



**BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
November 17, 2025**

1. Agenda

1. Agenda

Mayor Mulvaney-Stanak convened the meeting at 5:02 pm.

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

Subject

1.1. Motion to adopt agenda

Meeting

November 17, 2025 - Board of Finance Meeting - Monday, November 17, 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

November 17, 2025 - Board of Finance Meeting - Monday, November 17, 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: thanks to Megan; SECORD lack of communication

3. Consent Agenda

3. Consent Agenda

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

Meeting November 17, 2025 - Board of Finance Meeting - Monday, November 17, 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 and take the actions indicated. Motion passed unanimously.

Subject **3.2. November 3, 2025 Board of Finance Meeting Minutes - DFA**

Meeting November 17, 2025 - Board of Finance Meeting - Monday, November 17, 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. November 3, 2025 Board of Finance Meeting Minutes - DFA

Subject **3.3. Authorization For \$1,808,000 Construction Loan From Vermont Drinking Water State Revolving Fund For Upgrade Of Distribution System - DPW - Water Resources**

Meeting November 17, 2025 - Board of Finance Meeting - Monday, November 17, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Public Works Department - Water Resources

Type Action (Consent)
Resolution

Recommended Action to approve and recommend that the City Council waive the reading and adopt the attached resolution authorizing a Step III \$1,808,000 loan from the Vermont Drinking Water State Revolving Fund for the construction of 2026 Water Distribution Improvements as more specifically set forth in the attached resolutions

3.3. Authorization For \$1,808,000 Construction Loan From Vermont Drinking Water State Revolving Fund For Upgrade Of Distribution System - DPW - Water Resources

Subject 3.4. IFAC Grant - Budget Amendment - CEDO

Meeting November 17, 2025 - Board of Finance Meeting - Monday, November 17, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Community & Economic Development Office (CEDO)

Type Action (Consent)

Recommended Action 1. To approve and recommend that the City Council authorize the increase in the IFAC (USDOT Innovative Finance and Asset Concession) Grant project budget by \$850,000.00, resulting in the total authorized amount increasing from \$150,000.00 to \$1,000,000.00 for the IFAC Grant project supporting the South End Coordinated Redevelopment (SECORD) and Memorial Block initiatives.
2. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to pay the above-referenced project expenses and Overall Project Budgets, in substantial conformance with the attached budget transfer request.

3.4. IFAC Grant - Budget Amendment - CEDO

4. Deliberative Agenda

4. Deliberative Agenda

Subject 4.1. Contract Authorization - Taft Infrastructure Advisors (SECORD and Memorial Block) - CEDO

Meeting November 17, 2025 - Board of Finance Meeting - Monday, November 17, 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 authorize the Director of CEDO to execute a professional services contract with Taft Infrastructure Advisors in an amount not to exceed \$299,886, subject to final review and approval by the City Attorney's Office

4.1. Contract Authorization - Taft Infrastructure Advisors (SECORD and Memorial Block) - CEDO
Motion made by Councilor Carpenter, seconded by Councilor Barlow, to approve the motion as presented.
Motion passed unanimously.

Subject **4.2. Reclassification of one (1) DPI - Zoning Division Manager as summarized - DPI**

Meeting November 17, 2025 - Board of Finance Meeting - Monday, November 17, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Permitting & Inspections

Type Action

Recommended Action to approve and recommend that the City Council approve the reclassification of the Department of Permitting and Inspections Zoning Division Manager/Principal Planner a Regular, Full-time Exempt, Non-union Grade 22 step 15 position to Zoning Division Manager/Principal Planner, a Regular, Full-time Exempt, Non-union Grade 24 step 13 position, retroactive to July 1, 2025

4.2. Reclassification of one (1) DPI - Zoning Division Manager as summarized - DPI
Motion made by City Council President Traverse, seconded by Councilor Barlow, to approve the motion as presented. Motion passed unanimously.

Subject **4.3. Robert Miller Community Center Energy Improvement and Equipment Replacement Project - BPRW**

Meeting November 17, 2025 - Board of Finance Meeting - Monday, November 17, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Action

Recommended Action to approve and recommend that the Board of Finance approve and authorize the execution of a contract with Energy Efficient Investments, Inc., for the Robert Miller Community Center Energy Improvement and Equipment Replacement project, in the amount of \$1,325,300, plus a project contingency of \$132,000, for a total authorized contract expenditure including contingency not to exceed \$1,457,300, and to authorize the Director of Parks, Recreation and Waterfront, or designee to execute the contract and any related documents necessary or convenient to effecting the contract or carrying out the project, subject to the review and approval as to form of the City Attorney's Office

4.3. Robert Miller Community Center Energy Improvement and Equipment Replacement Project - BPRW
Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve the motion as presented.
Motion passed unanimously.

5. Adjournment

5. Adjournment

Subject**5.1. Motion to adjourn**

Meeting

November 17, 2025 - Board of Finance Meeting - Monday, November 17, 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 5:35 pm.