



**BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
April 13, 2026**

1. Agenda

1. Agenda

CAO Schad convened the meeting at 4:31 pm.

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

Member absent: Mayor Mulvaney-Stanak

Others present: CSM Director McGinnis, Interim COS Alnasrawi, Interim CEDO Director Clavelle, Interim City Assessor Isham, FFL Director Danko, IT Director Barker, DOF Kukenberger, DPI Director Ward, DPW Director Spencer, Corey Mims (DPW), Laura Wheelock (DPW), Assistant City Attorney Ramakrishnan, Emily Stebbins-Wheelock (BED), Phillip Peterson (DPW)

Subject

1.1. Motion to adopt agenda

Meeting

April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 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 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

April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 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

2.1. Verbal Comments
Sharon Bushor: Oracle memo

3. Consent Agenda

3. Consent Agenda

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

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 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

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

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

Subject 3.2. March 23, 2026 Board of Finance Meeting Minutes - CT

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 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

3.2. March 23, 2026 Board of Finance Meeting Minutes - CT

Subject 3.3. Eagle Bay Academy's Mural Project "Math Through Art" - Councilor Initiative Fund Request: Councilor Schachter

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM,
Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Council and Board

Type Action (Consent)

Recommended Action to approve and recommend that the City Council authorize the use of \$1,000 from the FY26 City Council Initiative Fund to support Eagle Bay Academy's "Math Through Art" program and the creation of a new mural in our City, to be designed and created by students

3.3. Eagle Bay Academy's Mural Project "Math Through Art" - Councilor Initiative Fund Request: Councilor Schachter

Subject 3.4. Request to Accept and Execute a Federal Aviation Administration (FAA) Grant 4, minor amendments to previously approved Agreement Amounts with Jacobs, Engineering Group and Engelberth Construction, Inc. for the completion of construction of the North Concourse Replacement Project "Project NEXT" and request authorization of a budget neutral amendment for this new grant - Airport

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Airport

Type Action (Consent)

Recommended Action

1. "To approve and recommend the City Council to authorize the Director of Aviation execute a minor contract amendment with Engelberth Construction Inc., to increase the project cost from \$61,537,265.80 up to \$64,000,000.00 for the construction of Project NeXT – North Concourse Replacement Project, subject to review and approval of the City Attorney's Office."
2. "To approve and recommend the City Council to authorize the Director of Aviation to Org Set GL Account Account Name Increase Expense 421-35-700-938 9500_110 Capital Expenditures \$ 4,480,140 Total Expense \$ 4,480,140 Revenues 421-35-700-938 4875_125 Federal Grant Revenue \$ 4,032,126 421-35-700-938 4990_400 Interfund Transfer Proceeds (local share) \$ 448,014 Total Revenues \$ 4,480,140 execute a minor contract amendment with Jacobs Engineering Group, Inc. to increase the project cost from \$5,204,081.20 to \$5,454,914 for engineering services of Project NeXT – North Concourse Replacement Project, subject to review and approval of the City Attorney's Office."
3. "To approve and recommend the City Council to authorize the Director of Aviation to execute an additional grant from the Federal Aviation Administration to accept an amount up to \$4,032,126.00 for the completion of the North Concourse Replacement Project "Project NEXT" Grant Application 4, subject to review by the City Attorney's Office."
4. "To approve and recommend the City Council to authorize a budget neutral amendment to the Fiscal Year 2026 BTV Airport Improvement Project Fund related to this grant to increase revenues and capital expenditures by \$4,480,140."

3.4. Request to Accept and Execute a Federal Aviation Administration (FAA) Grant 4, minor amendments to previously approved Agreement Amounts with Jacobs, Engineering Group and Engelberth Construction, Inc. for the completion of construction of the North Concourse Replacement Project "Project NEXT" and request authorization of a budget neutral amendment for this new grant - Airport

Subject **3.5. Public Safety Radio Tower Agreement with the Town of Colchester - Police**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Police Department

Type Action (Consent)

Recommended Action to approve and recommend that the City Council authorize the Burlington Police Chief to execute a four-year sublease agreement with the Town of Colchester for space on the Diversity Hill Tower for public safety radio equipment, with payment of a total rent sum for the four-year term of \$530; and to further approve and recommend that the City Council authorize a lumpsum payment to the Town in the amount of \$6,280 as rent for pre-sublease agreement occupancy of Tower space

3.5. Public Safety Radio Tower Agreement with the Town of Colchester - Police

Subject **3.6. Conservation Legacy Fund Request for Use of Funds - DPI**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Permitting & Inspections

Type Action (Consent)

Recommended Action to approve and recommend that the City Council approve the use of \$3,500 from the Conservation Legacy Fund to cover the expenses of an appraisal for 451 Ethan Allen Parkway

3.6. Conservation Legacy Fund Request for Use of Funds - DPI

Subject **3.7. Authorization to Execute Cost Share Agreement for UVM Main St. Gravel Wetland Construction - DPW - Water Resources**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Public Works Department - Water Resources

Type Action (Consent)

Recommended Action to approve and recommend that the City Council authorize the Director of Public Works to execute a Cost Share Agreement for the UVM Main St Gravel Wetland Construction project using MS4 Community Formula Grant funds, subject to final review and approval by the City Attorney's Office

