



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

---

## **1. Agenda**

---

### **1. Agenda**

Mayor Mulvaney-Stanak convened the meeting at 5:32 pm.

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

**Subject**

**1.1. Motion to adopt agenda**

Meeting

December 1, 2025 - Board of Finance Meeting - Monday, December 1, 2025, 5:30 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**

No one spoke.

**Subject**

**2.1. Verbal Comments**

Meeting

December 1, 2025 - Board of Finance Meeting - Monday, December 1, 2025, 5:30 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

### 3. Consent Agenda

---

#### 3. Consent Agenda

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

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

Meeting                                   December 1, 2025 - Board of Finance Meeting - Monday, December 1, 2025, 5:30 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

**Subject**                                   **3.2. November 17, 2025 Board of Finance Meeting Minutes - DFA**

Meeting                                   December 1, 2025 - Board of Finance Meeting - Monday, December 1, 2025, 5:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category                                   3. Consent Agenda

Department                               Department of Finance and Administration

Type                                       Action (Consent)  
  Minutes

Recommended Action    approve the minutes

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

**Subject**                                   **3.3. CJC FY26 Budget Amendment - CEDO**

Meeting                                   December 1, 2025 - Board of Finance Meeting - Monday, December 1, 2025, 5:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category                                   3. Consent Agenda

Department                               Community & Economic Development Office (CEDO)

Type Action (Consent)

Recommended Action approve and recommend to City Council for approval the proposed CJC budget amendment as shown on the attached budget amendment request and authorize the Chief Administrative Officer to effectuate the changes in substantial conformance with the request

3.3. CJC FY26 Budget Amendment - CEDO

**Subject 3.4. Budget Amendment for Safe Outdoor Spaces - CEDO**

Meeting December 1, 2025 - Board of Finance Meeting - Monday, December 1, 2025, 5:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Community & Economic Development Office (CEDO)

Type Action (Consent)

Recommended Action approve the proposed CEDO budget amendment as shown on the attached budget amendment request and authorize the Chief Administrative Officer to effectuate the changes in substantial conformance with the request

3.4. Budget Amendment for Safe Outdoor Spaces - CEDO

## 4. Deliberative Agenda

---

### 4. Deliberative Agenda

**Subject 4.1. Great Streets Main Street Project Budget Amendment - DPW**

Meeting December 1, 2025 - Board of Finance Meeting - Monday, December 1, 2025, 5:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department

Type Action

Recommended Action

1. To approve and recommend that the City Council authorize the increase in the Great Streets Main Street by \$559,215.50 for the PCF, Ravine Sewer, and Grant funds; with \$640,000 in TIF Earnings subject to the review and approval by VEPC; for a total increase in the overall project budget of up to \$1,199,215.50. Resulting in the total authorized amount from \$35,391,395.09 to \$36,590,610.59 for the Great Streets Main Street project.
2. To approve and recommend that the City Council authorize the amendment of the Downtown TIF Substantial Change application dated October 6, 2025 to VEPC to include the PCF funds that have been reimbursed to the City.
3. 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

4.1. Great Streets Main Street Project Budget Amendment - DPW

Laura Wheelock spoke to this agenda item.

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

December 1, 2025 - Board of Finance Meeting - Monday, December 1, 2025, 5:30 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 5:44 pm.