



Board of Finance

Monday, August 3, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Join from PC, Mac, iPad, or Android:

<https://zoom.us/j/92773287479>

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1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	August 3, 2026 - Board of Finance Meeting - Monday, August 3, 2026, 5:00 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

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	August 3, 2026 - Board of Finance Meeting - Monday, August 3, 2026, 5:00 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

3. Consent Agenda

Subject	3.1. Motion to adopt the consent agenda and take the actions indicated
Meeting	August 3, 2026 - Board of Finance Meeting - Monday, August 3, 2026, 5:00 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
Subject	3.2. July 13, 2026 Board of Finance Meeting Minutes – C/T
Meeting	August 3, 2026 - Board of Finance Meeting - Monday, August 3, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Department of Finance and Administration
Type	Action Information Minutes
Recommended Action	approve the minutes
Subject	3.3. Regular Schedule of Board of Finance Meetings From September 14, 2026 to February 8, 2027 - C/T
Meeting	August 3, 2026 - Board of Finance Meeting - Monday, August 3, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Information
Recommended Action	to approve the above list of meetings through February 8, 2027

Subject	3.4. Authorization of Sale of Surplus SCBA Equipment to the Hampton Volunteer Fire Company, Inc. — Fire
Meeting	August 3, 2026 - Board of Finance Meeting - Monday, August 3, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Fire Department
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve and authorize the sale of 10 (ten) Self Contained Breathing Apparatus (SCBA) units, currently held as capital assets for use by the Burlington Fire Department, and as more particularly described in Attachment A, to the Hampton Volunteer Fire Company, Inc., for a total purchase price of \$17,500, and to further authorize the Chief Engineer to execute a bill of sale memorializing the transaction, and any other documents necessary or convenient to effecting such transaction, subject to the review and approval as to form by the City Attorney's Office
Subject	3.5. Request for approval to sign a utility easement with Green Mountain Power - Airport
Meeting	August 3, 2026 - Board of Finance Meeting - Monday, August 3, 2026, 5:00 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 grant an electrical utility easement to Green Mountain Power a upon the identified Easement Area on Eagle Drive in South Burlington, Vermont, and authorize the Mayor of Burlington to execute an easement deed, and any related documents necessary or convenient to effect the easement, subject to final review and approval as to form by the City Attorney's Office

4. Deliberative Agenda

Subject	4.1. CEDO Community Justice Center — Reclassification of one position from Grade 14 to Grade 15 — CEDO/CJC
Meeting	August 3, 2026 - Board of Finance Meeting - Monday, August 3, 2026, 5:00 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 Regular Service, Full-Time, Non-Exempt, AFSCME, Grade 14 position to a Regular Service, Full-Time, Non-Exempt, AFSCME, Grade 15 position
Subject	4.2. Downtown Garage Capital Repair Contract Approval — DPW - Division of Parking and Traffic

Meeting	August 3, 2026 - Board of Finance Meeting - Monday, August 3, 2026, 5:00 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 the Director of the Department of Public Works to sign a contract with Structural Preservation Systems and any other related documents necessary or convenient to effect the transaction, in the amount of \$339,262, plus a contingency of \$50,000 for a total authorization project expenditure amount not to exceed \$389,262 to complete work in the Westlake Garage and the College Street Garage, subject to the final review and approval as to form by the City Attorney's Office
Subject	4.3. Five-Year Authorization to Extend Fines for Food Program — DPW — Division of Parking and Traffic
Meeting	August 3, 2026 - Board of Finance Meeting - Monday, August 3, 2026, 5:00 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 the Director of the Department of Public Works to make a charitable donation to Feeding Champlain Valley in an amount equal to one-half of revenues received from delinquent parking ticket during the period of December 1 through December 31, for the years 2026 through 2030
Subject	4.4. Reclassification and Retitling of One (1) Of three (3) Existing Right Of Way Working Foreperson Positions to a Right of Way Operation Lead position — DPW
Meeting	August 3, 2026 - Board of Finance Meeting - Monday, August 3, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	to recommend that City Council approve the: • reclassification and retitle of one (1) existing Right of Way Working Foreperson position, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position to the Right of Way Operations Lead, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 19, role in the Street Maintenance Division
Subject	4.5. Authorization to Execute the Design Contract Amendment No. 1 — Queen City Park Road Sidepath Design Contract — DPW
Meeting	August 3, 2026 - Board of Finance Meeting - Monday, August 3, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	to approve and authorize the Director of Public Works, or their designee, to execute a contract amendment with Hoyle Tanner & Associates, Inc. to increase their design contract for the Queen City Park Road Sidepath Project by \$33,681, with an additional \$10,000 in contingency funds, equaling a new total authorized expenditure of \$257,926, and to further authorize the director of public works to execute any necessary future amendments using up to this contingency amount, subject to the final review and approval by the Office of the City Attorney
Subject	4.6. Water Resources Drinking Water Personnel Reorganization – Distribution Operations Lead and Tiering for the Water Treatment Plant workgroup – DPW/Water Resources
Meeting	August 3, 2026 - Board of Finance Meeting - Monday, August 3, 2026, 5:00 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 and retitling of a Distribution Working Foreperson, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position to the Distribution Operations Lead, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position. ☐ Immediate reclassification and retitling of two currently vacant Water Plant Operator, Full-time, Non- Exempt, AFSCME, Grade 17 positions to the tiered Drinking Water Production Technician In Training/I/II/III as follows: - o Drinking Water Production Technician In Training, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15, the first of four tiers for this position; and, - o Drinking Water Production Technician I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17, the second of four tiers for this position; and, - o Drinking Water Production Technician II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18, the third of four tiers for this position. - o Drinking Water Production Technician III, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18, the fourth of four tiers for this position. ☐ Reclassification and retitling of three currently occupied, legacy Water Plant Operator and three currently occupied, legacy Water Plant Mechanic positions (Regular, Full-time, Non-exempt, AFSCME, Grade 17) to the tiered Drinking Water Production Technician In Training/I/II/III as described above, upon future vacancy of the position(s) or upon the voluntary election of the incumbent(s) to tier up as qualified, whichever occurs first.

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	August 3, 2026 - Board of Finance Meeting - Monday, August 3, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	5. Adjournment
Department	Council and Board

Type	Action Procedural
Recommended Action	Motion to adjourn



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

1. Agenda

1. Agenda

Mayor Mulvaney-Stanak convened the meeting at 5:07 pm.

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

Member absent: CAO Schad

Others present: City Attorney Brown, James Gibbons and Dan Cahill (all online); DOF Kukenberger, HR Director Reagan, Emily Stebbins-Wheelock, Darren Springer, Chapin Spencer, Rachel Jolly, Scott Gustin, Nick Warner, Ashley Walenty, COS Lisa Gerlach, Megan Moir and Monika Ingalls (all in person)

Subject

1.1. Motion to adopt agenda

Meeting

July 13, 2026 - Board of Finance Meeting - Monday, July 13, 2026, 5:00 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 City Council President Traverse, to adopt the agenda as presented. Motion passed unanimously.

2. Public Forum

2. Public Forum

Subject

2.1. Verbal Comments

Meeting

July 13, 2026 - Board of Finance Meeting - Monday, July 13, 2026, 5:00 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:

BED Battery Storage — financial impact not until FY28, but \$\$ is private

Conservation Legacy \$\$ Question

3. Consent Agenda

3. Consent Agenda

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

Meeting July 13, 2026 - Board of Finance Meeting - Monday, July 13, 2026, 5:00 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 City Council President Traverse, seconded by Councilor Barlow, to adopt the consent agenda and take the actions indicated. Motion passed unanimously.

Subject 3.2. June 29, 2026 Board of Finance Meeting Minutes - C/T

Meeting July 13, 2026 - Board of Finance Meeting - Monday, July 13, 2026, 5:00 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. June 29, 2026 Board of Finance Meeting Minutes - C/T

**Subject 3.3. Lease of 99 Intervale Road to the Intervale Center and Gardens Alive
— CEDO**

Meeting July 13, 2026 - Board of Finance Meeting - Monday, July 13, 2026, 5:00 PM,
Bushor Conference Room, 149 Church Street, 1st Floor

Category	3. Consent Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action (Consent)
Recommended Action	move to approve the lease of 99 Intervale Road to The Intervale Center and Gardens Alive and recommend to the City Council that they authorize the Director of the Community and Economic Development Office to enter into the lease agreement subject to final review and approval by the City Attorney's office

3.3. Lease of 99 Intervale Road to the Intervale Center and Gardens Alive — CEDO

Subject	3.4. Vermont Psychological Services Sponsorship — REIB
Meeting	July 13, 2026 - Board of Finance Meeting - Monday, July 13, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Racial Equity, Inclusion, & Belonging (REIB)
Type	Action (Consent)
Recommended Action	move to approve and recommend the City Council approve the Director of the Racial Equity, Inclusion, and Belonging Office and the Chief Administrative Officer to issue a sponsorship grant in the amount of \$7,200 to Vermont Psychological Services to aid in psychological asylum evaluations from the Community Support and Program Delivery GL

3.4. Vermont Psychological Services Sponsorship — REIB

4. Deliberative Agenda

4. Deliberative Agenda

Subject	4.1. Auer Family Boathouse Property and Acquisition: Conservation Legacy Funding Request — DPI
Meeting	July 13, 2026 - Board of Finance Meeting - Monday, July 13, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Permitting & Inspections
Type	Action
Recommended Action	to approve and recommend that the City Council approve the use of \$340,000 from the Conservation Legacy Fund for acquisition of the Auer Family Boathouse parcel at 3181 North Avenue

4.1. Auer Family Boathouse Property and Acquisition: Conservation Legacy Funding Request — DPI

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

Subject 4.2. Battery Storage Approval - Electric

Meeting July 13, 2026 - Board of Finance Meeting - Monday, July 13, 2026, 5:00 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 execute an initial 20-year power purchase agreement, with potential future renewals, with Kearsarge Energy for installation and operation of battery storage as described in the attached term sheet at the McNeil Generating Station subject to City Attorney review, and authorize the General Manager of Burlington Electric Department to execute any necessary site license agreements at McNeil Generating Station with the Joint Owners of McNeil subject to City Attorney review

4.2. Battery Storage Approval - Electric

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

Subject 4.3. VT Network Subrecipient Agreement — CEDO/CJC

Meeting July 13, 2026 - Board of Finance Meeting - Monday, July 13, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Community Justice Center

Type Action

Recommended Action move to approve and: 1) authorize the CEDO Director or designee to accept and execute a Subrecipient Agreement between the VT Network and the Chittenden County Community Justice Center, in the amount of \$207,604.20, subject to review and approval of the City Attorney and to take such further actions and execute such further instruments approved as to form by the City Attorney as may be necessary or convenient to effectuate the transactions contemplated hereby

4.3. VT Network Subrecipient Agreement — CEDO/CJC

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

Subject 4.4. Request for Approval to Execute Contract with ADS Environmental Services for the Flow Monitoring Services — DPW - Water Resources

Meeting July 13, 2026 - Board of Finance Meeting - Monday, July 13, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department - Water Resources

Type Action

Recommended Action to approve and recommend that the City Council authorize the Director of Public Works to execute a main agreement with ADS Environmental Services for flow monitoring and data hosting services for a term of 5 years and maximum limiting amount not to exceed \$1,100,000 cumulative, and subsequent work assignment sub-agreements for temporary flow monitoring services subject to final review and approval by the City Attorney's Office

4.4. Request for Approval to Execute Contract with ADS Environmental Services for the Flow Monitoring Services — DPW - Water Resources

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

Subject 4.5. Resolution: Authorization For \$1,790,700 Step III Loans From Vermont Clean Water State Revolving Fund And Engineering Services Contract With VHB, Inc. For \$103,400 For The Manhattan Stormwater Outfalls Rehabilitation Project — DPW - Water Resources

Meeting July 13, 2026 - Board of Finance Meeting - Monday, July 13, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department - Water Resources

Type Action
Resolution

Recommended Action to approve and recommend that the City Council adopt the attached resolution authorizing a Step III \$1,790,700 loan from the Vermont Clean Water State Revolving fund and a \$103,400 amended contract with VHB for the Manhattan Stormwater Outfalls Rehabilitation as more specifically set forth in the attached resolution

4.5. Resolution: Authorization For \$1,790,700 Step III Loans From Vermont Clean Water State Revolving Fund And Engineering Services Contract With VHB, Inc. For \$103,400 For The Manhattan Stormwater Outfalls Rehabilitation Project — DPW - Water Resources

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

Subject 4.6. Resolution: Ratification Of Tentative Agreement And Authorization To Execute Collective Bargaining Agreement Between The City Of Burlington And AFSCME (July 1, 2026 - June 30, 2028) - HR

Meeting July 13, 2026 - Board of Finance Meeting - Monday, July 13, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Human Resources

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

4.6. Resolution: Ratification Of Tentative Agreement And Authorization To Execute Collective Bargaining Agreement Between The City Of Burlington And AFSCME (July 1, 2026 - June 30, 2028) - HR

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

5. Adjournment

5. Adjournment

Subject	5.1. Motion to adjourn
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Meeting	July 13, 2026 - Board of Finance Meeting - Monday, July 13, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
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Category	5. Adjournment
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Department	Council and Board
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Type	Action Procedural
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Recommended Action Motion to adjourn

5.1. Motion to adjourn

Mayor Mulvaney-Stanak adjourned the meeting at 5:57 pm.



OFFICE OF THE CLERK/TREASURER

City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

Deaf/Hard of Hearing 711

To: Board of Finance

From: CT - DFA

Date: August 3, 2026

Re: Regular Schedule of Board of Finance Meetings From September 14, 2026 to February 8, 2027

Monday, September 14, 2026

Monday, September 28, 2026

Monday, October 5, 2026

Monday, October 26, 2026

Monday, November 9, 2026

Monday, November 23, 2026

Monday, December 7, 2026

Monday, December 21, 2026

Monday, January 11, 2027

Monday, January 25, 2027

Monday, February 8, 2027

Board of Finance Motion: to approve the above list of meetings through February 8, 2027

Board of Finance and City Council Submission Checklist*Version: April 2025***Department:** Fire Department**Submitter:** Brad Kukenberger**Title/Subject:** Authorization of Sale and Disposal of Surplus Self-Contained Breathing Apparatus (SCBA) Equipment to the Hampton Volunteer Fire Company, Inc.**Approval Requested:****Meeting Date:**☐ Board of Finance [Meeting Date]☐ City Council [Meeting Date]☒ Both BOF and Council August 3, 2026**Instructions**

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head		7/24/2026	Michael Curtin
Mayor's Office		7/28/2026	Lisa Gerlach
Board/Commission			
City Attorney's Office for memo and contracts or legal documents			
City Attorney's Office for memo and motion(s) or resolution(s)		7/28/2026	Hayley McClenehan
CAO for budget, financing, and memo		7/25/2026	Katherine Schad
Human Resources, if personnel action or policy			
CIO, if IT-related			

Initial



Initial

LG

Initial

HM

Initial

KS

MEMORANDUM

TO:	Board of Finance and City Council
FROM:	Michael Curtin, Fire Chief
DATE:	August 3, 2026
RE:	Authorization of Sale of Surplus SCBA Equipment to the Hampton Volunteer Fire Company, Inc.

