



BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
June 15, 2026

1. Agenda

1. Agenda

Mayor Mulvaney-Stanak convened the meeting at 4:35 pm.

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

Subject

1.1. Motion to adopt agenda

Meeting

June 15, 2026 - Board of Finance Meeting - Monday, June 15, 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 Carpenter, seconded by Councilor Barlow, to adopt the agenda as presented. Motion passed unanimously.

2. Public Forum

2. Public Forum

Subject

2.1. Verbal Comments

Meeting

June 15, 2026 - Board of Finance Meeting - Monday, June 15, 2026, 4:30 PM,
Bushor Conference Room, 149 Church Street, 1st Floor

Category

2. Public Forum

Department

Council and Board

Type

Action
Procedural

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 the "Water Sales Agreement" between the City of Burlington and Fire District No. 2, subject to the final review and approval of the City Attorney

3.3. Authorization to Execute Wholesale Water Sales Agreement with Colchester Fire District 2 - DPW - Water Resources

Subject 3.4. Livable Wage Rates for FY 2027 - C/T

Meeting June 15, 2026 - Board of Finance Meeting - Monday, June 15, 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)
Communication
Information

Recommended Action waive the reading, accept the communication and place it on file

3.4. Livable Wage Rates for FY 2027 - C/T

Subject 3.5. Security Services for City Hall FY27 Contract Extension - HR

Meeting June 15, 2026 - Board of Finance Meeting - Monday, June 15, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Human Resources

Type Action (Consent)

Recommended Action to approve and recommend that the City Council approve and authorize the exercising of the City's second one-year renewal option under its service agreement with Chocolate Thunder for City Hall security services for a total approved FY 2027 amount not to exceed \$206,000, and further authorize the Chief Administrative Officer or designee to execute a contract amendment and all documents necessary or convenient to carrying out the same, subject to final review and approval as to form by the City Attorney's Office

3.5. Security Services for City Hall FY27 Contract Extension - HR

Subject 3.6. FY25 City of Burlington Waterfront TIF District Recertified Report to VEPC - CEDO

Meeting June 15, 2026 - Board of Finance Meeting - Monday, June 15, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Community & Economic Development Office (CEDO)

Type Action (Consent)
Information
Report

Recommended Action to accept the staff report

3.6. FY25 City of Burlington Waterfront TIF District Recertified Report to VEPC - CEDO

Subject 3.7. Request to execute a lease amendment with Hangar Condominium Association Inc. - Airport

Meeting June 15, 2026 - Board of Finance Meeting - Monday, June 15, 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 to approve and recommend that the City Council authorize the Mayor of the City of Burlington to execute a lease amendment with the Hangar Condominium Association, extending the current lease for certain premises at the Patrick Leahy Burlington International Airport through August 31, 2028 with an optional ten-year renewal term at the City's discretion, for an annual rent payment in the amount of \$24,865 such payment to increase according to the Customer Price Index annually, subject to final review and approval as to form by the City Attorney's Office, and to take such further actions and execute such further instruments approved as to form by the City Attorney's Office as may be necessary or convenient to effectuate the transactions contemplated hereby

3.7. Request to execute a lease amendment with Hangar Condominium Association Inc. - Airport

Subject 3.8. Request to execute a lease with Pratt & Whitney Engine Services, Inc. – Airport

Meeting June 15, 2026 - Board of Finance Meeting - Monday, June 15, 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 to approve and recommend that the City Council authorize the Mayor of the City of Burlington to execute an aeronautical facility lease at the Patrick Leahy Burlington International Airport with the Pratt & Whitney Engine Services, Inc, for a 10 year initial term, with two 5 year renewal terms at the City's option, for an annual rental payment of \$281,436.40, subject to final review and approval as to form by the

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

3.8. Request to execute a lease with Pratt & Whitney Engine Services, Inc. — Airport

Subject	3.9. Request to execute a lease with The Jones Payne Group, Inc. — Airport
Meeting	June 15, 2026 - Board of Finance Meeting - Monday, June 15, 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	to approve and recommend that the City Council authorize the Mayor of the City of Burlington to execute a lease of the City building located at 481 White Street for a two year term with a one year extension at the City's option, with The Jones Payne Group, Inc., for an annual cost of \$9,060, and a 2.5% annual increase on the anniversary of the Effective Date, subject to final review and approval as to form by the City Attorney's Office, and to take such further actions and execute such further instruments approved as to form by the City Attorney's Office as may be necessary or convenient to effectuate the transactions contemplated hereby

