list of meetings through August 24, 2026  
3.3. Regular Schedule of Meetings of the Board of Finance and City Council through August 24, 2026 - DFA

**Subject 3.4. The Tibet Association of VT Sponsorship - REIB**  
Meeting November 3, 2025 - Board of Finance Meeting - Monday, November 3, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda  
Department Racial Equity, Inclusion, & Belonging (REIB)  
Type Action (Consent)  
Recommended Action to approve and authorize the Director of the Racial Equity Inclusion and Belonging Office and the Chief Administrative Officer to issue a sponsorship grant in the amount of \$5,000 to the Tibetan Association of Vermont to support Tibetan Festival programming and support their "Year of Compassion" project from the Community Celebrations GL

3.4. The Tibet Association of VT Sponsorship - REIB

**Subject 3.5. B.E.D.'s Property/Boiler and Machinery (B&M) 2025-2026 Insurance renewal - Electric**  
Meeting November 3, 2025 - Board of Finance Meeting - Monday, November 3, 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 that the City Council authorize the General Manager of the Burlington Electric Department or their designee, to execute the Property, Boiler & Machinery insurance coverage renewal contract with AIG/ZURICH/STARR TECH/AEGIS for the policy period 11/20/2025 through 11/20/2026 with a not to exceed premium of \$718,024, as outlined in this memo, subject to review and approval of the City Attorney's Office and the CAO

3.5. B.E.D.'s Property/Boiler and Machinery (B&M) 2025-2026 Insurance renewal - Electric

**Subject 3.6. CSWD contract extension - Electric**  
Meeting November 3, 2025 - Board of Finance Meeting - Monday, November 3, 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 the attached contract extension with Chittenden Solid Waste District
3.6. CSWD contract extension - Electric	

## 4. Deliberative Agenda

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### 4. Deliberative Agenda

<b>Subject</b>	<b>4.1. Burlington Harbor Marina: Dredging Maintenance Project: Procurement and Contracting - Parks, Recreation and Waterfront</b>
Meeting	November 3, 2025 - Board of Finance Meeting - Monday, November 3, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Parks, Recreation, & Waterfront
Type	Action
Recommended Action	<p>1. To approve and recommend that the City Council authorize BPRW to use the Request for Price Quotation (RFPQ) procedure, as recommended by the City Attorney's Office, to obtain proposals from qualified and responsible bids for the Burlington Harbor Dredging Project.</p> <p>2. To approve and recommend that the City council authorize Sophie Sauvé, Interim Parks, Recreation and Waterfront Co-Director, to award and execute a contract and any related documents needed to carry out the project , subject to the review and approval of the City Attorney, with the selected vendor for an amount not to exceed \$625,000 for one or both phases of the project</p>

4.1. Burlington Harbor Marina: Dredging Maintenance Project: Procurement and Contracting - Parks, Recreation and Waterfront

Sophie Sauve spoke to this agenda item.

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

<b>Subject</b>	<b>4.2. Authorization to Sign a Cooperation Agreement with HowardCenter Inc. - Mayor</b>
Meeting	November 3, 2025 - Board of Finance Meeting - Monday, November 3, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Mayor's Office
Type	Action

Recommended Action to approve and recommend that City Council authorizes the Mayor to execute the agreement, and to take all such further actions, and to execute all such further instruments approved as to form by the City Attorney, as may be necessary or convenient to effectuate the transactions contemplated hereby

4.2. Authorization to Sign a Cooperation Agreement with HowardCenter Inc. - Mayor  
Motion made by City Council President Traverse, seconded by Councilor Carpenter, to approve the motion as presented. Motion passed unanimously.

**Subject 4.3. Proposed Changes to BED Miscellaneous Service Fees - Electric**

Meeting November 3, 2025 - Board of Finance Meeting - Monday, November 3, 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

4.3. Proposed Changes to BED Miscellaneous Service Fees - Electric  
Darren Springer and Emily Stebbins-Wheelock spoke to this agenda item.

Motion made by City Council President Traverse, seconded by Councilor Barlow, to approve the motion as amended:

To approve and 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, **provided BED will request of the PUC that these changes take effect no earlier than March 31, 2026.**

Motion passed unanimously.

**Subject 4.4. Gross Receipts Information by Ward & District - DFA**

Meeting November 3, 2025 - Board of Finance Meeting - Monday, November 3, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Department of Finance and Administration

Type Information  
Discussion

4.4. Gross Receipts Information by Ward & District - DFA

**Subject 4.5. FY2026 General Fund - Q1 Budget to Actuals Summary - DFA**

Meeting November 3, 2025 - Board of Finance Meeting - Monday, November 3, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Department of Finance and Administration

Type Discussion  
Information

#### 4.5. FY2026 General Fund - Q1 Budget to Actuals Summary - DFA

**Subject 4.6. FY25 Budget Results - Mayor**

Meeting November 3, 2025 - Board of Finance Meeting - Monday, November 3, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Mayor's Office

Type Discussion  
Information

#### 4.6. FY25 Budget Results - Mayor

## 5. Adjournment

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### 5. Adjournment

**Subject 5.1. Motion to adjourn**

Meeting November 3, 2025 - Board of Finance Meeting - Monday, November 3, 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 6:00 pm.