Recommendation

The Fire Department respectfully requests that the Board of Finance recommend, and the City Council approve, authorization of the sale of ten (10) surplus Self-Contained Breathing Apparatus (SCBA) units to the Hampton Volunteer Fire Company, Inc., a New York State not-for-profit corporation, in exchange for \$17,500, with the proceeds to be deposited to the General Fund.

Background

The Burlington Fire Department maintains a fleet of SCBA units used by firefighting personnel for respiratory protection in immediately dangerous to life or health (IDLH) atmospheres. The Department originally acquired the SCBA fleet now identified as surplus in 2015 and 2018 from Fire Tech & Safety (S.O. #115536) at a total cost of \$310,500. After approximately a decade of operational service, these units have been replaced through the Department's standard SCBA replacement cycle and are no longer in active service. The current replacement cost for an equivalent new unit is approximately \$9,062.25 per unit.

Following the recent authorization and sale of thirteen (13) surplus SCBA units to the Town of Fair Haven, Vermont, the Department was contacted by the Hampton Volunteer Fire Company, Inc. ("Hampton VFC"), which has expressed interest in purchasing an additional ten (10) surplus units for use in its firefighting operations. Hampton VFC is a New York State not-for-profit corporation organized under the New York State Not-for-Profit Corporation Law, located at 2520 County Route 18, Hampton, NY 12837.

Surplus Determination

Consistent with the City's surplus property policy (Article 10), the Fire Department has confirmed that the ten SCBA units are no longer needed for its operations and has circulated availability to other City departments. No other department has identified a use for the equipment. Accordingly, the units are properly classified as surplus and available for disposition.

Proposed Transaction

Hampton VFC has agreed to purchase the surplus units for use in its firefighting and public safety operations. The proposed transaction is documented in the SCBA Bill of Transfer and Sale (attached, in draft) prepared by the City Attorney's Office, and reflects the following terms:

- **Grantor:** City of Burlington, acting by and through the Burlington Fire Department.
- **Grantee:** Hampton Volunteer Fire Company, Inc., a New York State not-for-profit corporation.
- **Equipment:** Ten (10) complete Scott SCBA units, each comprising one (1) air pack frame, one (1) cylinder, and one (1) regulator. Serial numbers are itemized in Attachment A to the Bill of Transfer.
- **Consideration:** \$1,750 per unit, totaling \$17,500, consistent with the per-unit price established in the Fair Haven transaction.
- **Payment:** By ACH (electronic funds transfer), in accordance with remittance instructions to be provided by the City, on or before the effective date of the Bill of Transfer and Sale.
- **Condition:** AS-IS, WITH ALL FAULTS. Grantee is responsible for all collection and transportation costs and indemnifies the City against claims arising from its use, possession, or transportation of the units following the effective date.

Hampton VFC's Board of Directors, at a duly convened membership meeting held on July 7, 2026, adopted a resolution authorizing the purchase in an amount not to exceed \$17,500 and granting Justin Perry, Vice President, authority to execute the Bill of Transfer and Sale and related documents on the Company's behalf. A copy of Hampton VFC's authorizing resolution is attached.

The per-unit consideration reflects the equipment's age, its AS-IS condition after roughly a decade of hard operational service, and the absence of any manufacturer warranty or remaining useful life guarantee. The sale to an active volunteer fire service also advances the broader public-safety interest of keeping serviceable equipment in active fire-service use in the region.

Capital Asset Records

Upon execution and payment, Finance will remove the ten units from the City's capital asset records using the serial numbers listed in Attachment A to the Bill of Transfer. The disposition will be reflected in the FY2026 capital asset reconciliation and reported through the year-end ACFR process.

Use of Proceeds

Proceeds from the sale will be deposited to the General Fund as miscellaneous revenue. No corresponding budget amendment or appropriation is proposed as part of this authorization; the sale is being brought forward on its own merits as the disposition of surplus property no longer needed by the Department.

Authority

Section 55 of the Burlington City Charter requires City Council approval for the sale of City-owned personal estate. While the value of the SCBA Units has significantly depreciated since they were purchased, their value remains above that of negligible or scrap as contemplated by Article 10 of the

City's Policy on Procurement, Property Disposition, and Approval Authority for Public Contracts and Related Financial Transactions, allowing for disposition at the Departmental level. Accordingly, the Bill of Transfer and Sale will be executed only following affirmative City Council approval.

Fiscal Impact

Item	Amount
Sale proceeds (revenue to General Fund)	\$17,500
Net General Fund impact	+\$17,500 (revenue positive)

Requested Action

Finance and the Fire Department respectfully request that the Board of Finance and City Council approve the following motions:

Board of Finance

1. To approve and recommend that the City Council approve and authorize the sale of 10 (ten) Self-Contained Breathing Apparatus (SCBA) units, currently held as capital assets for use by the Burlington Fire Department, and as more particularly described in Attachment A, to the Hampton Volunteer Fire Company, Inc., for a total purchase price of \$17,500, and to further authorize the Chief Engineer to execute a bill of sale memorializing the transaction, and any other documents necessary or convenient to effecting such transaction, subject to the review and approval as to form by the City Attorney's Office.

City Council

1. To approve and authorize the sale of 10 (ten) Self-Contained Breathing Apparatus (SCBA) units, currently held as capital assets for use by the Burlington Fire Department, and as more particularly described in Attachment A, to the Hampton Volunteer Fire Company, Inc., for a total purchase price of \$17,500, and to further authorize the Chief Engineer to execute a bill of sale memorializing the transaction, and any other documents necessary or convenient to effecting such transaction, subject to the review and approval as to form by the City Attorney's Office.

Attachments

- Attachment A: Description and Itemization of SCBA Units (serial numbers)
- SCBA Bill of Transfer and Sale (DRAFT, prepared by the City Attorney's Office)
- Hampton Volunteer Fire Company, Inc. – Resolution No. __/2026 Authorizing Purchase and Authorization to Sign, adopted July 7, 2026

ATTACHMENT A:
Description and Itemization of SCBA Units

Air Pack Frames

SCBA Air Pack Frame	Scott	00278568
SCBA Air Pack Frame	Scott	00255784
SCBA Air Pack Frame	Scott	00255864
SCBA Air Pack Frame	Scott	00255866
SCBA Air Pack Frame	Scott	00256235
SCBA Air Pack Frame	Scott	00255811
SCBA Air Pack Frame	Scott	00276343
SCBA Air Pack Frame	Scott	00255625
SCBA Air Pack Frame	Scott	00255604
SCBA Air Pack Frame	Scott	00255516

Cylinders

SCBA Cylinder	Scott	IL 796244
SCBA Cylinder	Scott	IL 758549
SCBA Cylinder	Scott	IL 758650
SCBA Cylinder	Scott	IL 758656
SCBA Cylinder	Scott	IL 790442
SCBA Cylinder	Scott	IL 759137
SCBA Cylinder	Scott	IL 797005
SCBA Cylinder	Scott	IL 758661
SCBA Cylinder	Scott	IL 758822
SCBA Cylinder	Scott	IL 758778

Regulators

SCBA Regulator	Scott	115S156012760
SCBA Regulator	Scott	115S1605011496
SCBA Regulator	Scott	115S1517009316
SCBA Regulator	Scott	115S157006092
SCBA Regulator	Scott	115S1517010451
SCBA Regulator	Scott	115S1532003588
SCBA Regulator	Scott	115S157006091
SCBA Regulator	Scott	115S157019985
SCBA Regulator	Scott	115R0000008649
SCBA Regulator	Scott	115S2206007558

HAMPTON VOLUNTEER FIRE COMPANY, INC.

Resolution No. 1 / 2026

**AUTHORIZATION TO PURCHASE TEN (10) SCBA AIR PACKS AND
AUTHORIZATION TO SIGN**

WHEREAS, the Hampton Volunteer Fire Company, Inc. ("Company"), **located at 2520 County Route 18, Hampton, NY 12837**, is a **New York State Not-for-Profit Corporation** organized under the New York State Not-for-Profit Corporation Law (N-PCL), and is responsible for maintaining adequate self-contained breathing apparatus ("SCBA") equipment to ensure firefighter safety, compliance with applicable standards, and operational readiness; and

WHEREAS, the Company has identified the need to purchase **ten (10) SCBA air packs**, specifically **2016 4.5 Scott Air Packs**, to replace aging units and maintain required inventory levels; and

WHEREAS, the Company has identified the **Burlington Fire Department, located at 136 South Winooski Ave., Burlington, VT 05401**, as the source of the equipment and has verified that the units meet operational requirements and Company standards; and

WHEREAS, at a duly convened meeting of the Membership held on **July 7, 2026**, the Membership voted to authorize the purchase and granted **Justin Perry, Vice President**, permission and authority to sign all documents necessary to complete the purchase on behalf of the Company; and

WHEREAS, the total cost of the proposed purchase is **Seventeen Thousand Five Hundred Dollars (\$17,500)**; and

WHEREAS, sufficient funds are available within the **Truck Fund** to support this expenditure without impairing the Company's financial stability or readiness;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes the purchase of **ten (10) 2016 4.5 Scott SCBA Air Packs** from the **Burlington Fire Department, located at 136 South Winooski Ave., Burlington, VT 05401**, in an amount not to exceed **\$17,500**; and

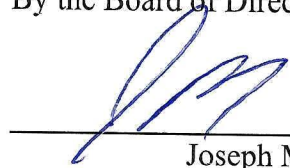
BE IT FURTHER RESOLVED, that the Treasurer is authorized and directed to issue payment for this purchase from the **Truck Fund**, and to record the expenditure in accordance with Company financial policies and audit requirements; and

BE IT FURTHER RESOLVED, that **Justin Perry, Vice President**, is hereby authorized to sign purchase agreements, vendor documents, and any related materials required to finalize the acquisition; and

BE IT FURTHER RESOLVED, that the Chief or their designee is authorized to coordinate delivery, inspection, and integration of the equipment into Company operations.

Adopted this 7th day of July, 2026

By the Board of Directors, Hampton Volunteer Fire Company, Inc.



Joseph Mead, President



Matthew J. Pratt, Secretary

City of Burlington, Vermont
Self-Contained Breathing Apparatus
Bill of Transfer and Sale

This Self-Contained Breathing Apparatus (SCBA) Bill of Transfer and Sale (this "Agreement") is entered on this 4th day of August 2026 (the "Effective Date"), between the City of Burlington, acting by and through the Burlington Fire Department, ("Grantor"), with a principal address located at 149 Church Street, Burlington, VT 05489 and the Hampton New York Volunteer Fire Company, Inc. ("Grantee"), with a principal address located at 2520 County Route 18, Hampton, NY 12837 with respect to the following facts:

- A. Grantor is the owner of ten (10) certain SCOTT SCBA units, each unit being comprised of one (1) air pack frame, one (1) cylinder, and one (1) regulator, such units being more particularly described as itemized in Attachment A to this Agreement (SCBA units), which such Attachment is incorporated by reference as though fully set forth herein.
- B. Grantor desires to convey and sell the SCBA units to Grantee for Grantee's use in firefighting and public safety endeavors, and all other uses as Grantee determines fit and appropriate, in exchange for the sum of one-thousand seven-hundred fifty dollars (\$1750) per unit, for a total sum for all ten (10) certain SCBA units conveyed being **seventeen-thousand five hundred US dollars (\$17,500)** (the "Consideration").
- C. Grantee desires to accept the ten (10) certain SCBA units AS-IS, WITH ALL FAULTS in exchange for such Consideration.

NOW, THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1. The foregoing recitals are true and correct and are incorporated herein by this reference.
- 2. Grantor hereby conveys the ten (10) certain SCBA Units to Grantee, and Grantee accepts and receives the ten (10) certain SCBA Units AS-IS, WITH ALL FAULTS. Grantor agrees to accept the Consideration as full payment for such SCBA units. Upon receipt of the Consideration in exchange therefor, Grantor shall have no remaining claim of right of any kind or nature whatsoever in the ten (10) certain SCBA Units.

3. Grantee shall pay the Consideration to Grantor in the following manner: ACH payment on or before the Effective Date.
4. Grantee shall arrange at its own expense, at the convenience of Grantor, to collect and transport the SCBA Units.
5. Grantee hereby agrees to hold harmless, indemnify, and defend Grantor from and against any and all claims, damages, causes of action, liability, liens, penalties, fines, and costs (including attorneys' fees and costs) (collectively, "Claims"), arising from or pertaining to Grantee's use, possession, collection, and transportation of the SCBA units beginning from the Effective Date of this Agreement, except for Claims arising from Grantor's own gross negligence or willful misconduct.
6. This Agreement shall be construed according to Vermont law, notwithstanding conflicts of law principles. This Agreement shall not be construed against its drafter but instead shall be construed in such manner as best effects the stated objects and purposes hereof. There are no third-party intended beneficiaries of this Agreement. This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior understandings and agreements between them, whether written, oral, or implied.
7. This Agreement may not be amended except in a writing signed by both parties. No waiver of any provision of this Agreement shall be valid except in writing, notwithstanding the passage of time, and no waiver shall constitute a continuing waiver of the same or another provision.
8. This Agreement may be executed in counterparts, each of which shall be deemed an original. An electronic version or other facsimile of this Agreement shall also be treated as an original.
9. Persons signing for the Parties hereby swear and affirm that they are authorized to act on behalf of their respective Party and acknowledge that the other Party is relying on their representations to that effect.

-signature page follows-

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

Dated at Burlington, Vermont this ___ day of ____ 2026.

GRANTOR

By: _____
Michael Curtin, Chief Engineer
Burlington Fire Department

Dated at Hampton, New York this ___ day of ____ 2026.

GRANTEE

By: _____

Duly Authorized

Hampton, New York Volunteer Fire Department, Inc.

ATTACHMENT A:
Description and Itemization of SCBA Units

Pack Frame	Bottle	Regulator
00278568 IL	796244	115S156012760
00255784 IL	758549	115S1605011496
00255864 IL	758650	115S1517009316
00255866 IL	758656	115S157006092
00256235 IL	790442	115S1517010451
00255811 IL	759137	115S1532003588
00276343 IL	797005	115S157006091
00255625 IL	758661	115S157019985
00255604 IL	758822	115R0000008649
00255516 IL	758778	115S2206007558

TO: Board of Finance, City of Burlington
City Council, City of Burlington

FROM: Patrick Leahy Burlington International Airport
Nic Longo, Director of Aviation
Larry Lackey, Director of Planning, Engineering, and Sustainability

DATE: August 3, 2026
August 24, 2026

SUBJECT: Request for approval to sign a utility easement with Green Mountain Power

Request

The Patrick Leahy Burlington International Airport (Airport or BTV) seeks approval to sign a utility easement with Green Mountain Power (GMP).

Background Information

In October 2025, the Airport Commission, Board of Finance, and City Council approved the execution of a ground lease with BETA Technologies for a hangar to be constructed on the available Area 5 plot of the Airport. Green Mountain Power is requesting a utility easement in the area identified in the attachments for the electrical infrastructure necessary for this building.

Benefits Anticipated:

This easement comes at no cost to the Airport. As the lessor, the easement must be acquired by the Airport for the tenant's construction of the building to proceed. This easement allows further long term benefits to the Airport as a whole by creating electrical infrastructure in this area, and providing GMP access to it for the maintenance of the electrical work.

