



**BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
May 11, 2026**

1. Agenda

1. Agenda

Mayor Mulvaney-Stanak convened the meeting at 4:33 pm.

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

Member absent: City Council President Traverse

Subject

1.1. Motion to adopt agenda

Meeting

May 11, 2026 - Board of Finance Meeting - Monday, May 11, 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 as amended as follows: add to the consent agenda item
3.6. ONE Cleanup/Cleanout Proposal (per Mayor Mulvaney-Stanak per Councilor
Neubieser)

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

May 11, 2026 - Board of Finance Meeting - Monday, May 11, 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: Retirement/Airport/Kemp Center

3. Consent Agenda

3. Consent Agenda

Subject 3.1. Motion to adopt the consent agenda (as amended) and take the actions indicated

Meeting May 11, 2026 - Board of Finance Meeting - Monday, May 11, 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 (as amended) and take the actions indicated

3.1. Motion to adopt the consent agenda (as amended) and take the actions indicated
Motion made by Councilor Carpenter, seconded by Councilor Barlow, to adopt the consent agenda as amended and take the actions indicated. Motion passed unanimously.

Subject 3.2. April 27, 2026 Board of Finance Meeting Minutes - C/T

Meeting May 11, 2026 - Board of Finance Meeting - Monday, May 11, 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. April 27, 2026 Board of Finance Meeting Minutes - C/T

Subject 3.3. Construction Contract for 2026 Water Distribution Improvements - DPW/Water Resources

Meeting May 11, 2026 - Board of Finance Meeting - Monday, May 11, 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 \$1,326,385.00 contract with S.D. Ireland Brothers Corporation, subject to review and approval as to form of the City Attorney's office, with authorization for contingency funding of an additional \$265,277.00 for the construction of 2026 Water Distribution Improvements

3.3. Construction Contract for 2026 Water Distribution Improvements - DPW/Water Resources

Subject 3.4. Request to Accept and Execute a Federal Aviation Administration (FAA) for the Residential Sound Insulation Program (RSIP) Phase 6 Grant and a Contract Agreement with Jones Payne Group, Inc. (JPG) for the completion of this RSIP Phase 6 project - Airport

Meeting May 11, 2026 - Board of Finance Meeting - Monday, May 11, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Patrick Leahy Burlington International Airport

Type Action (Consent)

Recommended Action

1. To approve and recommend that the City Council authorize the Director of Aviation to execute a contract agreement with Jones Payne Group, Inc. for up to \$1,344,245.00 with a 15% contingency, as allowed by the grant, for an amount up to 1,545,882.00 for the program management and engineering services for the Residential Sound Insulation Program Phase 6, subject to review and approval of the City Attorney's Office.
2. To approve and recommend that the City Council authorize the Director of Aviation to execute a grant agreement with the Federal Aviation Administration to accept an amount of up to \$1,222,871.00 with a 15% contingency, as allowed by the grant, for an amount up to 1,406,302.00 for the program management and engineering services for the Residential Sound Insulation Program Phase 6, subject to review and approval of the City Attorney's Office.
3. To approve and recommend that the City Council authorize the Director of Aviation 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 effectuate the transactions contemplated hereby.

3.4. Request to Accept and Execute a Federal Aviation Administration (FAA) for the Residential Sound Insulation Program (RSIP) Phase 6 Grant and a Contract Agreement with Jones Payne Group, Inc. (JPG) for the completion of this RSIP Phase 6 project - Airport

Subject 3.5. Request to Execute a Federal Aviation Administration (FAA) grant for the Cargo Apron Construction project and execute a Contract with Hoyle Tanner and Associates (HTA) and execute a Contract with S.D. Ireland Concrete Corporation (SDI) - AIrport

Meeting May 11, 2026 - Board of Finance Meeting - Monday, May 11, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Subject **4.1. Response to Letter from Christine Hughes, Director of Richard Kemp Center and Funding Recommendation - REIB**

Meeting May 11, 2026 - Board of Finance Meeting - Monday, May 11, 2026, 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 move to approve and authorize Kelli Perkins, Director of the REIB Office to designate funds in an amount not to exceed \$50,000.00 of the REIB budget for dispersal to the Richard Kemp Center, \$25,000.00 of which will be dispersed in fiscal year 2027 and another \$25,000.00 in fiscal year 2028 subject to final review and approval of the Chief Administrative Officer as well as the Office of the City Attorney

4.1. Response to Letter from Christine Hughes, Director of Richard Kemp Center and Funding Recommendation - REIB

Christine Hughes was recognized.