3.9. Request to execute a lease with The Jones Payne Group, Inc. — Airport

Subject	3.10. Request to execute contracts with Strong Tower Inc. (ST) for the construction improvements to 39 housing units for Bid 1 and Jones Payne Group Inc. (JPG) for the construction oversight services for approximately 58 housing units including Bid 1 and pending Bid 2 of the Airport's Residential Sound Insulation Program (RSIP), funded by the Office of Local Defense Community Cooperation (OLDCC) - Airport
Meeting	June 15, 2026 - Board of Finance Meeting - Monday, June 15, 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	<ol style="list-style-type: none">1. To approve and recommend that the City Council authorize the Director of Aviation to execute a contract agreement with Strong Tower Construction, Inc. for up to \$4,506,801.00 with a 10% contingency, for a total approved amount up to \$4,957,481.00 for the construction improvements for 39 housing units by the OLDCC funded Residential Sound Insulation Program, and any other related documents necessary or convenient to carry out the project, subject to review and approval as to form by City Attorney's Office.2. 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 \$1,151,233.00 with a 10% contingency, for a total approved amount up to \$1,266,356.00 for the construction oversight services for improvements for approximately 58 housing units by the OLDCC funded Residential Sound Insulation

Program, and any other related documents necessary or convenient to carry out the project subject to review and approval as to form by City Attorney's Office.

3.10. Request to execute contracts with Strong Tower Inc. (ST) for the construction improvements to 39 housing units for Bid 1 and Jones Payne Group Inc. (JPG) for the construction oversight services for approximately 58 housing units including Bid 1 and pending Bid 2 of the Airport's Residential Sound Insulation Program (RSIP), funded by the Office of Local Defense Community Cooperation (OLDCC) - Airport

4. Deliberative Agenda

4. Deliberative Agenda

Subject	4.1. Traffic Workgroup Reorganization - DPW - Parking Services Division
Meeting	June 15, 2026 - Board of Finance Meeting - Monday, June 15, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	to approve and recommend that the City Council authorize: <ol style="list-style-type: none">1. The reclassification of the Traffic Maintenance Worker position from a Full-time, Non-exempt, AFSCME, Grade 14 position to the Traffic Technician I, a Full-time, Non-exempt, AFSCME, Grade 14 position, and the Traffic Technician II position, a Full-time, Non-exempt, AFSCME, Grade 16 position and the Traffic Technician III position, a Full-time, Non-exempt, AFSCME, Grade 17 position.2. The reclassification of the Working Foreperson position from a Full-time, Non-exempt, AFSCME, Grade 16 position to the Working Foreperson, a Full-time, Non-exempt, AFSCME, Grade 18 position.3. Approve and Authorize the Director of Public Works to execute a Memorandum of Agreement between AFSCME Local #1343 and the City of Burlington Regarding the Upward Tiering for Department of Public Works Traffic Division, which memorializes incumbent employee classifications during the initial tiering implementation.

4.1. Traffic Workgroup Reorganization - DPW - Parking Services Division

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

Subject	4.2. Fletcher Free Library Transformational Remodeling Project Dore + Whittier Contract – Second Contract Amendment for Design Development (DD) and Construction Documents (CD)
Meeting	June 15, 2026 - Board of Finance Meeting - Monday, June 15, 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 approve and recommend that the City Council approve the execution of a contract amendment with Dore + Whittier Architects for professional services related to Design Development and Construction Documents for the Fletcher Free Library Transformation Project, in an amount not to exceed \$2,792,961 and amend the maximum limiting amount of the overall contract from \$213,000 to \$3,005,961.00, funded by the Friends of the Fletcher Free Library, and to authorize the Director of the Fletcher Free Library to execute the contract and any related documents upon final review and approval by the City Attorney's Office

4.2. Fletcher Free Library Transformational Remodeling Project Dore + Whittier Contract — Second Contract Amendment for Design Development (DD) and Construction Documents (CD)
Motion made by Councilor Barlow, seconded by City Council President Traverse, to approve the motion as presented. Motion passed unanimously.