PROPOSED MOTIONS:

Board of Finance:

1. “To approve and recommend that the City Council grant an electrical utility easement to Green Mountain Power upon the identified Easement Area on Eagle Drive in South Burlington, Vermont, and authorize the Mayor of Burlington to execute an easement deed, and any related documents necessary or convenient to effect the easement, subject to final review and approval as to form by the City Attorney’s Office.”

City Council

1. “To grant an electrical utility easement to Green Mountain Power upon the identified Easement Area on Eagle Drive in South Burlington, Vermont, and in furtherance, authorize the Mayor of Burlington to execute an easement deed, and any related documents necessary or convenient to effect the easement, subject to final review and approval as to form by the City Attorney’s Office.”

EASEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

That **City of Burlington c/o Patrick Leahy Burlington International Airport, in the CITY OF BURLINGTON, county of Chittenden and State of Vermont**, (hereinafter, whether singular or plural, called the GRANTOR), in consideration of One Dollar paid and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, hereby gives, grants, bargains, sells and conveys unto **GREEN MOUNTAIN POWER CORPORATION**, a Vermont corporation with a principal place of business situated in Colchester Vermont, (hereinafter, regardless of the number of GRANTEES, called the GRANTEES) and to its/their successors and assigns, the exclusive and perpetual right and easement to erect, place, construct, reconstruct, bury, operate, repair, maintain, replace, patrol and remove **underground cables, wires, lines, conduits, braces, foundations, above and below ground equipment**, fixtures and appurtenances (hereinafter, called the facilities or a facility) for the transmission and/or distribution of electricity and for telecommunications use and transmission and transmission of intelligence (including but not limited to data, information, video and voice), any of which facilities may be erected at different times and at such voltages and capacities as GRANTEES may from time to time determine, under, upon, over or across lands of GRANTOR in the CITY of, **South Burlington** in the County of **Chittenden**, and State of Vermont, hereinafter referred to as the "Easement Area" and described as follows:

An UNGERGROUND line commencing at GRANTEES TAG 159151 TRAVELING IN A **GENERALLY EASTERLY DIRECTION UNDER THE RODWAY PRESENTLY KNOWN AS EAGLE DR AND ENTERING THE LANDS OF THE GRANTOR FROM THE GRANTOR'S WESTERN PARCEL BOUNDARY. SAID LINE WILL TRAVEL NORTHERLY TO A PADMOUNT TRANSFORMER.**

The exact location of the facility or facilities is to be selected by the GRANTEES after their final surveys have been completed within the above-described location. Said Easement Area shall be ten (10) feet on each side of the centerline of installed conduits for underground facilities, twelve (12) feet in front of the transformer doors, twelve and one-half (12 ½) feet on each side from the outermost conductors for overhead facilities, and an additional six (6) feet from the outer perimeter of all underground and above ground facilities. Notwithstanding any limitations on the rights herein conveyed, the GRANTEES, their successors and assigns, may place, maintain and replace anchors, guy wires, and braces up to twenty five (25) feet from any facility as needed for support.

Together with the perpetual right and easement from time to time without further payment therefore, to renew, replace, add to, remove, and otherwise change the facilities and each and every part thereof, and the locations thereof within said Easement Area, and to access said Easement Area to and from the adjoining lands of GRANTOR for all of the purposes set out herein, to provide for the continued operation, maintenance and replacement of said facilities.

Included in this grant is the continuing right of the GRANTEES within the Easement Area to cut down, trim and to remove and keep cleared such trees, underbrush, and vegetation, or parts thereof growing within or overhanging such Easement Area as in the judgment of GRANTEES may interfere with or endanger the efficient operation and use of said facilities, and to remove all structures which are now found, or which may be subsequently placed on or within such Easement Area in violation of the rights and privileges of GRANTEES hereunder, together, also, with the permanent right to enter on adjacent lands of GRANTOR to cut or trim and remove such trees growing outside the limits of the Easement Area which may, in the opinion of GRANTEES, interfere with or be likely to interfere with, the successful operation of the facilities now or hereafter to be constructed on said Easement Area (danger trees).

The GRANTOR, for GRANTOR and GRANTOR'S successors and assigns, does hereby covenant that none of them will erect or permit any building or any other structures or trees or bushes to be erected or placed within the Easement Area, or change the grade, fill or excavate within said Easement Area which, in the judgment of the GRANTEES, its successors and assigns, might interfere with the proper operation and maintenance of said facilities. By way of illustration, but not of limitation, the following uses are specifically forbidden: swimming pools, ponds, tennis courts, septic tanks, leach fields/mound systems, any building or other structure, unregistered vehicle parking, or storage of any materials or equipment.

It is agreed that facilities shall remain the property of the GRANTEES, its/their successors and assigns, and that the GRANTEES, its/their successors and assigns, shall pay all taxes assessed thereon.

GRANTEES shall have the right to assign to others, in whole or in part, any or all of the rights, privileges and easements hereinbefore set forth.

TO HAVE AND TO HOLD the above granted easements and rights, with all the privileges and appurtenances thereunto belonging, unto and to the use of the said GRANTEES, its/their successors and assigns, forever.

And the GRANTOR hereby for said GRANTOR and its successors and assigns, covenants with the GRANTEES, its/their successors and assigns, that the GRANTOR is lawfully seized in fee simple of the granted premises, and that the GRANTOR has good right and title to sell and convey the same as aforesaid, that they are free from any claims of, or encumbrances by, third parties, including without limitation, any claim or encumbrance created by an offer of dedication to a municipality for a roadway(s) and will WARRANT and defend the same to the GRANTEES, its/their successors and assigns, forever against the lawful claims and demands of all persons.

IN WITNESS WHEREOF the aforementioned GRANTOR has hereunto set its/his/her/their hand and seal and further, to the extent GRANTOR is an entity, the signatory hereto executes this instrument on behalf of said entity and as its duly authorized agent this _____ day of _____, ____.

IN THE PRESENCE OF:

BY: _____ L.S.

BY: _____ L.S.

STATE OF **Vermont**
COUNTY OF **Chittenden**

BE IT REMEMBERED, that on the _____ day of _____, _____, personally appeared _____, **signers and sealers** of the foregoing written instrument and acknowledged the same to be **their free act and deed**.

Before me,

Notary Public

SPACE BELOW THIS LINE FOR RECORD ENTRY PURPOSES ONLY AND NOT A PART OF ABOVE CONVEYANCE

_____ Clerk’s Office

Taglet Number: 159151

Received for Record

_____, 20__

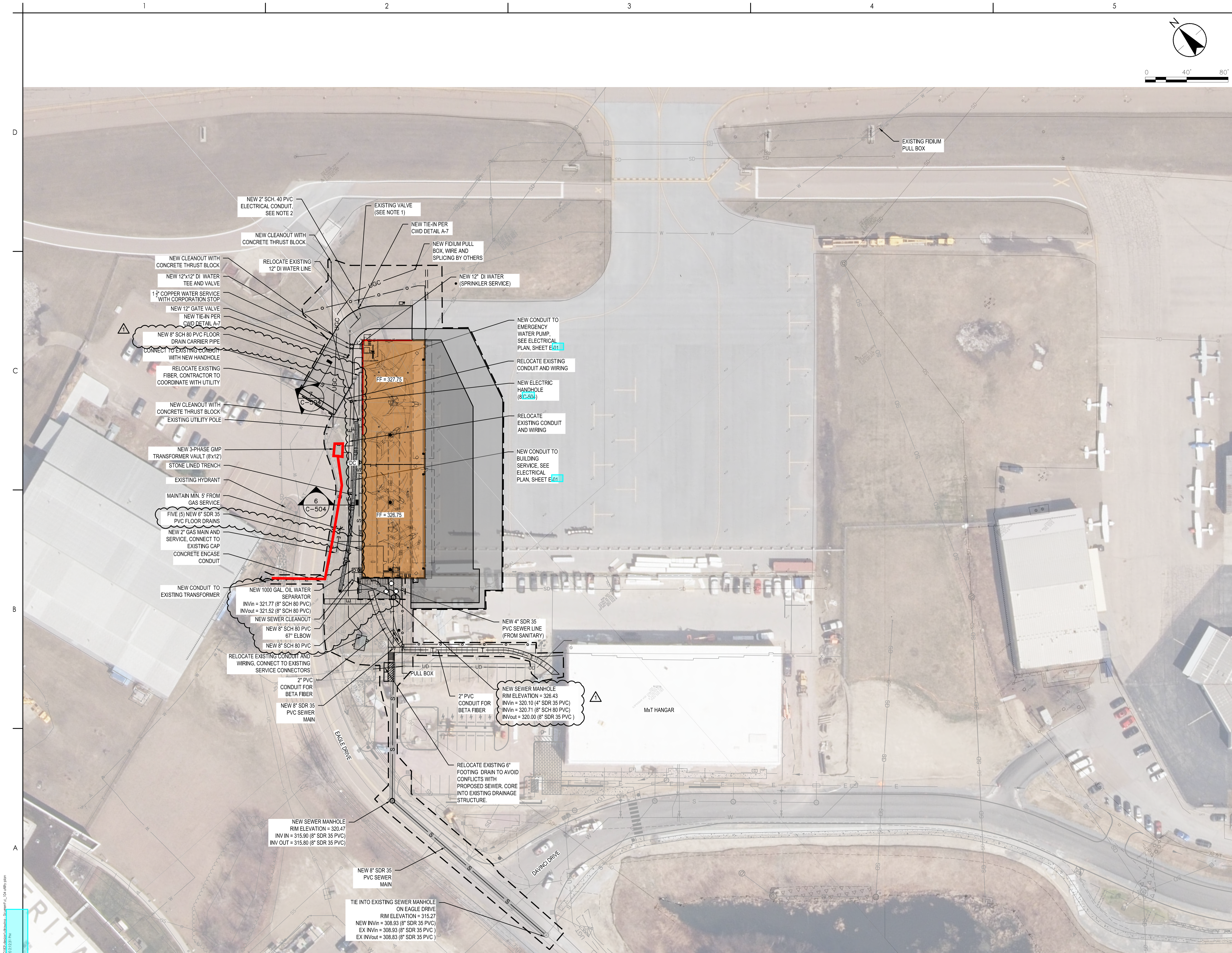
Project Number: 207245

at ____ o’clock ____ minutes ____ .M. and

recorded in Book ____ Page ____ of Land

Records.

Attest: _____, Clerk



Stantec Consulting Services Inc.
193 Tiley Drive Suite 101
South Burlington VT 05403 U.S.A.
Tel. 802.864.0223
www.stantec.com

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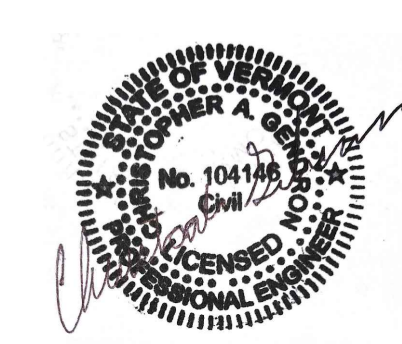
Consultant

Notes

1. WATERLINE RELOCATION WILL REQUIRE A SHUTDOWN IN WATER SERVICE FOR BUSINESSES ALONG AVIATION AND CUSTOMS DRIVE. CONTRACTOR TO PROVIDE A MINIMUM TWO (2) WEEK NOTICE TO CHAMPLAIN WATER DISTRICT AND TO EFFECTED BUSINESS OWNERS PRIOR TO CLOSURE.
2. CONTRACTOR TO INSTALL CONDUIT AND PERFORM EXCAVATION AS NEEDED FOR FIDUM EQUIPMENT. FIDUM TO INSTALL NEW FIBER, PULL BOX AND TO PERFORM SPLICING.

Revision 1	RG	CG	2026.02.20
Revised	By	Appd	YYYY.MM.DD
Conformed Set	RG	CG	2025.12.10
Issued for Construction	RG	CG	2025.11.10
Issued for Building Permit	RG	CG	2025.09.26
Issued for Permit	RG	CG	2025.06.13
Issued	By	Appd	YYYY.MM.DD
File Name: C_104 UTILITY PLAN	GM	CG	CG
	Dwn.	Dsgn.	Chkd.
			YYYY.MM.DD

Permit/Seal



Client/Project Logo



Client/Project

Title

UTILITY PLAN

Project No.

Scale

Revision Sheet
8 of

Drawing No.

C-104

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Airport Submitter: Nicolas Longo

Title/Subject: Request for approval to sign a utility easement with Green Mountain Power

Approval Requested:

☒ Board of Finance

☒ City Council

☐ Both BOF and Council

Meeting Date:

8/3/2026

8/24/2026

Click or tap to enter a date.

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	5/29/2026	Nicolas Longo
Mayor's Office	Yes	6/8/2026	Lisa Gerlach
Board/Commission	Yes	6/3/2026	Airport Commission
City Attorney's Office for memo and contracts or legal documents	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	6/9/2026	Hayley McClenahan
CAO for budget, financing, and memo	Yes	6/7/2026	Katherine Schad
Human Resources, if personnel action or policy	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401
(802) 865-7144 • (802) 865-7024 (FAX)
www.burlingtonvt.gov/cedo

To: Board of Finance and City Council

From: Rachel Jolly, Community Justice Center Director
Orieta Glozheni, Human Resources Manager

DATE: August 3, 2026 Board of Finance and City Council

RE: CEDO, Community Justice Center –Reclassification of one position from Grade 14 to Grade 15

Executive Summary

The Community Justice Center (CJC) is seeking approval for the reclassification and retitle of one position:

- Reclassification and retitle of the Data, Communications, and Operations Specialist, a Regular Service, Full-Time, Union, Grade 14 position, to Data, Communications, and Operations Lead, a Regular Service, Full-Time, Union, Grade 15 position.

Background

The original position was created in October 2024 when the administrative, evaluation and communications needs of the CJC outgrew any existing position's capacity. Organizational changes, increased programmatic complexity, expanded reporting requirements, and growing demands for data-driven decision-making have resulted in this position assuming responsibilities that extend well beyond its original administrative and technical support functions.

The position now serves as a critical operational resource for the Community Justice Center (CJC), supporting data management, communications, evaluation, administrative operations, and fundraising activities across multiple programs. The role requires substantial independent judgment, advanced technical expertise, cross-functional collaboration, and the ability to coordinate projects involving internal staff, community partners, grant funders, and external stakeholders.

The Office of Human Resources conducted a review of the updated job description for this position and determined that the current Grade 14 classification no longer accurately reflects the level of work being performed. The Human Resources Committee concurs with this assessment and formally recommends reclassification to Grade 15.

Financial Impact

This position is 67% grant funded and 33% funded with General Fund dollars in FY27. The DOC and AGO grants are two of our most stable, the former being consistent since 1998, and the latter since 2019. We have no reason to think they won't continue into the future. The financial impact to the City is and this can be absorbed within the CJC's planned GF FY27 budget.