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

Subject **4.2. Water Resources Metering Services Personnel Reorganization - DPW - Water Resources**

Meeting May 11, 2026 - Board of Finance Meeting - Monday, May 11, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department - Water Resources

Type Action

Recommended Action

1. To recommend that the City Council approve the:
 - Reclassification of the Water Meter Field Technician, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 position to the tiered Water Meter Field Technician In Training/I/II as follows:
 - o Water Meter Field Technician In Training, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14, the first of three tiers for this position; and,
 - o Water Meter Field Technician I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15, the second of three tiers for this position; and,
 - o Water Meter Field Technician II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16, the third of three tiers for this position.
 - Reclassification and retitling of one Meter to Cash Analyst I/II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16/17 position to the tiered Water Meter Field Technician In Training/I/II as follows:
 - o Water Meter Field Technician In Training, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14, the first of three tiers for this position; and,
 - o Water Meter Field Technician I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15, the second of three tiers for this position; and,
 - o Water Meter Field Technician II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16, the third of three tiers for this position.
 - Reclassification and retitling of the Water Meter Working Foreperson, a Regular, Full-time, NonExempt, AFSCME, Grade 16 position to the Metering Operations Lead, a Regular, Full-time, NonExempt, AFSCME, Grade 19 position

4.2. Water Resources Metering Services Personnel Reorganization - DPW - Water Resources
Motion made by Councilor Carpenter, seconded by Councilor Barlow, to approve the motion as presented. Motion passed unanimously.

Subject **4.3. Reclassification and Retitling an Assistant City Attorney - Director of General Government & Transactional Services to Assistant City Attorney - City Attorney's Office**

Meeting May 11, 2026 - Board of Finance Meeting - Monday, May 11, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department City Attorney

Type Action

Recommended Action to approve the reclassification and retitling from Assistant City Attorney – Director of General Government & Transactional Services, Regular, Full-time, Exempt, Non-Union, Grade 26, to Assistant City Attorney, Regular, Full-time, Exempt, Non-Union, Grade 24

4.3. Reclassification and Retitling an Assistant City Attorney - Director of General Government & Transactional Services to Assistant City Attorney - City Attorney's Office
Motion made by Councilor Barlow, seconded by Councilor Neubieser, to approve the motion as presented. Motion passed unanimously.

Subject **4.4. AEMT Average Final Compensation for Non-Union Command Staff - Fire**

Meeting May 11, 2026 - Board of Finance Meeting - Monday, May 11, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Fire Department

Type Action

Recommended Action approve and recommend that the City Council authorize the inclusion of the 4% AEMT incentive for nonunion Fire Department employees as pensionable compensation for AFC purposes, such that the percentage of employee wages to be contributed to BERS as set annually by the City Council annual budget appropriation resolution will be understood to be of base wages plus the AEMT incentive for such non-union employees, with required employee and employer retirement contributions

4.4. AEMT Average Final Compensation for Non-Union Command Staff - Fire
Motion made by Councilor Barlow, seconded by Councilor Neubieser, to approve the motion as presented. Motion passed unanimously.

5. Budget Review

5. Budget Review

CAO Schad spoke to this agenda item.

Subject **5.1. Retirement**
Meeting May 11, 2026 - Board of Finance Meeting - Monday, May 11, 2026, 4:30 PM,
Bushor Conference Room, 149 Church Street, 1st Floor
Category 5. Budget Review
Department Department of Finance and Administration
Type Information
Presentation

5.1. Retirement

Subject **5.2. Liability Insurance and Workers' Compensation**
Meeting May 11, 2026 - Board of Finance Meeting - Monday, May 11, 2026, 4:30 PM,
Bushor Conference Room, 149 Church Street, 1st Floor
Category 5. Budget Review
Department Department of Finance and Administration
Type Information
Presentation

5.2. Liability Insurance and Workers' Compensation

Subject **5.3. Health and Dental Insurance**
Meeting May 11, 2026 - Board of Finance Meeting - Monday, May 11, 2026, 4:30 PM,
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Category 5. Budget Review
Department Department of Finance and Administration
Type Information
Presentation

5.3. Health and Dental Insurance

6. Adjournment

6. Adjournment

Subject **6.1. Motion to adjourn**
Meeting May 11, 2026 - Board of Finance Meeting - Monday, May 11, 2026, 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

6.1. Motion to adjourn

Mayor Mulvaney-Stanak adjourned the meeting at 5:52 pm.