Subject 4.3. Extension of Letter of Agreement between City of Burlington and University of Vermont - C/T

Meeting June 15, 2026 - Board of Finance Meeting - Monday, June 15, 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 approve a one-year extension to the Letter of Agreement between the City of Burlington and University of Vermont dated June 24, 2019

4.3. Extension of Letter of Agreement between City of Burlington and University of Vermont - C/T
Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve the motion as presented. Motion passed unanimously.

Subject 4.4. Approval to Execute Master Lease - C/T

Meeting June 15, 2026 - Board of Finance Meeting - Monday, June 15, 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 Katherine Schad, Chief Administrative Officer, or designee to execute a Tax-Exempt Lease Purchase with BankFunding, LLC for the amount \$2,733,763 with an annual payment of \$443,846 to be paid out of Wastewater and Airport Budgets within the approved Fiscal year 2026 Budgets subject to review by counsel and to authorize Katherine Schad 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

4.4. Approval to Execute Master Lease - C/T

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

Subject **4.5. Resolution: Approving The Issuance Of Grant Anticipation Notes For The Costs Of Airport Improvement Projects - C/T**

Meeting June 15, 2026 - Board of Finance Meeting - Monday, June 15, 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 Council approve, the attached resolution

4.5. Resolution: Approving The Issuance Of Grant Anticipation Notes For The Costs Of Airport Improvement Projects - C/T

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

Subject **4.6. Resolution: Approving The Issuance Of A Grant Anticipation Note For The Costs Of Certain City Capital Improvement Projects - C/T**

Meeting June 15, 2026 - Board of Finance Meeting - Monday, June 15, 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 Council waive the reading and approve, the attached resolution

4.6. Resolution: Approving The Issuance Of A Grant Anticipation Note For The Costs Of Certain City Capital Improvement Projects - C/T

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

Subject **4.7. Cherry Street Water Distribution Improvements – Step III DWSRF Loan Application & Cherry Street Sewer Collection Improvements – Step III CWSRF Loan Amendment - DPW - Water Resources**

Meeting June 15, 2026 - Board of Finance Meeting - Monday, June 15, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department - Water Resources

Type Action
Resolution

Recommended Action 1. To approve and recommend that the City Council waive the reading and adopt the attached resolution authorizing a Step III \$2,033,000 loan from the Vermont Drinking Water State Revolving Fund for the construction of the Cherry Street Water Distribution Improvements as more specifically set forth in the attached resolutions.
2. To approve and recommend that the City Council waive the reading and adopt the attached resolution authorizing a Step III \$2,604,600 loan amendment from the Vermont Clean Water State Revolving Fund for the construction of the Cherry Street Sewer Collection Improvements as more specifically set forth in the attached resolutions.

4.7. Cherry Street Water Distribution Improvements — Step III DWSRF Loan Application & Cherry Street Sewer Collection Improvements — Step III CWSRF Loan Amendment - DPW - Water Resources
Motion made by City Council President Traverse, seconded by Councilor Barlow, to approve the motion as presented. Motion passed unanimously.

5. FY27 Mayor's Budget

5. FY27 Mayor's Budget

Subject 5.1. Resolution: Annual Appropriation And Budget For Fiscal Year Beginning July 1, 2026, And Ending June 30, 2027

Meeting June 15, 2026 - Board of Finance Meeting - Monday, June 15, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. FY27 Mayor's Budget

Department Mayor's Office

Type Action
Resolution

Recommended Action to approve and recommend that the City Council adopt the attached resolution

5.1. Resolution: Annual Appropriation And Budget For Fiscal Year Beginning July 1, 2026, And Ending June 30, 2027

Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve the motion as presented with this amendment: lines 110-112 added REIB rollover. Motion passed unanimously.

Subject 5.2. Resolution: Annual Tax Assessments On The Property Grand List Of The City For The Fiscal Year Beginning July 1, 2026 And Ending June 30, 2027

Meeting June 15, 2026 - Board of Finance Meeting - Monday, June 15, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. FY27 Mayor's Budget

Department Mayor's Office

Type Action
 Resolution

Recommended Action to approve and recommend that the City Council adopt the attached resolution

5.2. Resolution: Annual Tax Assessments On The Property Grand List Of The City For The Fiscal Year
Beginning July 1, 2026 And Ending June 30, 2027

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

6. Adjournment

6. Adjournment

Subject **6.1. Motion to adjourn**

Meeting June 15, 2026 - Board of Finance Meeting - Monday, June 15, 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 5:45 pm.