Position	Current Grade	Current Salary	Proposed Grade	Proposed Annual Salary	Annual Impact	General Fund Impact
Data, Communications, and Operations Lead	Grade 14, Step 4	\$61,740.22 annually or \$29.6828/h	Grade 15, Step 1	\$ 61,976.96 annually or \$29.7666/h	\$236.74	\$78.12

The reclassification reflects compensation commensurate with the expanded scope, complexity, and organizational impact of the position.

Board of Finance Motion:

Move to approve and recommend that the City Council approve the reclassification of the following position:

- A Data, Communications and Operations Specialist, from a Regular Service, Full-Time, Non-Exempt, AFSCME, Grade 14 position to a Regular Service, Full-Time, Non-Exempt, AFSCME, Grade 15 position.

City Council Motion:

Move to approve the reclassification of the following position: A Data, Communications and Operations Specialist, from a Regular Service, Full-Time, Non-Exempt, Union, Grade 14 position to a Regular Service, Full-Time, Non-Exempt, AFSCME, Grade 15 position.

City of Burlington Job Description

Position Title: ~~Operations, Data and Communications Lead~~ Data, Communications, and Operations Specialist

Reports to: ~~CEDO Assistant Director, CJC~~ Manager of Court Diversion and Pretrial Services
CJC Director

Pay Grade: ~~44~~

Job Code:

Status: ~~Limited~~ Regular Service, Full Time

Union: Yes

• General Purpose:

~~The CJC Data, Communications & Operations Specialist~~ Operations, Data and Communications Lead serves as a key staff member responsible for coordinating and advancing the organization's operational systems, data infrastructure, and communications strategy. This position provides functional leadership across administrative operations, data systems, and public-facing communications, ensuring alignment, consistency, and continuous improvement across all CJC sites and programs. The position does not directly supervise employees but provides functional and technical leadership across programs, is a guiding force behind collecting, analyzing and visualizing CJC data at the direction of the CJC Director and in collaboration with program managers. ~~T~~ This role exercises independent judgment, leads cross-functional projects, and supports staff capacity building in operational and data systems. ~~The his~~ position helps the City live up to its commitments to community connection/engagement, open data, transparency and innovation. ~~The position also helps manage 'front-end' responsibilities, including greeting visitors, maintaining a welcoming workspace, and helping with administrative needs.~~

Essential Job Functions: (This section outlines the fundamental job functions that must be performed with this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of this position.)

Responsibilities:

Operational Support (40%)

- Provides ~~lead~~ coordination and standardization of operations across five CJC locations, ensuring consistency in systems, workflows and service delivery.
- Coordinates financial and administrative processes within the New World ERP system, including supporting budget tracking, expense monitoring, and reporting in collaboration with leadership

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- Manages purchasing and reimbursement processes, including purchase order creation in New World ERP, tracking of technology and office inventory and ~~and~~ ensuring accurate documentation, coding, and compliance with grant and City financial policies
- Provides leadership, training, and technical guidance to staff, strengthening understanding and effective use of organizational systems, tools, and workflows
- Serves as the primary point of contact for operational partners and the public within the CJC office, including greeting visitors, managing incoming and outgoing mail, and responding to general inquiries

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Data ~~Collection & Communication~~ Management (50~~XX~~40%)

- Lead the development, implementation, and continuous improvement of internal data systems and tools, including case management trackers and feedback surveys, ensuring alignment with grant requirements and cross-program priorities
- Leads collaboration with program management to define, capture, and interpret meaningful evaluation metrics, translating data into actionable insights that inform strategy and program improvement
- Oversee the development, design, and production of the CJC's annual report, synthesizing data and narrative to effectively communicate organizational impact
- Serves as lead subject matter expert for data systems, providing training, technical support, and troubleshooting while driving staff adoption and effective use of tools
- Represent the organization in local and statewide data and evaluation initiatives, contributing expertise and shaping cross-sector data practices (e.g., Burlington's Situation Table, Vermont AGO Data and Evaluation Committee)
- Design and manage data collection processes, including surveys and other tools, ensuring effective distribution, high response rates, and clear documentation of findings
- Ensure data integrity across systems by establishing and maintaining standards for data entry, validation, cleaning, and quality assurance (including Law Manager, SharePoint trackers, and case files)
- Leads and coordinates the collection, entry, and reporting of program data, ensuring accuracy, completeness, and compliance with program and grant requirements
- Identify trends and opportunities through data analysis to support program growth, community impact, and strategic decision-making
- Develop and enhance internal reporting systems and dashboards to strengthen management insight and organizational accountability

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- Develop and manage internal data systems and tools, including case management trackers and feedback surveys, in alignment with grant requirements and cross-program priorities
- Strategize with programmatic teams to identify, capture, and share meaningful evaluation metrics and analysis
- Develop and design the CJC's annual report
- Prepare accurate and timely recurrent and ad hoc reports for internal and external stakeholders
- Provide technical support and training to staff on data systems and tools; serve as the first point of contact for troubleshooting and resolving issues
- Represent the organization in local and statewide data and evaluation initiatives, such as Burlington's Situation Table and the Vermont AGO's Data and Evaluation

Committee Assist in the distribution, collection, and documentation of feedback surveys and other forms of data collection

- Assist Safeguard data integrity by assisting with data entry, cleaning, and quality assurance auditing (on within Law Manager and, SharePpoint trackers, and case files) including but not limited to, participant personal information, case information, and case updates
- Collect, enter, and share data as required by CJC programs
- Identify and monitor community growth opportunities
- Provide data entry and analytical support to the team, including the development of internal management reporting capabilities regarding the annual report
- Design and implement data collection instruments, devices and procedures, including extracting information from core City systems:
- Use computer databases, electronic spreadsheets, desktop publishing, word processing, and statistical applications to manipulate, analyze, and present data.

Communications & Outreach (XX20%)

- Lead the management and ongoing optimization of the BCJC's website and social media platforms, ensuring content is current, engaging, and aligned with organizational priorities
- Develop written communications across platforms, including website content, social media, newsletters, press releases, and other outreach materials, ensuring clarity, consistency, and audience alignment
- Design and produce high-quality visual materials, including graphics, layouts, and data visualizations, to effectively communicate program impact and support outreach and reporting efforts
- Leads the development and implementation of outreach and communications strategies that advance equitable, effective, and values-aligned messaging across diverse audiences
 - Partner with staff across programs to assess communication needs, translate complex information into clear and compelling content, and ensure all materials reflect and reinforce organizational branding and values
 - Manage and update the BCJC's website and social media
 - Write copy for the website, social media, newsletters, press releases, and other outreach materials
 - Design and produce graphics, layouts, and data visualizations for the annual report and program specific marketing and outreach materials
 - Strategize outreach approaches and policies to promote equitable, effective, and values-aligned messaging
 - Collaborate with staff across programs to gather requests, translate them into professional communications products, and ensure all communications uphold organizational branding and values
- Create regular and recurring reports which include effective data visualizations or maps of meaningful metrics set by the Data Committee and programmatic teams:
- Manage internal and external communication:
 - Maintain a database of media organizations and contacts within them.
 - Manage the company's or organization's social media communications

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- Write, edit, and distribute various types of content, including material for a website, press releases, annual reports, and other types of content that take the message to the public.

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Administrative Operational Support (XX35%)

- Maintain organization of participant trackers on Sharepoint
- Provide administrative support with other Burlington Community Justice Center staff when necessary, such as closing out YSASP tickets, including data entry in the Law Manager database, and processing physical tickets for police departments and the Judicial Bureau.
- Serve as the first point of contact in the CJC office, including greeting visitors, handling incoming and outgoing mail, and general email inbox/inquiries. Act as a consistent presence in the CJC office, including greeting visitors, handling incoming and outgoing mail, general email inbox/inquiries to ensure timely responses and follow-up by appropriate staff, as needed
- Maintain a clean and welcoming 'front end' for the CJC and its guests, including lobby and entry way. Manage purchasing and reimbursements, including purchase order creation in New World ERP, administration of CEDO parking permits, and tracking of technology and office inventory
- Provide operational and technical support to staff, ensuring efficient understanding and use of organizational systems and tools

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Fundraising & Development (15%)

- Assist with the implementation and management of the annual fundraising plan and provide organizational support to any fundraising activities
- Lead administrative aspects of individual giving, corporate giving, and grant management including donor research, data management, donor communications, preproposal and grant application development, tracking, and reporting.

Other Job Functions:

- Attends monthly CEDO and CJC staff meetings and trainings when appropriate
- Actively participates in full-staff Race and Justice discussion groups and the Outreach Committee and at least one CJC Committee
- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's degree and at least three years of experience in data visualization/reporting, analysis, statistics, project coordination, communications/content management or another relevant field, or the equivalent in experience.
- Two years of experience in restorative justice, social work or criminal justice required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Education and at least two years of experience in data collection, analysis, statistics, communications or another relevant field. Ideal candidate has experience with work related to restorative or criminal justice.
- Experience presenting or communicating data analysis results to the public with multiple stakeholders, data sources and types of data is preferred.
- Experience using database query and reporting tools

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~~— Proficiency in ext~~

~~● extracting data from databases (i.e. writing queries using Microsoft Access)~~

- Demonstrated strong organizational skills.
- Strong communication and customer service skills, including written, phone, and interpersonal.
- High standards of confidentiality, attention to detail, record keeping and follow through required.
- Ability to work in a team environment, while also working independently as necessary.
- Computer literacy necessary. Proficiency in Microsoft Office Suite 365 required.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- The City of Burlington is committed to diversity, equity, and inclusion. We strongly encourage BIPOC, people with disabilities, LGBTQ applicants, and people from other underrepresented groups to apply recognizing and respecting that diverse perspectives and experiences are valuable to our team and essential to our public service.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

~~— x — seeing — ability to move distances — lifting (specify)~~
~~— color perception — within and between — pounds~~
~~— (red, green, amber) — warehouses/offices — carrying (specify)~~
~~— x — hearing/listening — climbing — pounds~~
~~— x — clear speech — ability to mount and — driving (local/over~~
~~— x — touching — dismount forklift/truck — the road)~~
~~— x — dexterity — pushing/pulling~~
~~— — hand~~
~~— — finger~~
~~— reading — basic — x — math skills — basic — x — analysis/comprehension~~
~~— x — reading — complex — math skills — complex — x — judgment/decision~~
~~— writing — basic — x — clerical — making~~
~~— x — writing — complex~~
~~— shift work — — outside — pressurized equipment~~
~~— x — works alone — — extreme heat — moving objects~~
~~— x — works with others — — extreme cold — high places~~
~~— x — verbal contact w/others — noise — fumes/odors~~
~~— x — face-to-face contact — mechanical equipment — hazardous materials~~
~~— x — inside — — electrical equipment — dirt/dust~~

Supervision:

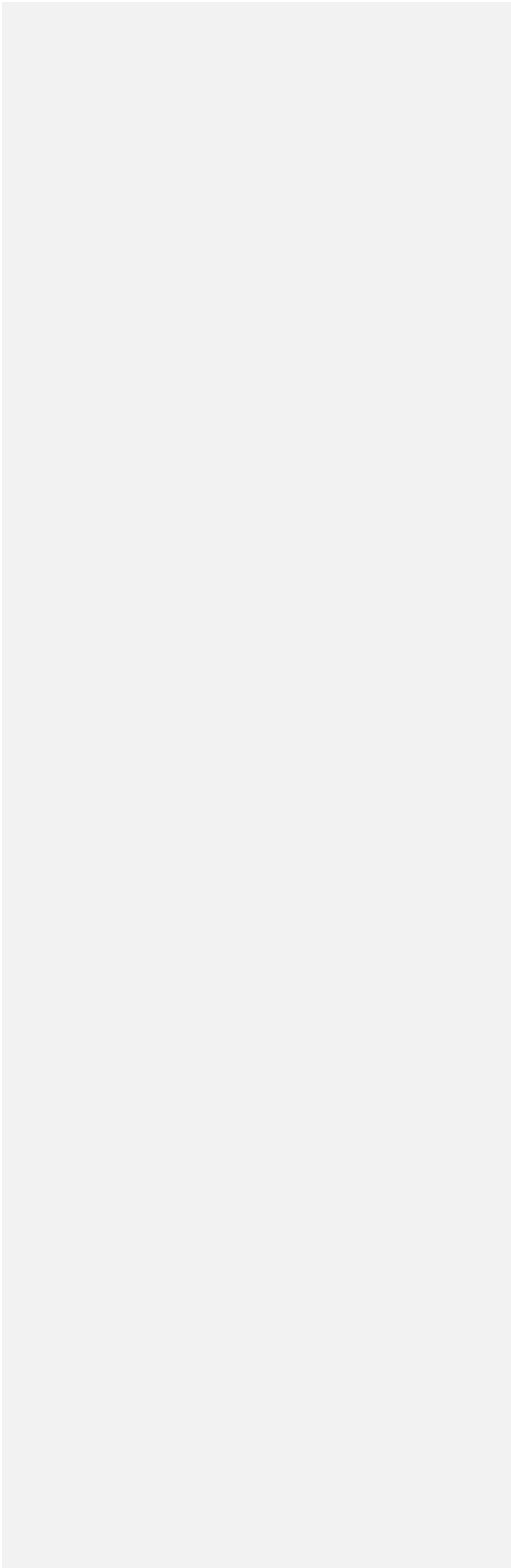
n/a

| Data, Communications and Operations Specialist
~~July 2024~~ April 2026

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____



City of Burlington Job Description

Position Title: Operations, Data and Communications Lead

Reports to: Assistant Director Community Justice Center

Pay Grade: 15

Job Code:

Status: Regular Service, Full Time

Union: AFSCME

- **General Purpose:**

The Operations, Data and Communications Lead serves as a key staff member responsible for coordinating and advancing the organization's operational systems, data infrastructure, and communications strategy. This position provides functional leadership across administrative operations, data systems, and public-facing communications, ensuring alignment, consistency, and continuous improvement across all CJC sites and programs. The position does not directly supervise employees but provides functional and technical leadership across programs. This role exercises independent judgment, leads cross-functional projects, and supports staff capacity building in operational and data systems. The position helps the City live up to its commitments to community connection/engagement, open data, transparency and innovation.

