



Board of Finance

**Monday, December 15, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street,
1st Floor**

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1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	December 15, 2025 - Board of Finance Meeting - Monday, December 15, 2025, 4:30 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: postpone deliberative agenda item 4.5. Response to Letter from Christine Hughes, Director of Richard Kemp Center and Funding Recommendation - Mayor/REIB

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	December 15, 2025 - Board of Finance Meeting - Monday, December 15, 2025, 4:30 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

3. Consent Agenda

Subject	3.1. Motion to adopt the consent agenda and take the actions indicated
Meeting	December 15, 2025 - Board of Finance Meeting - Monday, December 15, 2025, 4:30 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

Subject	3.2. December 1, 2025 Board of Finance Meeting Minutes - DFA
Meeting	December 15, 2025 - Board of Finance Meeting - Monday, December 15, 2025, 4:30 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

Subject	3.3. Pomeroy Park Playground Replacement Contract with Kompan, Inc. - BPRW
Meeting	December 15, 2025 - Board of Finance Meeting - Monday, December 15, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)
Recommended Action	to approve and authorize the execution of contracts with Kompan Inc., Playground Medic, and PlayPave Surfacing for a total pricenot to exceed \$289,392.40 for the Pomeroy Playground Replacement Project, plus a project contingency of \$40,132.60, for a total authorized expenditure not to exceed \$329,525.00 and to authorize Phil Lewis, BPRW Director or designee, to execute the contracts and any related documents needed to carry out the project, subject to review by the City Attorney's Office

Subject **3.4. Intervale Rd Path Budget Amendment - DPW**
Meeting December 15, 2025 - Board of Finance Meeting - Monday, December 15, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category 3. Consent Agenda
Department Public Works Department
Type Action (Consent)
Recommended Action to approve necessary budget amendments to the Intervale Road Path Project Budget by adjusting the accounts as described herein and further authorize the Chief Administrative Officer or designee to effect all necessary transfer of funds in furtherance of such amendments

Subject **3.5. City Council Initiative Fund Support of Free 2025 Highlight Buttons - BCA**
Meeting December 15, 2025 - Board of Finance Meeting - Monday, December 15, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category 3. Consent Agenda
Department City Arts
Type Action (Consent)
Recommended Action to recommend that City Council approve the use of \$5,000 from the City Council Initiative Fund to subsidize Highlight tickets

Subject **3.6. Request for City Council Initiative Funds for Memorial Auditorium Beautification - BCA**
Meeting December 15, 2025 - Board of Finance Meeting - Monday, December 15, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category 3. Consent Agenda
Department City Arts
Type Action (Consent)
Recommended Action to recommend that City Council approve the use of \$8,795 from the City Council Initiative Fund for Memorial Auditorium Beautification

4. Deliberative Agenda

Subject **4.1. CEDO, Community Justice Center - Reclassification of one position from Limited Service to Regular - CEDO/CJC**
Meeting December 15, 2025 - Board of Finance Meeting - Monday, December 15, 2025, 4:30 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: <input type="checkbox"/> A Data, Communications and Operations Specialist, from a Limited Service, Full-Time, Non-Exempt, AFSCME, Grade 14 position to a Regular Service, Full-Time, Non-Exempt, AFSCME, Grade 14 position
Subject	4.2. Position Updates - Electric
Meeting	December 15, 2025 - Board of Finance Meeting - Monday, December 15, 2025, 4:30 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 approval to the City Council the following: 1. Convert the existing Financial Analyst/Senior Financial Analyst, a Regular, Full-time, Exempt, Union, tiered, Grade A3/Grade A5 (\$66,629.26-\$109,227.66)/(\$74,653.28-\$122,382.42) position, to a Financial Analyst/Senior Financial Analyst, a Regular, Full-time, Exempt, Non-Union, tiered, Grade NU3/NU5 (\$66,629.26-\$109,227.66)/(\$74,653.28-\$122,382.42) position, reporting to the CFO and Manager of Strategy and Innovation. 2. Eliminate the existing Energy Services Engineer, a Regular, Full-time, Exempt, Non-Union, Grade NS4(\$65,272.06-\$107,006.64) position. 3. Create the PUC Counsel and Compliance Officer, a Regular, Full-time, Exempt, Non-Union, Grade N16, (\$120,302.00-\$166,178.69) position reporting to the General Manager.
Subject	4.3. Relevate Power contract - Electric
Meeting	December 15, 2025 - Board of Finance Meeting - Monday, December 15, 2025, 4:30 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 to extend its five-year power purchase agreement with Relevate Power for an additional five-year term (for a total of ten years including the Electric Commission's prior approval) for renewable energy (not to exceed 50,000 MWH/year), RECs, and capacity from New England hydroelectric resources
Subject	4.4. Burlington Police Department - Police Unified Pay Scale Adjustments
Meeting	December 15, 2025 - Board of Finance Meeting - Monday, December 15, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Police Department
Type	Action

Recommended Action move to approve and recommend that the City Council adopt and authorize the proposed adjustments to the Police Unified Pay Scale, as outlined above, and to further authorize the extension of the benefits as outlined herein to all Class-A, sworn, non-union, supervisory personnel within the Burlington Police Department, as part of the comprehensive benefits package for such positions, subject to the final review and approval of the Chief Administrative Officer

Subject 4.5. Response to Letter from Christine Hughes, Director of Richard Kemp Center and Funding Recommendation - Mayor/REIB **AGENDA ITEM POSTPONED**

Meeting December 15, 2025 - Board of Finance Meeting - Monday, December 15, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Racial Equity, Inclusion, & Belonging (REIB)

Type Action

Recommended Action to approve, and recommend for approval by the City Council, the allocation of a total of \$50,000 to the Richard Kemp Center, using funds from the REIB budget in the amount of \$25,000 in FY27 and \$25,000 in FY28

Subject 4.6. Recycling Program Update and Extension of Employee Recruitment and Retention Memorandum of Agreement between AFSCME Local 1343 and City of Burlington - DPW

Meeting December 15, 2025 - Board of Finance Meeting - Monday, December 15, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department

Type Action

Recommended Action approve and recommend that the City Council authorize the DPW Director to extend the DPW Employee Retention and Recruitment Memorandum of Agreement between AFSCME Local 1343 and City of Burlington, Department of Public Works through December 31, 2026, subject to review and approval of the City Attorney

5. FY27 Initial General Fund Budget Review

Subject 5.1. FY27 Initial General Fund Budget Review

Meeting December 15, 2025 - Board of Finance Meeting - Monday, December 15, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. FY27 Initial General Fund Budget Review

Department Department of Finance and Administration

Type Discussion
Information
Presentation

6. Adjournment

Subject 6.1. Motion to adjourn

Meeting	December 15, 2025 - Board of Finance Meeting - Monday, December 15, 2025, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	6. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn