



Tuesday, May 30, 2023

**Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room,
1st Floor, City Hall OR remotely via ZOOM**

6:00 pm

Bushor Conference Room, 1st Floor, City Hall or remotely via ZOOM:

Please click the link below to join the webinar:

<https://zoom.us/j/95242311389>

Or One tap mobile: +13052241968

Or Telephone: +1 305 224 1968

Webinar ID: 952 4231 1389

****CCTV link: https://www.youtube.com/playlist?list=PLIjLFn4BZd2PwCge7lNoKug676jIf_iUA****

To participate in Public Forum in person sign up at the meeting.

To participate in Public Forum via ZOOM sign up here:

<https://www.burlingtonvt.gov/citycouncil/publicforum>

Do not sign up in person and via Zoom - select one only

1. Agenda

Subject	1.01 Motion to amend/adopt the agenda
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Meeting	May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM
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Category	1. Agenda
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Type	Action, Procedural
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Recommended Action	motion to amend/adopt the agenda
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2. Public Forum **See item for signup instructions**

Subject	2.01 Verbal Comments
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Meeting	May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM
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Category	2. Public Forum **See item for signup instructions**
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Type	Action, Procedural
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To participate in Public Forum in person sign up at the meeting.

To participate in Public Forum via ZOOM sign up here: <https://www.burlingtonvt.gov/citycouncil/publicforum>

Do not sign up in person and via Zoom - select one only

3. Consent Agenda

Subject	3.01 motion to adopt the consent agenda and take the actions indicated
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Meeting May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM

Category 3. Consent Agenda

Type Action (Consent), Procedural

Recommended Action motion to adopt the consent agenda and take the actions indicated

Subject 3.02 Authorization to accept ARPA grant funds and Execute the Associated MOU for a Public-Private Partnership Stormwater Water Quality Project - DPW - Water Resources

Meeting May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM

Category 3. Consent Agenda

Type Action (Consent)

Recommended Action 1. To approve and recommend to the City Council that the Director of the Department of Public Works be authorized to execute a grant agreement with Vermont DEC for up to \$705,504.00 for final design and construction of the P3 project involving the "South Meadow Apartments" and the "Shelburne Road Shopping Plaza" property, subject to final review and approval by the City Attorney's Office.
2. To authorize the execution of a MOU between the City and the P3 private parties: Antonio B. Pomerleau, LLC and Champlain Housing Trust, establishing the roles and responsibilities of administering said grant funds, subject to final review and approval by the City Attorney's Office

File Attachments

[P3 BOF-CC Memo 5-30-23.pdf \(235 KB\)](#)

[ATTACHMENT A May 2021 Study Public-Private Partnership for Stormwater Management WCA.pdf \(2,483 KB\)](#)

[ATTACHMENT B 04112022 FFA Burlington ARPA 3A.pdf \(406 KB\)](#)

[ATTACHMENT C P3 MOA Final Draft 5-22-23.pdf \(92 KB\)](#)

[BOF-CC Checklist Stormwater P3.pdf \(122 KB\)](#)

Subject 3.03 Request for Acceptance of American Rescue Plan Act (ARPA) 2022 Pretreatment Grant Funds for Businesses and Municipalities - DPW - Water Resources

Meeting May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM

Category 3. Consent Agenda

Type Action (Consent)

Recommended Action to approve and recommend that the City Council authorize the Director of Public Works to execute a grant agreement for \$183,188 with the Vermont Department of Conservation for ARPA Pretreatment Grant funds to be used for the further development of the City's Industrial Pollution Prevention Program, subject to the prior review and approval of the City Attorney's Office

File Attachments

[ARPA Pretreatment Grant Acceptance Memo - BOF 5-30-23 CC 6-5-23.pdf \(806 KB\)](#)
[BOF CC Checklist - ARPA Pretreatment Grant Acceptance.pdf \(443 KB\)](#)

Subject **3.04 Engineering Services for Harbor Dredging Contract (Board of Finance Approval Only) - BPRW**

Meeting May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM

Category 3. Consent Agenda

Type Action (Consent)

Recommended Action to approve and authorize the execution of a contract with Geosyntec for a price not to exceed \$77,388 for the Waterfront Harbor Dredging project, plus a project contingency of \$7,739, and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office

File Attachments

[20230530 Dredging Eng BOF Memo - FINAL.pdf \(263 KB\)](#)
[20230530 Dredging Eng BOF CHECKLIST.docx \(33 KB\)](#)

Subject **3.05 Roosevelt Park Comprehensive Plan Contract (Board of Finance Approval Only) - BPRW**

Meeting May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM

Category 3. Consent Agenda

Type Action (Consent)

Recommended Action to approve and authorize the execution of a contract with VIEWSHED for a price not to exceed \$52,630 for the Roosevelt Park Comprehensive Plan project, a project contingency of \$7,895, and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office

File Attachments

[20230530 Roosevelt Park Comp Plan BOF Memo - FINAL.pdf \(262 KB\)](#)

Subject **3.06 Authorization To Submit 2023 Burlington One-Year Action Plan - CEDO**

Meeting May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor
Conference Room, 1st Floor, City Hall OR remotely via ZOOM

Category 3. Consent Agenda

Type Action (Consent)

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

File Attachments

[Resolution - 2023 One Year Action Plan HUD.pdf \(124 KB\)](#)
[AP-05 Executive Summary Attachment.pdf \(267 KB\)](#)
[BOF CC Checklist 5.30.23 6.5.23.docx \(42 KB\)](#)
[BOF CC Memo - 2023 Action Plan 5.30.23 6.5.23.pdf \(223 KB\)](#)
[Draft 2023 Action Plan.pdf \(823 KB\)](#)

Subject **3.07 Substantial Change Request to VEPC - Downtown Tax Increment Financing
District - CEDO**

Meeting May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor
Conference Room, 1st Floor, City Hall OR remotely via ZOOM

Category 3. Consent Agenda

Type Action (Consent)

Recommended to approve the City's substantial change request to VEPC (Vermont Economic Progress
Action Council) for its Downtown TIF District and authorize City Council President Karen Paul and
Chief Administrative Officer Katherine Schad to execute the attached formal request letter

File Attachments

[Burlington Downtown TIF 2023 SCR memo.docx \(95 KB\)](#)
[Burlington Downtown TIF District - Substantial Change Narrative 05-23-2023.pdf \(76 KB\)](#)
[Burlington Downtown TIF - VEPC updated spreadsheet 11-16-21 Rev 05-23-23.pdf \(350 KB\)](#)
[BOF Checklist for DT TIF SCR.docx \(42 KB\)](#)

Subject **3.08 Approving Obtaining Standby Letter(s) Of Credit For The City's Workers'
Compensation Program - CT**

Meeting May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor
Conference Room, 1st Floor, City Hall OR remotely via ZOOM

Category 3. Consent Agenda

Type Action (Consent)

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

File Attachments

[Resolution - Treasurer - Letters of Credit for Workers' Compensation Program \(FINAL\) 5.25.23.pdf \(140 KB\)](#)
[2 Memo Standby Letter of Credit For Workers Compensation May 30, 2023 final.docx \(50 KB\)](#)

Subject	3.09 Request to Adjust Contract with Motorola Solutions and Execute a Contract with Burlington Communications for installation of our Public Safety Communication System - Fire
Meeting	May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM
Category	3. Consent Agenda
Type	Action (Consent)
Recommended Action	to authorize and recommend that the City Council authorize the reduction of the Motorola Solutions contract limiting amount to \$3,623,631.00 and to further authorize the Fire Chief to execute a contract with Burlington Communications for public safety communication system installation, with a maximum limiting amount of up to \$208,659.00, which is the contract cost and a ten percent (10%) contingency, subject to the review and approval of the City Attorney's Office

File Attachments

[BOF-CC Memo - Motorola Contract Change Authorization 05.22.23.pdf \(196 KB\)](#)
[BFD-BCS Contract Draft Template - 5.23.2023-ML.docx \(384 KB\)](#)
[BCS City of Burlington Radio System Installation Bid.pdf \(2,914 KB\)](#)
[BOF CC Checklist 05.24.2023 FireFINAL.docx \(34 KB\)](#)

Subject	3.10 Request to Execute a Contract for Bituminous Paving of Airport Circle with SD Ireland Construction and a budget neutral amendment - Airport
Meeting	May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM
Category	3. Consent Agenda
Type	Action (Consent)
Recommended Action	1. "To approve and recommend that the City Council authorize the Director of Aviation execute a contract with SD Ireland Construction in the amount of \$126,800.00 with a 15% contingency totaling up to \$145,820.00 for the paving of a portion of Airport Circle, subject to review and approval of the City Attorney's Office." 2. To approve and recommend that the City Council approve a budget neutral amendment in the amount of \$127,000 to the Fiscal Year 2023 Airport budget by increasing the accounts as described in the affiliated memorandum."

File Attachments

[4 - 20230530 Airport Circle Pavement AC-BOF-CC Memo.docx \(69 KB\)](#)
[4 - Airport Circle Paving Contract.docx \(27 KB\)](#)

Subject	3.11 Request for Approval of a \$513,015 Budget Neutral Amendment to the FY2023 Burlington International Airport Budget - Airport
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Meeting	May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM
Category	3. Consent Agenda
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve a budget neutral amendment in the amount of \$513,015 to the Fiscal Year 2023 Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum

File Attachments

[3 - BOF CC- Memo Airport Budget Amendment 5.30.2023.docx \(66 KB\)](#)

[3 - Airport Budget Amendment Checklist.docx \(27 KB\)](#)

4. For Approval and Recommendation to the City Council

Subject	4.01 Authorization to Execute Contract with Chittenden Solid Waste District for 2024-2028 Wastewater Biosolids disposal - DPW - Water Resources
Meeting	May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM
Category	4. For Approval and Recommendation to the City Council
Type	Action
Recommended Action	to approve and recommend that the City Council approve the participation agreement and authorize Chapin Spencer, DPW Director, to execute a contract with CSWD for sludge disposal with the amounts and fee schedule described in the Contract between CSWD and Casella Organics, subject to the prior review and approval of the City Attorney's office

File Attachments

[1 - Memo Biosolids Management Contract.pdf \(2,095 KB\)](#)

[2 - BOF CC Checklist 5-30 and 6-5-23 Biosolids Management Contract.pdf \(16 KB\)](#)

Subject	4.02 BED FY24 Rate Change - BED
Meeting	May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM
Category	4. For Approval and Recommendation to the City Council
Type	Action
Recommended Action	to recommend the City Council authorize the General Manager of the Burlington Electric Department or their designee to file tariff amendments and supporting documents with the Vermont Public Utility Commission requesting an increase in Burlington Electric Department rates of 5.5 percent on bills rendered starting September 1, 2023 as proposed

File Attachments

[BED Rate Change Memo 6.5.23 FY24 FINAL.docx \(427 KB\)](#)

[FY24 BED budget slides Commission and BOF revised 5.15.23.pdf \(1,242 KB\)](#)

[BOF CC Checklist FY24 rate change 5.30 and 6.5.23.docx \(33 KB\)](#)