Responsibilities:

Operational Support (40%)

- Provides coordination and standardization of operations across five CJC locations, ensuring consistency in systems, workflows and service delivery.
- Coordinates financial and administrative processes within the New World ERP system, including supporting budget tracking, expense monitoring, and reporting in collaboration with leadership
- Manages purchasing and reimbursement processes, including purchase order creation in New World ERP, tracking of technology and office inventory and ensuring accurate documentation, coding, and compliance with grant and City financial policies
- Provides leadership, training, and technical guidance to staff, strengthening understanding and effective use of organizational systems, tools, and workflows
- Serves as the primary point of contact for operational partners and the public within the CJC office, including greeting visitors, managing incoming and outgoing mail, and responding to general inquiries

Data Management (40%)

- Lead the development, implementation, and continuous improvement of internal data systems and tools, including case management trackers and feedback surveys, ensuring alignment with grant requirements and cross-program priorities

- Leads collaboration with program management to define, capture, and interpret meaningful evaluation metrics, translating data into actionable insights that inform strategy and program improvement
- Oversee the development, design, and production of the CJC's annual report, synthesizing data and narrative to effectively communicate organizational impact
- Serves as lead subject matter expert for data systems, providing training, technical support, and troubleshooting while driving staff adoption and effective use of tools
- Represent the organization in local and statewide data and evaluation initiatives, contributing expertise and shaping cross-sector data practices (e.g., Burlington's Situation Table, Vermont AGO Data and Evaluation Committee)
- Design and manage data collection processes, including surveys and other tools, ensuring effective distribution, high response rates, and clear documentation of findings
- Ensure data integrity across systems by establishing and maintaining standards for data entry, validation, cleaning, and quality assurance (including Law Manager, SharePoint trackers, and case files)
- Leads and coordinates the collection, entry, and reporting of program data, ensuring accuracy, completeness, and compliance with program and grant requirements
- Identify trends and opportunities through data analysis to support program growth, community impact, and strategic decision-making
- Develop and enhance internal reporting systems and dashboards to strengthen management insight and organizational accountability

Communications & Outreach (20%)

- Lead the management and ongoing optimization of the BCJC's website and social media platforms, ensuring content is current, engaging, and aligned with organizational priorities
- Develop written communications across platforms, including website content, social media, newsletters, press releases, and other outreach materials, ensuring clarity, consistency, and audience alignment
- Design and produce high-quality visual materials, including graphics, layouts, and data visualizations, to effectively communicate program impact and support outreach and reporting efforts
- Leads the development and implementation of outreach and communications strategies that advance equitable, effective, and values-aligned messaging across diverse audiences
- Partner with staff across programs to assess communication needs, translate complex information into clear and compelling content, and ensure all materials reflect and reinforce organizational branding and values

Other Job Functions:

- Attends monthly CEDO and CJC staff meetings and trainings when appropriate
- Actively participates in full-staff Race and Justice discussion groups and at least one CJC Committee
- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Associate degree and at least two years of experience in data visualization/reporting, analysis, statistics, project coordination, communications/content management or another relevant field, or the equivalent in experience.
- Two years of experience in restorative justice, social work or criminal justice preferred.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Experience presenting or communicating data analysis results to the public with multiple stakeholders, data sources and types of data is preferred.
- Experience using database query and reporting tools
- Demonstrated strong organizational skills.
- Strong communication and customer service skills, including written, phone, and interpersonal.
- High standards of confidentiality, attention to detail, record keeping and follow through required.
- Ability to work in a team environment, while also working independently as necessary.
- Computer literacy necessary. Proficiency in Microsoft Office Suite 365 required.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- The City of Burlington is committed to diversity, equity, and inclusion. We strongly encourage BIPOC, people with disabilities, LGBTQ applicants, and people from other underrepresented groups to apply recognizing and respecting that diverse perspectives and experiences are valuable to our team and essential to our public service.

Supervision: n/a

Approvals:

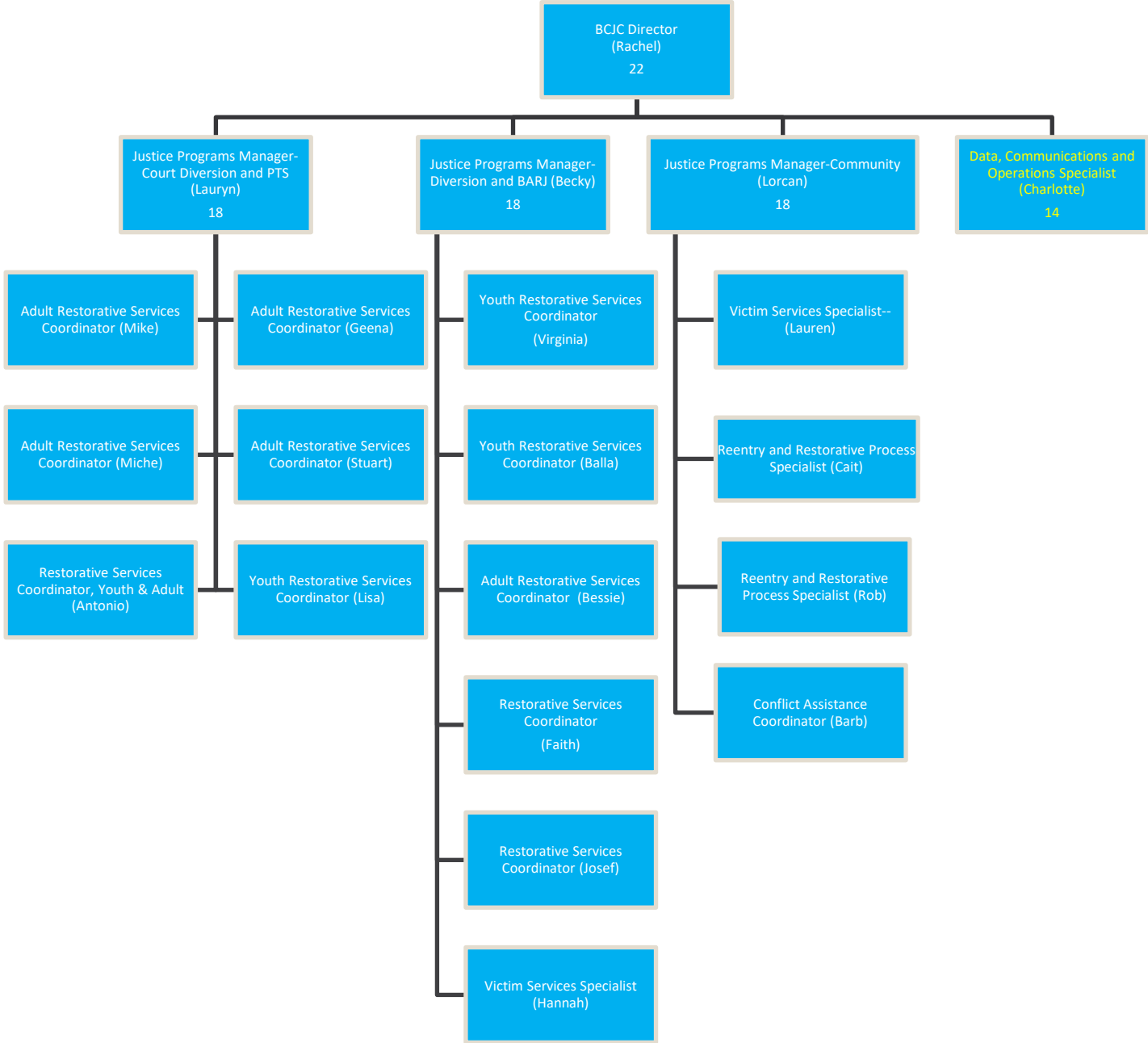
Department Head: _____

Date: _____

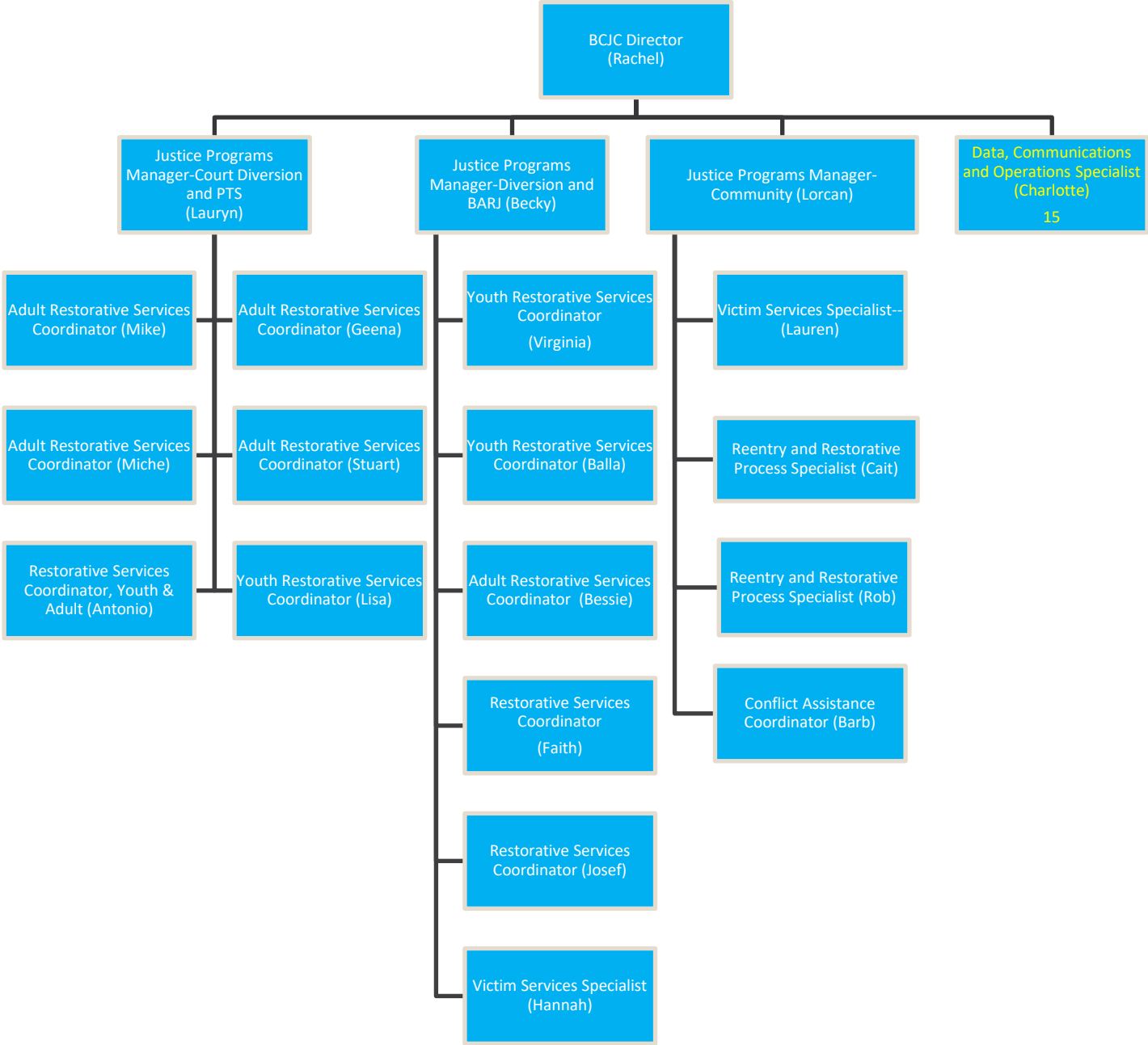
Human Resources: _____

Date: _____

Current (July 2026) Organizational Chart of the
Chittenden County Community Justice Center



Proposed Organizational Chart of the Chittenden County Community Justice Center



Board of Finance and City Council Submission Checklist

Department: CEDO Submitter: Rachel Jolly

Title/Subject: Reclass of CJC position

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	8/3/2026

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	7/29/2026	Kara Alnasrawi
Mayor's Office informed and approved memo	Yes	7/29/2026	Lisa Gerlach
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A		
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	7/29/2026	Emmett Wood
CAO has reviewed budget, financing, and memo	Yes	7/29/2026	Brad Kukenberger
Human Resources, if personnel action -Identify HR Manager in note	Yes	7/28/2026	Orieta Glozheni
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Job Description, Org Chart, Personnel Questionnaire Form
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	N/A	Click or tap here to enter text.



City of Burlington
Department of Public Works
Division of Parking and Traffic
645 Pine Street, Suite A
Burlington, VT 05402
802.863.9094 P
802.863.0466 F
802.863.0450 TTY
www.burlingtonvt.gov

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Jackie Esperti
DIVISION DIRECTOR

Date: 8/3/2026

From: Jackie Esperti, Division Director for Parking and Traffic

C.C. Chapin Spencer, Director of Public Works

Subject: Downtown Garage Capital Repair Contract Approval

DPW is requesting Board of Finance recommend approval and City Council approval of the attached contract. The contract is between the City of Burlington and Structural Preservation Systems, who had the low bid on the project, and has a total of \$339,262, plus a contingency of \$50,000 for a total authorization project expenditure amount of \$389,262.

Background:

The College Street Parking Garage was built in 1985 and transferred to the city in 1996. While regular maintenance is performed, larger upkeep is needed to keep the garage safe for all and extend its useable life. The repairs in the College Street Parking Garage will include horizontal concrete patch repair, a double-tee flange connector patch repair, gravity fed crack repair, waterproofing membrane and joint sealant.

The proposal also includes work to the Westlake Parking Garage, which is located to the Northwest of the College Street Garage. This garage is co-owned by Burlington Community Development Corporation (BCDC) and the first floor is scheduled for a pre-arranged sale in March 2027 to Westlake Parking, LLC. The repairs in the Westlake Parking Garage will include horizontal concrete patch repair, pressure grouting concrete patch repair, gravity fed and epoxy injection crack repair, and joint sealant. These Capital repairs will keep the garage in good repair.

We contracted with Hoyle Tanner and Associates, an Engineering consultant in Burlington, to scope the work. Along with the City Attorney's office and Hoyle Tanner, we put together a Request for Price

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Quotations and put it out to bid on June 22, 2026. On July 16th, 2026, the bids were publicly opened and the lowest bidder was awarded the project.

Financial Consideration:

DPW recommends awarding the contract to Structural Preservation Systems with a bid of \$339,262.

There will be multiple sources of income for the project:

- \$69,814.64 will be paid from a Department of Finance and Administration-managed Westlake Garage repair fund for the Westlake portion of the project. The City and the Westlake Condo Association have been paying into this Westlake Garage repair fund over the last 19 years.
- The remainder of the Westlake Garage portion (\$115,469.81), will be split equally between the Westlake Area Condo Association and DPW Parking Facilities Fund GL 265-19-205-455.6300 - Repair & Maintenance. The city's portion of this is \$57,734.91
- The College Street Garage portion of the payment will be entirely paid by the Parking Facilities Fund and is budgeted in the FY27 Capital Repairs GL 265-19-205-455.9500 - Capital Outlay. This payment is expected to be \$153,978.30.
- The total base payment by the Parking Facilities fund is \$211,713.21. Should any of the \$50,000 contingency be needed, the portion that the City is responsible for will come from Parking Facilities Fund FY27 Capital Repairs GL 265-19-205-455.9500 - Capital Outlay.

Operational Considerations:

DPW has been in contact with the 3 adjacent hotels who have contracts within the garage. The work will be concentrated in small areas, so there will not be significant disruption to the operation of the garage.

Motions:

Board of Finance:

To approve and recommend that the City Council authorize the Director of the Department of Public Works to sign a contract with Structural Preservation Systems and any other related documents necessary or convenient to effect the transaction, in the amount of \$339,262, plus a contingency of \$50,000 for a total authorization project expenditure amount not to exceed \$389,262 to complete work in the Westlake Garage and the College Street Garage, subject to the final review and approval as to form by the City Attorney's Office.

City Council:

To authorize the Director of the Department of Public Works to sign a contract with Structural Preservation Systems and any other related documents necessary or convenient to effect the transaction, in the amount of \$339,262 plus a contingency of \$50,000 for a total authorization project expenditure amount not to exceed \$389,262 to complete work in the Westlake Garage and the College Street Garage, subject to the final review and approval as to form by the City Attorney's Office..

