



**BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
December 15, 2025**

1. Agenda

1. Agenda

Mayor Mulvaney-Stanak convened the meeting at 4:30 pm.

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

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

1.1. Motion to adopt agenda

Motion made by City Council President Traverse, seconded by Councilor Barlow, to adopt the agenda as amended as follows: agenda item 3.6 now 4.5; 4.5 was postponed. Motion passed unanimously.

2. Public Forum

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

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

3.3. Pomeroy Park Playground Replacement Contract with Kompan, Inc. - BPRW

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

3.4. Intervale Rd Path Budget Amendment - DPW

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

3.5. City Council Initiative Fund Support of Free 2025 Highlight Buttons - BCA

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

3.6. Request for City Council Initiative Funds for Memorial Auditorium Beautification - BCA
Now 4.5.

4. Deliberative Agenda

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: 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

4.1. CEDO, Community Justice Center - Reclassification of one position from Limited Service to Regular - CEDO/CJC

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

Motion passed unanimously.

Subject 4.2. Position Updates - Electric

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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.

4.2. Position Updates - Electric

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

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

4.3. Relevate Power contract - Electric

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

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

4.4. Burlington Police Department - Police Unified Pay Scale Adjustments

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

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

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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

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

Now BCA item 3.6.

Councilor Neubieser moved to postpone until the January 12th Board of Finance Meeting, no second.

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

Motion passed 4:1 (Councilor Neubieser: no).

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**

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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

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

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

5. FY27 Initial General Fund Budget Review

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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

5.1. FY27 Initial General Fund Budget Review

Mayor Mulvaney-Stanak and CAO Schad introduced this agenda item with a powerpoint presentation and discussion occurring after with the Board Members.

6. Adjournment

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Subject 6.1. Motion to adjourn

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Category 6. Adjournment

Department Council and Board

Type Action
Procedural

Recommended Action Motion to adjourn

6.1. Motion to adjourn

Mayor Mulvaney-Stanak adjourned the meeting at 6:04 pm.