Subject	4.03 Organizational Chart Update - BED/HR
Meeting	May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM
Category	4. For Approval and Recommendation to the City Council
Type	Action
Recommended Action	1. Board of Finance: To approve and recommend approval to the City Council for the: • Modification, retitle, and reclassification of Director of Grid Services to Director of System Operations, a Regular, Full-time, Exempt, Non-union, Grade M29 (\$94,216.00-\$140,902.00) position. • Addition of a new Supervisory Control and Data Acquisition (SCADA) Engineer tiered position reporting to the Director of Engineering, a Regular, Full-time, Exempt, Non-Union: Senior SCADA Engineer Grade MF3 (\$97,961.34-\$160,936.46), SCADA Engineer Grade M21 (\$83,686.93-\$128,748.67), and Associate SCADA Engineer Grade M20 (\$67,996.03-\$104,608.19). • Modification of the job description for Director of Engineering position to oversee the SCADA Engineer and SCADA system. • Addition of a 5th Shift Supervisor, a Regular, Full-time, Exempt, Non-Union, Grade H15 (\$66,925.04-\$109,711.89) position. • Conversion of the General Plant Worker position to an Engineering Production Technician I, a Regular, Full-time, Non-Exempt, Union, Grade 11 (\$50,625.12-\$82,992.00) position. • Conversion of the existing Senior Generation Engineer position to Director of Generation Engineering & Maintenance, reporting to COO/Manager of Utility Services and Engineering, a Regular, Full-time, Exempt, Non-Union, Grade M30 (\$112,029.00 -\$173,744.00) position. • Conversion of the Director of Generation position, a Regular, Full-time, Exempt, Non-Union, Grade M19 (\$137,232.58-\$190,893.25) to a Generation Engineer reporting to Director of Generation Engineering & Maintenance, a Regular, Full-time, Exempt, Non-Union, tiered position: Senior Generation Engineer Grade MF3 (\$97,961.34 - \$160,936.46), Generation Engineer Grade M21 (\$83,686.93 - \$128,748.67), and Associate Generation Engineer Grade M20 (\$67,996.03 -\$104,608.19). • Updating the job description for Supervisor of Generation to Director of Generation Operations, reporting to COO/Manager of Utility Services and Engineering, a Regular, Full-time, Exempt, Non-Union, Grade M30 (\$112,029.00 -\$173,744.00) position. • Changing the reporting structure for Supervisor of Plant Maintenance from Supervisor of Generation to Director of Generation Engineering & Maintenance. • Changing the reporting structure for Chief Forester from Director of Generation to COO/Manager of Utility Services and Engineering. • Changing the reporting structure for Business Coordinator Generation from Director of Generation to COO/Manager of Utility Services and Engineering. • Adding a second Accounting Administrator II position, a Regular, Full-time, Non-Exempt, Union, Grade 8 (\$47,283.18-\$77,513.49). • Adding a Project Manager/Business Analyst-CIS position, a Regular, Full-time, Exempt, Union, Grade A04 (\$62,704.72-\$102,794.64), reporting to Director of Information Technology. • Updating the job description for Director of Information Technology to increase the number of direct reports.

File Attachments

[BED CC 5 30 2023 FINAL COPY.docx \(62 KB\)](#)
[BOF CC Checklist Positions Updates 5.30 and 6.5.23.docx \(33 KB\)](#)
[Packet 5 30 2023 FINAL COPY.pdf \(2,199 KB\)](#)

Subject

4.04 Request to Execute a Contract with Michael Van Valkenburgh Associates for Phase 2 Conceptual Design and Scoping at Moran Frame - CEDO

Meeting	May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM
Category	4. For Approval and Recommendation to the City Council
Type	Action
Recommended Action	to approve and recommend that the City Council approve and authorize the Director of the Community & Economic Development Office to enter into a contract with Michael Van Valkenburgh Associates for the purposes of phase two conceptual design and scoping work at the Moran Frame, with a maximum limiting amount of 279,500, subject to final review and approval of the City Attorney's Office

File Attachments

[Memo - Moran Phase 2 Conceptual Design and scoping contract 05242023.pdf \(316 KB\)](#)
[BOF CC Checklist Moran contract 05242023.docx \(42 KB\)](#)
[MVVA Moran P2 Contract DRAFT 05242023.pdf \(7,152 KB\)](#)

Subject 4.05 Waterfront Overnight Security Contract - BPRW

Meeting	May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM
Category	4. For Approval and Recommendation to the City Council
Type	Action
Recommended Action	to recommend that the City Council approve the contract with Green Mountain Concert Services to provide waterfront overnight security services for an amount not to exceed \$130,000, and to authorize Cindi Wight, BPRW Director to execute the contract and any related documents, subject to review by the City Attorney's Office

File Attachments

[BOFCC Memo - Waterfront Overnight Security Contract FINAL.pdf \(692 KB\)](#)
[BOF CC Checklist FINAL.docx \(34 KB\)](#)

Subject 4.06 Great Streets Main Street Resident Engineering and Outreach Consultant Authorization to Award and Design Contract Amendment #7 with Vanasse Hangen Brustlin, Inc. - DPW

Meeting	May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM
Category	4. For Approval and Recommendation to the City Council
Type	Action
Recommended Action	1. To approve and recommend that the City Council authorize the Director of Public Works to

execute a contract, subject to City Attorney review and approval, with EIV Technical Services, LLC. (EIV) in the amount of \$1,636,876.00, and authorize the use of an additional \$163,124.000 (10%) in contingency funds to be available to use toward any necessary future

contract amendments, and further authorize execution of any such necessary amendments upon review and approval by the City Attorney's Office, for a total authorized amount of \$1,800,000.00 for the development of the design of the Great Streets Main Street project.