Board of Finance and City Council Submission Checklist

Department: DPW Parking and Traffic Submitter: Jackie Esperti

Title/Subject: Parking Garage Capital Repair Contract Approval

	Approval:	Meeting Date:
☒	Board of Finance	8/3/2026
☒	City Council	8/3/2026
☐	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	7/24/2026	Chapin Spencer
Mayor's Office informed and approved memo	Yes	7/28/2026	Lisa Gerlach
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Yes	6/19/2026	Hayley McClenahan
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	7/28/2026	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	7/28/2026	Bradley Kukenberger
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Jackie Esperti
DIVISION DIRECTOR

Date: 8/3/2026

From: Jackie Esperti, Division Director for Parking and Traffic

C.C. Chapin Spencer, Director of Public Works

Subject: Five-Year Authorization to Extend Fines for Food Program

REQUEST

The Department of Public Works seeks approval to donate one half of the proceeds from the payment of delinquent parking tickets received during the period of December 1, to December 31, of each year from 2026 to 2030 to Feeding Champlain Valley to fight food insecurity as part of the continuation of the Fines for Food Program started in 2021.

BACKGROUND

During the Covid-19 pandemic, enforcement of scoff (towing for overdue tickets) was suspended to minimize potential adverse impact on vulnerable communities. With the pandemic recovery underway, and reforms that created a more equitable approach to scoff and were intended to minimize vehicle impoundments (adopted by the Public Works Commission in November 2021), scoff enforcement was returned on February 1, 2022.

With the return of scoff, nearly 500 people were exposed to impoundment and another 500 were within one ticket of exposure to the new \$275 threshold. Additionally, there were approximately 6,500 accounts that were not at risk of impoundment, but could eventually be exposed without account resolution. With the expressed goal of minimizing impoundment, Parking Services had been working to develop an incentive program to encourage payment of these overdue fines prior to the return of scoff. It is important to note

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that approximately 85% of fines are paid and that scoff violation and impoundments are the exception. An exception, however, that should be minimized and avoided.

Additionally, during the 2019 Holiday season, Parking Services was approached by then Councilor Karen Paul to create a program that addressed parking tickets and food insecurity. The initial idea was to develop program similar to other communities that have implemented programs such as Food for Fines, School Supplies for Fines and other similar programs that use donated goods to incentivize payment of parking fines. These programs were promising but came with many logistical, equity and legal challenges that prevented implementation – including issues revolving around valuation of the donated products received and which types of tickets can be resolved with this program.

Faced with the same challenges heading into the 2020 Holiday season and working with the Administration, an alternative to Food for Fines was developed: Fines for Food. Under this new approach, of the overdue parking tickets that are paid in full, half of the cash received was donated to a food insecurity charity. This provided the charity with cash that they can use to support their operations as they see fit and removed the logistical and legal issues surrounding food donations. It was critical, however, that this only applied to overdue tickets to avoid impacts to the City's General Fund. If the program were offered to non-overdue tickets as well, this could have represented a projected \$30,000 in lost revenue over the proposed one-month pilot period – likely generating a net loss to the General Fund.

As the design of the program evolved, it became clear that Fines for Food could serve to both ease the restart of scoff enforcement as well as support our community's food insecurity needs, an initiative brought forward by Councilor Paul. Specifically, the program:

- Offers an incentive to resolve violations that could escalate to impoundment exposure,
- Provides the City an alternative method to capture what would otherwise be lost revenue with minimal risk of additional loss, and
- Provides a sustainable way to address food insecurity in the community.

Program Goals:

- Create a positive experience while resolving overdue parking tickets
- Reduce exposure to impoundment (resulting from scoff violation)
- Take a concrete action to address food insecurity in our community
- Unlock otherwise lost revenue for the city

Program Definition

- Time Period: December 1 to December 31 for the years 2026 through 2030
- Offer: Pay off delinquent account in full; 50% of that payment, net of payment processing, merchant, and third-party collection fees will be donated to fight food insecurity.
- Publicity: Direct mailing/emailing to delinquent accounts
Press release, social media and other typical avenues
- Donation Recipient: Feeding Champlain Valley (formerly Feeding Chittenden)

Benefits of Program:

- Addresses food insecurity in our community
- Allows online payment and participation
- Provides a cash donation that can be used as needed
- Provides an incentive for people to resolve delinquent accounts
- Helps to prevent scoff violation and impoundment
- Provides a creative approach to capturing otherwise lost revenue
- Donations made to Feeding Champlain Valley:
 - FY 2022 - \$39,638.50
 - FY 2023 - \$37,003.13
 - FY 2024 - \$33,253.25
 - FY 2025 - \$32,103
 - FY 2026 - \$31,165

The Fines for Food program has run well for the last five years. Our Parking Services team sees this as an important part of their mission to support the community and every year we get a number of appreciative notes and calls from members of the public. As a result, we are seeking Council support to continue this partnership with Feeding Champlain Valley and Burlington parkers for another five years.

MOTIONS

Board of Finance:

“To approve and recommend that the City Council authorize the Director of the Department of Public Works to make a charitable donation to Feeding Champlain Valley in an amount equal to one-half of revenues received from delinquent parking ticket during the period of December 1 through December 31, for the years 2026 through 2030.”

City Council:

“To authorize the Director of the Department of Public Works to make a charitable donation to Feeding Champlain Valley in an amount equal to one-half of revenues received from delinquent parking ticket during the period of December 1 through December 31, for the years 2026 through 2030.”

Board of Finance and City Council Submission Checklist

Department: DPW – Parking and Traffic Submitter: Jackie Esperti

Title/Subject: Fines for Food

	Approval:	Meeting Date:
☒	Board of Finance	8/3/2026
☒	City Council	8/24/2026
☐	Concurrent	Click or tap to enter a date.

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Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	7/27/2026	Chapin Spencer
Mayor's Office informed and approved memo	Yes	7/29/2026	Lisa Gerlach
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	7/28/2026	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	7/28/2026	Brad Kukenberger
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine St. Suite A
Burlington, VT 05401
802.865.7200 VOX
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802.863.0450 TTY

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Lee Perry
*DIVISION DIRECTOR
DPW MAINTENANCE DIVISION*

MEMORANDUM

To: Board of Finance/City Council

From: Chapin Spencer, Director of Public Works
Lee Perry, Division Director Maintenance Division
Lynn Reagan, Director of Human Resources
Tony Berry, Human Resources Manager

Date: August 3, 2026

Re: Reclassification and Retitling of One (1) Of three (3) Existing Right Of Way Working Foreperson Positions to a Right of Way Operations Lead position

Executive Summary

The Department of Public Works (DPW), Maintenance Division, is proposing the reclassification and retitling of one (1) position in the Street Maintenance Division as summarized below:

- Reclassification and retitling of one (1) of three (3) existing Right of Way Working Foreperson positions a Regular, Full-Time, Non-Exempt, AFSCME, Grade 16, role in the Street Maintenance Division to the Right of Way Operations Lead, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 19 role. This is not an addition in positions but replaces one (1) of the three (3) existing ROW Working Foreperson positions.

Background

Due to General Fund financial constraints, difficulty in attracting applicants for the Street Maintenance Manager position, and discussions across DPW divisions and with AFSCME about exploring the concept of an “operations lead”, the manager position was frozen in the FY’27 budget. To provide overall coordination of this workgroup without the Manager position, the Division Director will be taking on supervisory responsibilities for the Street Maintenance / ROW workgroup, and we are proposing to reclassify and retitle one of the ROW Working Foreperson positions to take on more of the workgroup’s project management, training and interdivisional coordination needs. This proposed position will be responsible for providing

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overall coordination, direction and technical expertise to the Right of Way Field Technician work group including crew members and Working Forepeople engaged in installation, repair, maintenance work, and winter snow removal operations on City facilities and infrastructure, as well as day to day oversight of the City's Recycling staff until January 1, 2027, when these services will be contracted out. This position will enable the workgroup to continue its essential work without filling the frozen Street Maintenance Manager position in FY'27. This will save the City ~\$140,000 in salary and benefit costs for the Manager position while seeing a nominal increase of ~\$4,100.00 in additional salary cost for this reclassified position. Total General Fund savings is projected to be ~\$135,900.

This Operations Lead approach demonstrates our department's innovation as we aim to maintain services in the current fiscally constrained environment. We will will evaluate how this role performs over time. Future decisions on whether we reintroduce the manager roles will be based on what we learn from this new approach.

Financial Impact

The salary and benefits for the Grade 19 Step one (1) position, has a starting annual salary of \$81,436.05 for FY27. Because the current candidate who is qualified for this position already has an annual salary above this starting Grade 19 Step 1 salary, the candidate will be given a 5% increase in salary per City of Burlington Personnel Policy, Section 5.4 C. This salary increase was budgeted for in the Street Maintenance Division Salary line in the FY27 General Fund budget.

Board of Finance Motion:

To recommend that City Council approve the:

- Reclassification and retitle of one (1) existing Right of Way Working Foreperson position, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position to the Right of Way Operations Lead, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 19, role in the Street Maintenance Division.

City Council Motion:

To approve and authorize the:

- Reclassification and retitle of one (1) existing Right of Way Working Foreperson, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16x position to the Right of Way Operations Lead, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 19, role in the Street Maintenance Division.

If you have any questions please reach out to Lee Perry lperry@burlingtonvt.gov

City of Burlington Job Description

Position Title: ROW Operations Lead

Department: Department of Public Works

Reports to: Division Director DPW Maintenance Division

Pay Grade: 19

Job Code: 412

Exempt/Non-Exempt: Non-Exempt

AFSCME

Union:

General Purpose:

This position is responsible for providing on-site coordination, direction and technical oversight to Right of Way Field Technician crew members engaged in installation, repair and maintenance work on City facilities and infrastructure.

This position works alongside employees in the field and assists in coordinating work assignments, monitoring work progress, ensuring work is performed safely and efficiently.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

Team Lead Functions:

- In collaboration with the Maintenance Division Director, coordinates the work of Right of Way Working Foreperson I&II, Right of Way Field Technician I&II positions, and Recycling staff. Oversight of the Recycling Staff will end on January 1, 2027.
- Complete required paperwork, including but not limited to; production reports, work orders completed on tablets/computer using the City’s asset management program, crew schedules, other appropriate administrative paperwork as needed, log of activities, etc.
- Confirms accuracy and completion of ROW workgroup workorders and ensures the appropriate documentation of all billable and non-billable work prior to submittal.
- Assist the Right of Way Field Technician crew members in maintenance and repair work on City facilities through coordinating crew activities, reviewing work and providing technical oversight.
- Prepare, coordinate and lead assigned work group in daily work assignments and projects including but not limited to scheduling Dig Safe, excavating permits and collecting required deposits.
- Monitoring and providing on-site feedback of employees including, but not limited to, job duty proficiency and productivity, conduct, attendance, compliance with Departmental procedures, State regulations, City safety requirements and training of

Right of Way Field Technician crew members.

- In collaboration with Maintenance Division Director, coordinate work and determine priority of work, and resources needed such as materials, equipment requirements, work crews and work schedules.
- Prepare requisitions required for materials to complete projects in a manner consistent with Department policies and procedures.
- Maintain control over progress and quality of work in accordance with departmental goals, objectives and standards.
- Demonstrate proficiency and understanding of construction/project blueprints and apply in the field
- Perform project layout based on project blueprints, including but not limited to establishing grade elevations with the use of a sight level, or laser level, new structure and pipe installation, as well as other city infrastructure.
- Install various sized sewer and storm drainpipe at grade with the use of a sight level, laser level, or pipe laser.
- Coordinate off-hour emergency sewer and stormwater repairs.
- Identify and coordinate with the Fleet Manager all maintenance and repairs of assigned equipment.
- Prepare and deliver trainings to ROW Field Technicians I&II, ROW Working Foreperson I&II, and assist Division Director with developing and maintaining standard operating procedures (SOP), for construction, paving, backfilling best practices, relative to scope of work.
- Assist in identifying required safety trainings, and relevant training opportunities to adhere to required tiering status, as well as to enhance workgroup performance and fully realize staff potential.
- Coordinate with and train staff from other City departments for snow removal operations that are and are not required by AFSCME contract to assist ROW with snow removal operations. This includes, but is not limited to, safe operation of sidewalk tractors, one ton dump trucks, 7yd. and 14yd. plow trucks, salt spreader functionality, application amounts, routes and priorities.
- Ability to operate all Division Equipment, including but not limited to backhoe, excavator, skidsteer, front end loader,
- Oversight and coordination of street, and sidewalk snow removal operations, as well as perform snow plowing as required.
- Lead, and coordinate off-hour snow plowing operations, coordinating any adjustments to the schedules for two alternating crews, providing timely updates to DPW leadership for our external communications. Fielding calls from the public, emergency services, public transit providers during snow events, and coordinating with parking services for snow removal during parking bans.
- Oversight and coordination of the City's annual clean sweep operations, including but not limited to, coordinating with parking services during parking bans for the event, as well as oversight of the rental sweeper.
- Oversight and coordination of nighttime snow removal operations in the downtown area, clearing snow along parking stalls, and meters after snow events.

- Review of leave requests for alignment with resource needs and weekly payroll for completeness and accuracy prior to final approval by management.

General Job Functions:

- Act as “Ambassador” for DPW, carrying out work in a manner consistent with Department Mission and Vision.
- Performs duties and functions of subordinate positions.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School diploma or equivalent required.
- Six (6) years of experience in construction, maintenance and repair or related field with at least two (3) years in a supervisory role required or 150 hours as a group lead
- Complete OSHA 30 within six (6) months of hire and stay current with all safety trainings.
- Class B CDL license required.
- Proficient in directing work activities of a large (approximately 15 crew member) work crew and lead by example.
- Proficient in selecting and assigning staff to each task, while maintaining quality control on projects.
- Proficient in determining and demonstrating appropriate methods, procedures and techniques for tasks assigned.
- Ability to use computers, smart phones, iPads, email and the internet effectively.
- Proficient in using Asset Management software to create work orders, and manage inventory
- Strong problem-solving skills required.
- Strong communication skills, both oral and written required.
- Ability to train and motivate subordinate workers.
- Must be a self-motivated, flexible, safety-conscious team-oriented individual that embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Proficient in operating sewer and stormwater Vactor,
- Proficient in operating front-end loader, asphalt rollers, street sweepers, sidewalk plows, 7yd. and 14yd. dump trucks, jackhammer, backhoe, bobcat and other related equipment.
- Proficient in operating wheeled and tracked snowplow equipment on City streets and sidewalks to plow, remove snow and ice, salt and sand.
- Ability to work outdoors in all weather conditions.
- Ability to work in confined spaces and in moving traffic areas.
- Ability to work nights, weekends and on call required.

- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x	seeing	x	ability to move distances within warehouses and offices
x	color perception (red, green, amber)	x	lifting (specify 75 pounds)
x	hearing/listening	x	carrying (specify 75 pounds)
x	clear speech	x	climbing
x	touching	x	driving
x	dexterity x hand x finger	x	ability to mount and dismount forklift
x	reading – basic	x	pushing/pulling
	reading – complex	x	shift work
	math skills – basic	x	moving objects
x	math skills – complex	x	pressurized equipment
x	writing – basic	x	extreme heat
	writing – complex	x	extreme cold
x	analysis/comprehension	x	high places
x	judgment/decision making	x	noise
x	clerical	x	fumes/odors
x	inside	x	dirt/dust
x	outside	x	hazardous materials
x	works alone	x	electrical equipment
x	works with others	x	mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: __ 0 __

Indirectly Supervises: __ 15 __

Disclaimer:

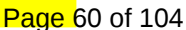
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

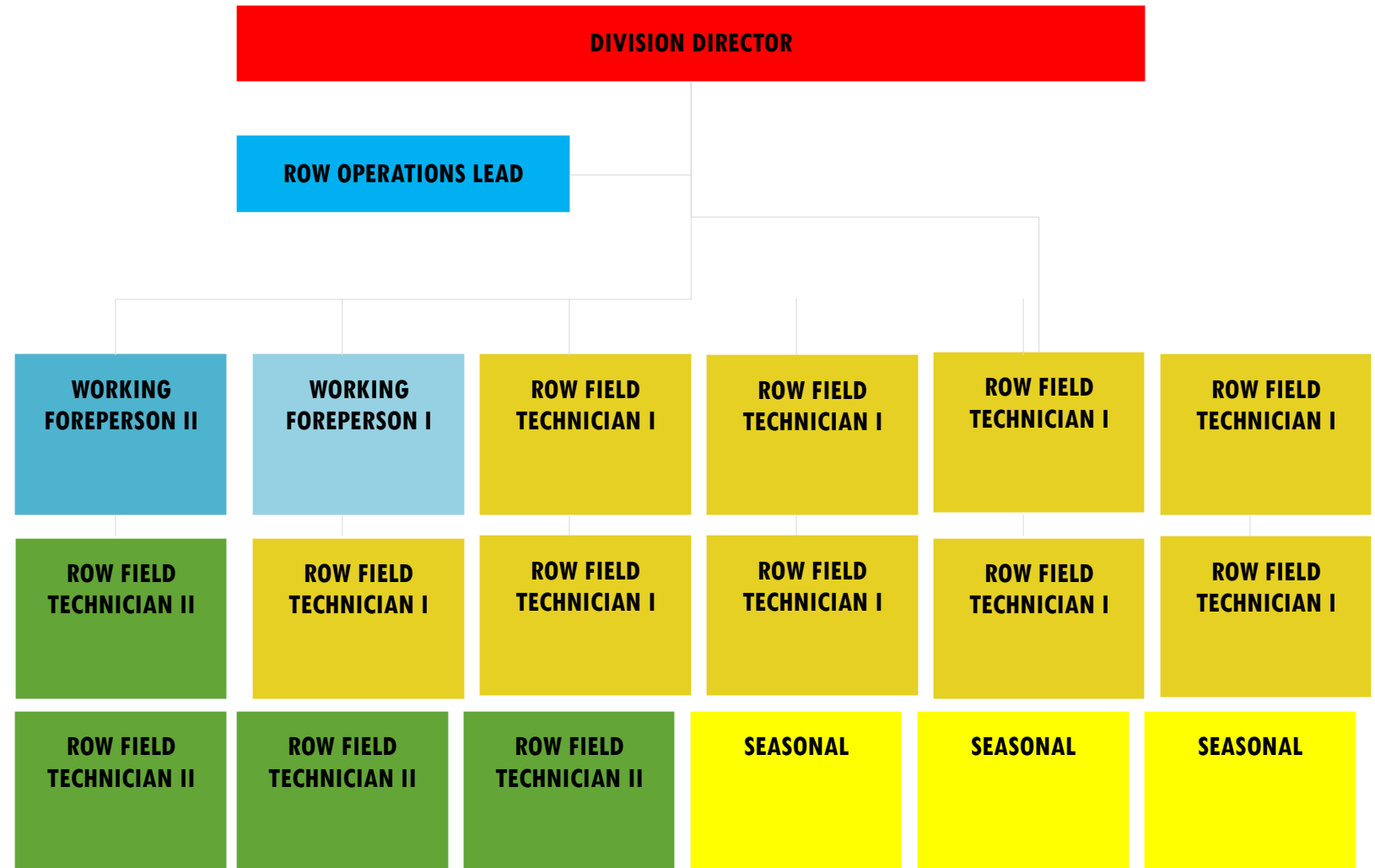
Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Updated July 2002; revised July 2009; Final September 2009
Revised March 2015. Revised January 2016. Revised June 2018. Revised March 2026



PROPOSED STREET MAINTENANCE ORGANIZATION CHART



Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Public Works Submitter: Lee Perry
Title/Subject: Reclassification and Retitling of (1) Right Of Way Working Foreperson Position to Right of Way Operations Lead

Approval Requested:

☐ Board of Finance

☐ City Council

☒ Both BOF and Council

Meeting Date:

Click or tap to enter a date.

Click or tap to enter a date.

8/3/2026

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	7/24/2026	Approved by Chapin Spencer
Mayor's Office	Yes	7/29/2026	Approved by Lisa Gerlach
Board/Commission	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	7/28/2026	Approved by Hayley McClenhan
CAO for budget, financing, and memo	Yes	7/28/2026	Approved by Brad Kukenberger
Human Resources, if personnel action or policy	N/A	7/29/2026	Approved by Lynn Reagan
CIO, if IT-related	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: Board of Finance

FROM: Jack Keller, PE, Public Works Engineer
Phillip Peterson, PE, Senior Transportation Engineer & Planner

DATE: August 3, 2026

CC: Chapin Spencer, Director of Public Works
Laura Wheelock, PE, Assistant Director of Public Works/City Engineer

RE: Authorization to Execute the Design Contract Amendment No. 1 - Queen City Park Road Sidepath Design Contract

Request:

The Department of Public Works (DPW) requests approval and authorization from the Board of Finance to execute Contract Amendment No. 1 with Hoyle Tanner and Associates for the Queen City Park Road Sidepath project. The amendment increases the design contract by \$33,681. The original contract authorization totaled \$214,245. The new contract amount is \$247,926. With a requested contingency of \$10,000 for approximately 10% of remaining design work, this brings the new total authorized amount to \$257,926.

Background:

The Queen City Park Road Sidepath project is a bicycle and pedestrian improvement identified through the Chittenden County Regional Planning Commission scoping study completed with Burlington and South Burlington. The study evaluated multimodal connections between US Route 7 and the Burlington Waterfront Greenway. There are currently no sidewalks or dedicated bicycle facilities along Queen City Park Road – only advisory lane markings within the roadway. Installation of a shared-use path on this segment of Queen City Park Road within Burlington, from Austin Drive toward Central Avenue, was selected for funding through the VTrans Bicycle and Pedestrian Program.

This project requires coordination with VTrans and includes federal requirements such as National Environmental Policy Act (NEPA) documentation. The entire project is estimated to cost \$1,035,000, funding for which was authorized by the City Council in September, 2022. The breakdown of projected and up-to-date costs with each line item is illustrated in Attachment 1: Project Budget. Construction is anticipated to begin in spring of 2028.

Reason for Amendment:

Preliminary plans were submitted in October 2025. Shortly afterward, updated design plans for an abutting private development were released. These plans required significant coordination between the City, the developer, and Hoyle Tanner to resolve conflicts between the two projects. As posed, the conflicts do not threaten the feasibility of this project nor add future cost drivers for construction, but inflation will add cost as the project timeline lengthens.

Hoyle Tanner's amendment request documents the additional work performed and the remaining work required. This includes project overlay, conflict identification, development of alternatives, revisions to approximately 250 feet of path alignment, design of a new 160 foot drive culvert, integration of updated stormwater and grading information, and additional coordination meetings. Watershed Consulting Associates will complete supplemental stormwater modeling requested by the City.

The amendment also includes a rate adjustment for remaining tasks due to updated 2026 billing rates.

Financial Summary:

The original contract amount is **\$214,245**. Amendment No. 1 requests **\$33,681**. Approval of this amendment increases the total contract amount to **\$247,926**.

The 2023 CC approval allocated enough budget to cover this request and does not require any new funds to be allocated at this time. The project is 80% federally funded and 20% local match, and in 2023, local match funds consisted of a capital allocation from Bond Series 2022A. An updated budget has been included in the attachments.

With Amendment No. 1 and the new contingency, the total project encumbrance for Hoyle Tanner's contract will be increased by **\$22,681** to **\$257,926**.

Attachments

1. Project Budget

Motions

Board of Finance:

1. To approve and authorize the Director of Public Works, or their designee, to execute a contract amendment with Hoyle Tanner & Associates, Inc. to increase their design contract for the Queen City Park Road Sidepath Project by \$33,681, with an additional \$10,000 in contingency funds, equaling a new total authorized expenditure of \$257,926, and to further authorize the director of public works to execute any necessary future amendments using up to this contingency amount, subject to the final review and approval by the Office of the City Attorney.

Project:	843 VTRANS Grant - QCPR Shared Use Path							
Project Manager:	Jack Keller							
Last Updated:	7/23/2026							
Description:	Queen City Park Road Shared Use Path							
FUNDING SOURCES:		Total Revenue	FY23	FY24	FY25	FY26	FY27	FY28
843-19-700.4875_130	Vtrans Bike Ped Grant # CA0727	\$ 828,000.00	\$ -	\$ 828,000.00				
843-19-700.4990_800	CIP \$23M TMD Bond Series 2022A	\$ 109,000.00	\$ -	\$ 207,000.00			\$ (98,000.00)	
843-19-700.4990_800	Unidentified Bond Proceeds	\$ 98,000.00						\$ 98,000.00
Total Revenue		\$ 1,035,000.00	\$ -	\$ 1,035,000.00	\$ -	\$ -	\$ (98,000.00)	\$ 98,000.00
Project Budget Expenses:	Line Item	Total Expense	FY23	FY24	FY25	FY26	FY27	FY28
	Design Consultant	\$ 247,926.00	\$ -	\$ 19,910.04	\$ 62,204.94	\$ 84,960.00	\$ 60,000.00	\$ 20,851.02
	Staff time	\$ 70,000.00	\$ -	\$ 4,382.60	\$ 12,087.43	\$ 18,833.25	\$ 15,000.00	\$ 19,696.72
80% Federal (9500_100)	Construction Engineering	\$ 80,000.00					\$ 5,000.00	\$ 75,000.00
20% Local (9500_800)	Construction	\$ 516,074.00					\$ 20,000.00	\$ 496,074.00
	Contingency (25%)	\$ 141,000.00						\$ 141,000.00
Total Expenses		\$ 1,055,000.00	\$ -	\$ 24,292.64	\$ 74,292.37	\$ 103,793.25	\$ 100,000.00	\$ 752,621.74

Hoyle Tanner (Design Consultant)	Expense Tracking	Total Expense	FY23	FY24	FY25	FY26	FY27	FY28
80% Federal	VTrans Bike Ped Grant # CA0727	\$ 198,340.80	\$ -	\$ 15,928.03	\$ 49,763.95	\$ 67,968.00	\$ 48,000.00	\$ 16,680.82
20% Local Match	Bond Series 2022A	\$ 49,585.20	\$ -	\$ 3,982.01	\$ 12,440.99	\$ 16,992.00	\$ 12,000.00	\$ 4,170.20

DPW Engineering	Expense Tracking	Total Expense	FY23	FY24	FY25	FY26	FY27	FY28
80% Federal	VTrans Bike Ped Grant # CA0727	\$ 56,000.00	\$ -	\$ 3,506.08	\$ 9,669.94	\$ 15,066.60	\$ 12,000.00	\$ 15,757.38
20% Local Match	Bond Series 2022A	\$ 14,000.00	\$ -	\$ 876.52	\$ 2,417.49	\$ 3,766.65	\$ 3,000.00	\$ 3,939.34

Construction Engineering (Projected)	Expense Tracking	Total Expense	FY23	FY24	FY25	FY26	FY27	FY28
80% Federal	VTrans Bike Ped Grant # CA0727	\$ 64,000.00	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 60,000.00
20% Local Match	Bond Series 2022A	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 15,000.00

Construction (Projected)	Expense Tracking	Total Expense	FY23	FY24	FY25	FY26	FY27	FY28
80% Federal	VTrans Bike Ped Grant # CA0727	\$ 412,859.20	\$ -	\$ -	\$ -	\$ -	\$ 16,000.00	\$ 396,859.20
20% Local Match	Bond Series 2022A	\$ 103,214.80	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 99,214.80

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Public Works Submitter: Jack Keller

Title/Subject: Queen City Park Road Sidepath Project – Designer Contract Amendment

Approval Requested:

☒ Board of Finance

☐ City Council

☐ Both BOF and Council

Meeting Date:

8/3/2026

Click or tap to enter a date.

Click or tap to enter a date.

Instructions

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5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	7/27/2026	Chapin Spencer/Laura Wheelock
Mayor's Office	Yes	7/28/2026	Lisa Gerlach
Board/Commission	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	Yes	7/29/2026	Kimberlee Sturtevant
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	7/29/2026	Kimberlee Sturtevant
CAO for budget, financing, and memo	Yes	7/28/2026	Bradley Kukenberger
Human Resources, if personnel action or policy	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	N/A	Click or tap to enter a date.	Click or tap here to enter text.



To: Board of Finance and City Council

From: Megan Moir, Division Director - Water Resources
Rocky Vogler, Director of Engineering and Operations
Kate Komorowski, Director of Drinking Water Production
Dave Booska, Drinking Water Production Manager

Cc: Chapin Spencer, DPW Director
Tony Berry, Human Resources Manager
Lynn Reagan, Director of Human Resources

Date: August 3, 2026 (Concurrent)

Subject: Water Resources Drinking Water Personnel Reorganization – Distribution Operations Lead and Tiering for the Water Treatment Plant workgroup

EXECUTIVE SUMMARY

The Water Resources Division (WRD) of the Department of Public Works (DPW) requests Board of Finance and City Council approval for a variety of organizational changes related to the WRD Metering Services workgroup. These include:

1. Reclassification of one (1) Distribution Working Foreperson position (AFSCME Grade 17) to Water Distribution Operations Lead (AFSCME Grade 19);
2. Reorganization of the Water Plant Operator and Water Plant Mechanic positions (AFSCME Grade 17) into a tiered Drinking Water Production Technician ladder (AFSCME Grade 15/17/18/19) for existing and future vacancies and for existing employees who wish to access the benefits of tiering through acquiring progressive skills and credentials and corresponding duties and responsibilities.

Additional details are provided below in the background.

Funds for these organizational changes were included in the approved FY27 Drinking Water budget.

BACKGROUND

Over the last several years, WRD has made incremental and targeted adjustments to its staffing resources and structure to build a resilient and sustainable organization. The proposals outlined in this memo are in alignment with the “themes of action” outlined in previous organizational continuous improvement memos¹ and presentations.²

1. Incentivize staffing excellence
2. Pay commensurate with responsibility
3. Plan for organizational succession
4. Increase operational efficiencies
5. Increase/support division level leadership bandwidth

¹ <https://burlingtonvt.portal.civicclerk.com/event/7005/files/attachment/4998>

² <https://burlingtonvt.portal.civicclerk.com/event/7005/files/attachment/4998>

The changes described below and requested in this memo support improvements in line with several of these themes. The current and proposed organizational chart is provided as Attachment A and the new job descriptions are provided in Attachment B. All positions were graded by the Human Resources Department and approved by AFSCME leadership.