3.7. Authorization to Execute Cost Share Agreement for UVM Main St. Gravel Wetland Construction - DPW - Water Resources

4. Deliberative Agenda

4. Deliberative Agenda

Subject **4.1. Youth Services Department Reorganization and Reclassification of Early Literacy Outreach Coordinator - Library**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Fletcher Free Library

Type Action

Recommended Action To recommend that the City Council approve:
1. The reclassification of the Youth Services Clerk, a regular, full-time (40 hours/week), nonexempt, AFSCME, Grade 14, position to Youth Services Clerk, a part-time (20 hours/week), nonexempt, AFSCME, Grade 14 position at the Fletcher Free Library.
2. The reclassification of the Early Literacy Outreach Coordinator, a regular, part-time, nonexempt, AFSCME, Grade 10, position to Early Literacy Outreach Coordinator, a Regular, Parttime, Non-exempt, AFSCME, Grade 13 position in the Fletcher Free Library.

4.1. Youth Services Department Reorganization and Reclassification of Early Literacy Outreach Coordinator - Library

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

Subject **4.2. Church Street Marketplace - Authorization to Award Lease**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Church St. Marketplace

Type Action

Recommended Action to approve and recommend that the City Council authorize the Mayor to execute a three-year lease agreement with Sabah's House, LLC for food and beverage operations in the Church Street Marketplace kiosk, subject to final review and approval by the City Attorney's Office

4.2. Church Street Marketplace - Authorization to Award Lease

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

Subject **4.3. Authorization For Refinancing City Of Burlington's \$18,840,000 General Obligation Waterfront Tax Increment Note, Series 2025 - CT/CEDO**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Department of Finance and Administration

Type Action
Resolution

Recommended Action To approve and recommend that the City Council waive the reading and approve the proposed resolution to Authorize Refinancing of Waterfront TIF Note and Issuance of Long-Term Bonds (Series 2025).

4.3. Authorization For Refinancing City Of Burlington's \$18,840,000 General Obligation Waterfront Tax Increment Note, Series 2025 - CT/CEDO

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

Subject **4.4. Property Tax & Gross Receipts Collections Update - CT**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Department of Finance and Administration

Type Discussion
Information
Presentation

4.4. Property Tax & Gross Receipts Collections Update - CT
Discussion Only.

Subject **4.5. CY25 Paving Contract Budget Amendment Request - DPW**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 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 Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds from the above-referenced funding sources as further detailed in the attached CY25 paving contract budget, for the construction costs to the CY25 Paving Contract.
2. To approve and recommend the City Council authorize the Director of Public

Works, or their designee, to execute a construction contract amendment with S.D. Ireland Brothers Corporation for the CY25 Paving contract total up to the amount to be determined, with an additional \$50,000 in contingency funds, equaling a total authorized expenditure of \$2,039,754.60, subject to the final review and approval by the Office of the City Attorney.

4.5. CY25 Paving Contract Budget Amendment Request - DPW

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

Subject	4.6. Authorization of CY26 Sidewalk Reconstruction and Pedestrian Crossing Improvement Project Budget and Construction Contract - DPW
Meeting	April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	<ol style="list-style-type: none">1. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds, as described in the attached project budget, to a total of \$1,657,399.70 for the projected construction costs to complete the CY26 Sidewalk Reconstruction and Pedestrian Crossing Improvement Project.2. To approve and recommend that the City Council authorize the Public Works Director execute a construction contract for the CY26 Sidewalk Reconstruction and Pedestrian Crossing Improvement Project with SD Ireland Brothers Corporation with a maximum limiting amount of \$1,506,727.00, subject to review and approval of the City Attorney and within existing project appropriations, and to take such further actions and to execute such further instruments approved as to form by the City Attorney as may be necessary or convenient to implement the transactions contemplated hereby.

4.6. Authorization of CY26 Sidewalk Reconstruction and Pedestrian Crossing Improvement Project Budget and Construction Contract - DPW

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

Subject	4.7. Contract for Financial Enterprise Resource Planning (ERP) System: Oracle Netsuite for Government - DFA
Meeting	April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Department of Finance and Administration
Type	Action
Recommended Action	to approve and recommend that the City Council authorize the Chief Administrative Officer and the General Manager of Burlington Electric Department to execute contracts with Oracle Netsuite for Government for SaaS licensing and support and implementation services with a total contract value not to exceed \$1,280,336.52,

subject to review and approval by the City Attorney's Office, and to take such further actions and to execute such further instruments, approved as to form by counsel, as may be necessary or convenient to effectuate the transactions contemplated hereby

4.7. Contract for Financial Enterprise Resource Planning (ERP) System: Oracle Netsuite for Government - DFA

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

Subject **4.8. Ordinance: Minimum Housing Registration Fees BCO Chapter 18, Article II, Section 18-30 (Department of Permitting and Inspections)**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Permitting & Inspections

Type Action

Recommended Action move to approve and recommend City Council approve of changes to Chapter 18-30 Fees, resulting in an increase to rental registration fees, to support the fiscal year 2027 budget

4.8. Ordinance: Minimum Housing Registration Fees BCO Chapter 18, Article II, Section 18-30 (Department of Permitting and Inspections)
Motion made by Councilor Carpenter, seconded by City Council President Traverse, to approve the motion as pres

5. Adjournment

5. Adjournment

Subject **5.1. Motion to adjourn**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 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
CAO Schad convened the meeting at 5:51 pm.