2. To approve and recommend that the City Council authorize the Director of Public Works to

execute Amendment #7 to the design contract, subject to City Attorney review and approval, with Vanasse Hangen Brustlin, Inc. (VHB) in the amount of \$278,108.00, bringing the total contract value up to \$2,545,677.00, and authorize the use of an additional \$100,000 in contingency funds to be available to use toward any necessary future contract amendments, and further authorize execution of any such necessary amendments upon review and approval by the City Attorney's Office, for a total authorized amount of \$2,645,677.00 for the development of the design of the Great Streets Main Street project.

File Attachments

[BOF CC Memo Main Street RE Outreach and VHB Amendment 7.pdf \(2,387 KB\)](#)

[BOF CC Checklist Great Streets Main Street VHB Amend and RE Services.docx \(34 KB\)](#)

Subject **4.07 Rubber Removal for Runway 15/33 at Patrick Leahy Burlington International Airport - Airport**

Meeting May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM

Category 4. For Approval and Recommendation to the City Council

Type Action

Recommended Action to approve and recommend to the City Council that the Director of Aviation be authorized to execute a two-year contract with Hi-Lite Airfield Services, LLC, for \$102,000.00, with a 20% contingency, with a maximum limiting amount of \$ 122,400.00 to supply and implement rubber removal on Runway 15/33 to improve aircraft braking action and reduce marking obscuration at the Patrick Leahy Burlington International Airport, subject to the final review and approval by the Office of the City Attorney

approved contract per Hannah Dusablon, posted on Tuesday, May 30, 2023, at 1:17 pm, LO

File Attachments

[05.03.2023 AC-BOF-CC Memo Rubber Removal May 1 Update DC edits 5.24.23 Final.docx \(58 KB\)](#)

[2 - Rubber Removal Checklist.docx \(27 KB\)](#)

[Rubber Removal Contract.docx \(1,432 KB\)](#)

Subject **4.08 Authorization to Execute a Contract for the Supply and Installation of Airfield Pavement Marking at the Patrick Leahy International Airport - Airport**

Meeting May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM

Category 4. For Approval and Recommendation to the City Council

Type Action

Recommended Action to approve and recommend to the City Council that the Director of Aviation be authorized to execute a contract with Hi-Lite Airfield Services, LLC, for \$123,555.96 with a 30% contingency with a maximum limiting amount of \$160,622.75 for the supply and installation of taxiway and ramp markings on requested taxiways, runways, and ramps at the Patrick Leahy Burlington International Airport, subject to the final review and approval by the Office of the City Attorney

approved contract per Hannah Dusablon, posted on Tuesday, May 30, 2023, at 1:18 pm, LO

File Attachments

[1 - 05.03.2023 AC-BOF-CC Memo TW PaintingMarkings KS DC Final 5.24.23.docx \(61 KB\)](#)

[1 - Painting and Markings Checklist.docx \(27 KB\)](#)

[Painting and Markings Contract.docx \(45 KB\)](#)

5. FY 2024 General Fund Budget Update

Subject 5.01 FY 2024 General Fund Budget Update - CAO

Meeting May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM

Category 5. FY 2024 General Fund Budget Update

Type Discussion, Information

File Attachments

[FY24 GF Budget 053023 to BOF FINAL.pdf \(252 KB\)](#)

6. Other Business

Subject 6.01 BCDC Annual Meeting to be held on June 12th to elect officers (and that due to Covid the BCDC board missed annual meetings in FY21 and FY22)

Meeting May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM

Category 6. Other Business

Type Communication, Information

7. Adjournment

Subject 7.01 Motion to adjourn

Meeting May 30, 2023 - Board of Finance Meeting, Tuesday, May 30, 2023, 6:00 pm **Bushor Conference Room, 1st Floor, City Hall OR remotely via ZOOM

Category 7. Adjournment

Type Action, Procedural

Recommended Action motion to adjourn