SUMMARY OF ORGANIZATIONAL CHANGES

Reclassification of one Distribution Working Foreperson (non-Union) position to a Water Distribution Operations Lead (AFSCME)

Action Areas: incentivize staffing excellence; pay commensurate with responsibility; plan for organizational succession; increase/support division level leadership bandwidth

The Water Distribution workgroup are the field heroes of the Drinking Water utility. The distribution system is the network of underground pipes that carry potable water from the water plant and storage systems to Burlington properties. These dedicated distribution employees work throughout the year and in a variety of harsh weather conditions and underground construction hazards (traffic, deep trenches and congested subsurface environments) to repair the water distribution system when it breaks and restore water service to homes and businesses. They also perform proactive maintenance such as hydrant flushing and valve testing and replacement which are critical to maintaining water quality and improving the resiliency of our system. The team also oversees private contractors who are working on the distribution system to ensure they are meeting standards and drinking water standards. This repair work has always been done carefully to ensure the potability of drinking water. However, since approximately 2019, even more strict focus and regulation has been placed ensuring that no contamination of the drinking water occurs during water main and service breaks from the surrounding soils, which can contain bacteria and cause illness in the users. This requires many steps and decisions when unearthing and repairing a break, turning an already physically demanding job into also one with significant technical demands. Like many water resources positions, the distribution roles require employees to obtain professional certifications from the State (Class D Distribution).

The workgroup is currently supported by two working forepersons which are in the Union (Grade 17) and one non-Union Distribution Manager (Grade 20). The previous Distribution Manager³ retired in late 2025 and, as is typical for the Water Resources Division, alternative structures were examined within the framework of the current organizational structure to ensure that the structure continues to align with current and future needs. Additionally, after discussions with a likely potential internal candidate, two key hurdles became clear:

- The pay differential between the Grade 17 working foreperson and the Grade 20 manager position may not be sufficiently enticing to someone in a Union position which has the ability to receive on-call pay and overtime for hours worked outside the 40 hour week – a challenging hurdle for a position that is often called upon to work emergencies late at night and on weekends.
- Distribution needs to retain the important field skillsets, including distribution technical skills and urban excavation, that is held within our AFSCME workforce but which cannot continue to be performed once that same employee is in a non-Union management position.

Similar challenges surfaced in conversations about the Right of Way Streets Manager role in DPW which was also vacant. Given these factors, DPW leadership began exploring alternative leadership concepts that could serve to address these challenges while also providing enough front-line leadership to ensure that the needed workflow

³ This position was created in 2014 and served an important role for many years to provide frontline management to the workgroup and relieve the pressure on the Water Resources Division Director. With the creation of the Director of Engineering and Operations in 2025, the need to have this additional layer of management could be revisited.

coordination and employee mentoring, training and performance guidance would be provided. A similar concept was already being advanced in the Metering group. In the case of Water Distribution, this involves the reclassification of one of the two working foreperson roles into position titled “Distribution Operations Lead.” WRD leadership believes given the current workflow of the distribution group and the ability of the Operations Lead to serve as a working member of the crew, that this proposed structure could be a good option for effective in staffing for certain operational workgroups. The success of this framework will be evaluated at regular intervals and ultimately will be formally reviewed when the position becomes vacant.

The job description has been written in careful consultation with the Director of Human Resources to capture many of the job duties of the previous manager position, but ensure that supervisory duties reserved for non-Union management remain with non-Union personnel – in this case the Director of Engineering and Operations.

An additional benefit of this organizational change is that it will allow for the vacant Distribution Manager position FTE to be re-purposed and deployed in the Engineering and Asset Management group to support the increasing workload related to project review and inspection which is currently fulfilled by a single position, the Water Resources Utilities Inspector position, and other duties within the larger Water Resources workgroup. This will allow Water Resources to explore meeting these needs without adding additional FTEs to the overall Water Resources Division and will result in improved services for rate payers.

WRD will return to the Board of Finance and City Council in late summer to advance that and several other related organizational updates, including likely tiering of the Distribution Field Technicians and, if warranted, a reclassification review of the remaining working foreperson role.

The Human Resources (HR) Grading Committee graded the Distribution Operations Lead as AFSCME Grade 19.

Reclassification Water Treatment Plant Operator and Plant Mechanics to a Drinking Water Production Technician I/II/III (tiered) position

Action Areas: incentivize staffing excellence; pay commensurate with responsibility; plan for organizational succession; increase/support division level leadership bandwidth

The Drinking Water Production workgroup is tasked with critical 24-7-365 operations related to the treatment of water withdrawn from Lake Champlain, the pumping of water via the Lakefront and Reservoir pump stations to the distribution system, and the storage of potable water in the City’s seven million gallon reservoir on Main Street and the two elevated storage tanks. It currently consists of 5 water plant operators and 3 plant mechanics. Similar to distribution staff, all production operations staff must pursue and obtain a professional certification – in this case the highest level Vermont offers, a Class 4C license which is for the larger Vermont surface water systems such as ours.

This proposed tiering framework addresses several needs that have been identified in the recent years for the workgroup:

- Providing a mechanism for hiring and training the next generation of water production employees who may not have previous experience by providing an entry level where on the job training is the intention instead of requiring established technical skills at the time of hire, which can be hard to meet.

- Addressing the issue that there is currently no pay difference between the Plant Operator and Plant Mechanic positions, despite the fact that Plant Mechanics must perform the duties of Plant Operator while also performing skilled mechanic duties. This presents both internal workgroup cultural challenges as well as recruitment challenges. In the current framework, once an employee has both operations and mechanical proficiencies and training, they will be promoted to the Technician II level which is at a higher grade than the Operator (Technician I) role.
- Improving workgroup resiliency by making it a requirement that all new employees achieve, over time and with training, operation and maintenance proficiencies (Technician II)
- Incentivizing proficiency and achievement of necessary certifications (i.e. employees start at lower pay grade but are rewarded with higher pay when milestones are met).
- Providing for an “expert” tier (Technician III) that allows for qualified individuals in the workgroup to be compensated at rate commensurate with their advanced skills and ability to support the drinking water leadership team at a higher level.

Similar to recent tiering frameworks approved by City Council, this tiering ladder requires that employees meet certain reasonable milestones for progression up the ladder to a “base” level. Namely, Technicians in Training must complete milestones and progress to the Technician I level (operations) within 2 years of their initial hire. Technician I employees must progress to the Technician II (operations and mechanical) within 4 years of their initial hire. Only employees who wish to pursue additional training, proficiencies and specific experience portfolios will progress to Technician III (i.e. no one is required to advance). Please see the progression matrix included in Attachment C.

The two vacant Plant Mechanic positions are proposed to become tiered positions immediately. Existing employees in the workgroup (all currently AFSCME grade 17) will not be required to advance to higher tiers but may do so if they complete the requirements of a higher tier. As has been the practice with most previous tiering, an employee who meets the experience and proficiency requirements of a tier with a higher pay grade than that which they are currently at the time of tiering in will be placed at the higher tier and given a documented period of time to complete any additional certifications or specific training courses. Future tiering placement will require employees to meet the entirety of the tiered position description. Furthermore, when any remaining “un-tiered” plant operator or plant mechanic roles become vacant, they will also be converted into the tiered Drinking Water Production Technician tiered role.

The Human Resources (HR) Grading Committee graded the tiered positions as follows:

- Drinking Water Production Technician in Training: Grade 15⁴
- Drinking Water Production Technician I: Grade 17 (current grade of employees)
- Drinking Water Production Technician II: Grade 18
- Drinking Water Production Technician III: Grade 19

BUDGET IMPACT

⁴ In the discussion regarding grading, it was acknowledged that employees in this tier who are approaching, but have not yet achieved the proficiencies for Technician I such as passing the Grade 4C certification/license, will likely have the opportunity to fulfill the duties of the Technician I position for some shifts, based on the approval of the Drinking Water Production Manager under whose license they would be operating. In this case, those employees would be paid at the Technician I pay grade for the duration of those shifts.

The City's Human Resources Department has reviewed the position descriptions and determined the recommended pay scale for these positions.

Position	Current Grade	FY27 Wage	Proposed Grade	FY27 Wage	Salary Impact ¹
Reclassification of Working Foreperson to Distribution Operations Lead	AFSCME Grade 17/9	\$79,700	AFSCME Grade 19	\$84,574	\$4,874
Reclassification of Drinking Water Production workgroup employees to Tiered Technician ladder	AFSCME Grade 17/1	\$70,293	AFSCME Grade 15/1	\$61,977	(\$8,316)
			AFSCME Grade 17/1	\$70,293	No change
			AFSCME Grade 18/1	\$75,176	\$4,883
			AFSCME Grade 19/1	\$81,436	\$11,143

Notes

1) Unless otherwise noted, reclassifications use 5% minimum rule from Article 9.2d of the AFSCME contract

2) For wage comparison for Tiered Drinking Water Production, used Step 1 of Grade 17 (Plant Operator or Plant Mechanic) compared to Step 1 of relevant grades.

The salary impacts were calculated using the FY27 pay-scales. It is currently anticipated that for FY27 the overall salary impact will likely be very minimal or even reduced for the Drinking Water Fund given the following:

- The two vacancies (currently Plant Mechanic roles, Grade 17) will likely be filled as Technician in Training level, which represents an estimated \$16,632 reduction in salary expense.
- While the reclassification of the Distribution Working Foreperson is modest increase, the existing Distribution Manager (Grade 20, Non-Union) will be repurposed into a lower grade AFSCME position in the Engineering and Asset Management group. The related re-organization may involve some additional grading changes but overall, any resultant wage expense increase will be small and within the contingency amount budgeted in the approved FY27 Water Resources budgets.

Motions

Board of Finance Motion:

1. To recommend that the City Council approve the:
 - Reclassification and retitling of a Distribution Working Foreperson, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position to the Distribution Operations Lead, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position.
 - Immediate reclassification and retitling of two currently vacant Water Plant Operator, Full-time, Non-Exempt, AFSCME, Grade 17 positions to the tiered Drinking Water Production Technician In Training/I/II/III as follows:
 - Drinking Water Production Technician In Training, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15, the first of four tiers for this position; and,
 - Drinking Water Production Technician I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17, the second of four tiers for this position; and,
 - Drinking Water Production Technician II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18, the third of four tiers for this position.

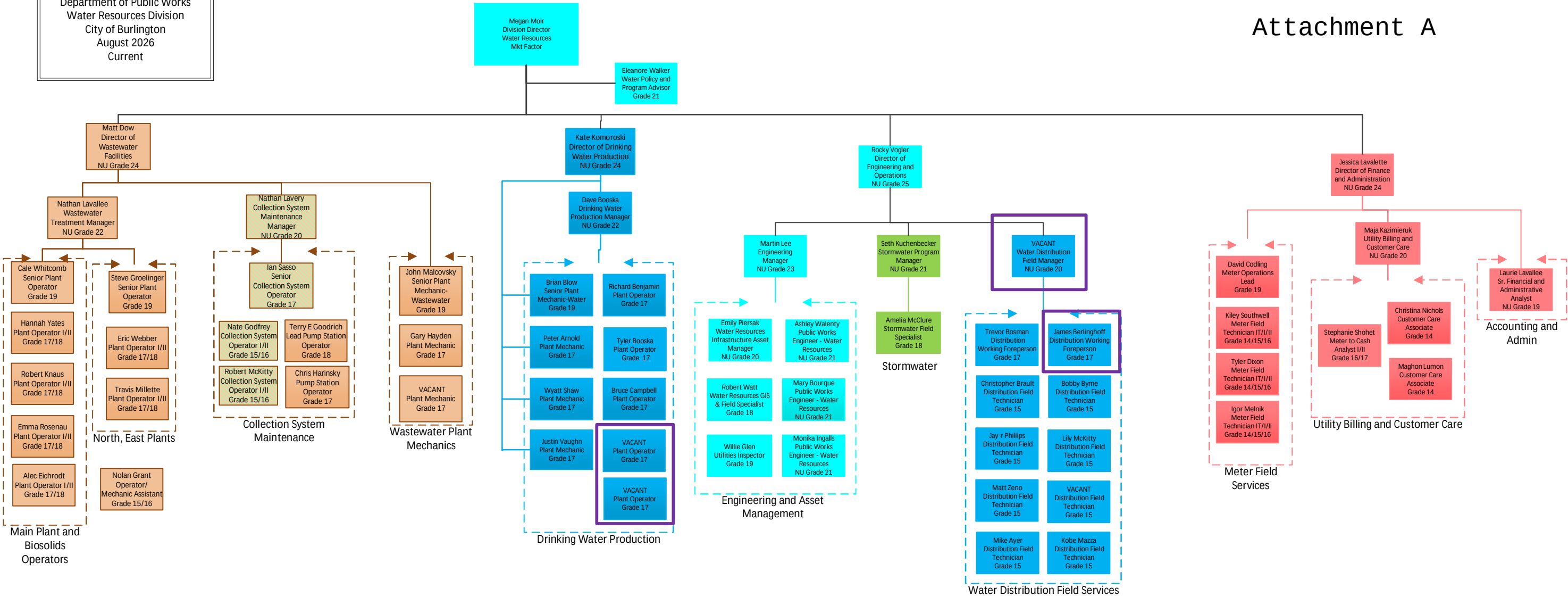
- Drinking Water Production Technician III, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18, the fourth of four tiers for this position.
- Reclassification and retitling of three currently occupied, legacy Water Plant Operator and three currently occupied, legacy Water Plant Mechanic positions (Regular, Full-time, Non-exempt, AFSCME, Grade 17) to the tiered Drinking Water Production Technician In Training/I/II/III as described above , upon future vacancy of the position(s) or upon the voluntary election of the incumbent(s) to tier up as qualified, whichever occurs first.

City Council Motion:

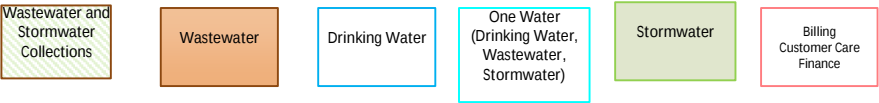
1. To approve the:
 - Reclassification and retitling of a Distribution Working Foreperson, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position to the Distribution Operations Lead, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position.
 - Immediate reclassification and retitling of two currently vacant Water Plant Operator, Full-time, Non-Exempt, AFSCME, Grade 17 positions to the tiered Drinking Water Production Technician In Training/I/II/III as follows:
 - Drinking Water Production Technician In Training, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15, the first of four tiers for this position; and,
 - Drinking Water Production Technician I, a Regular, Full-time, Non-Exempt, AFSCME, Grade 17, the second of four tiers for this position; and,
 - Drinking Water Production Technician II, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18, the third of four tiers for this position.
 - Drinking Water Production Technician III, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18, the fourth of four tiers for this position.
 - Reclassification and retitling of three currently occupied, legacy Water Plant Operator and three currently occupied, legacy Water Plant Mechanic positions (Regular, Full-time, Non-exempt, AFSCME, Grade 17) to the tiered Drinking Water Production Technician In Training/I/II/III as described above , upon future vacancy of the position(s) or upon the voluntary election of the incumbent(s) to tier up as qualified, whichever occurs first.

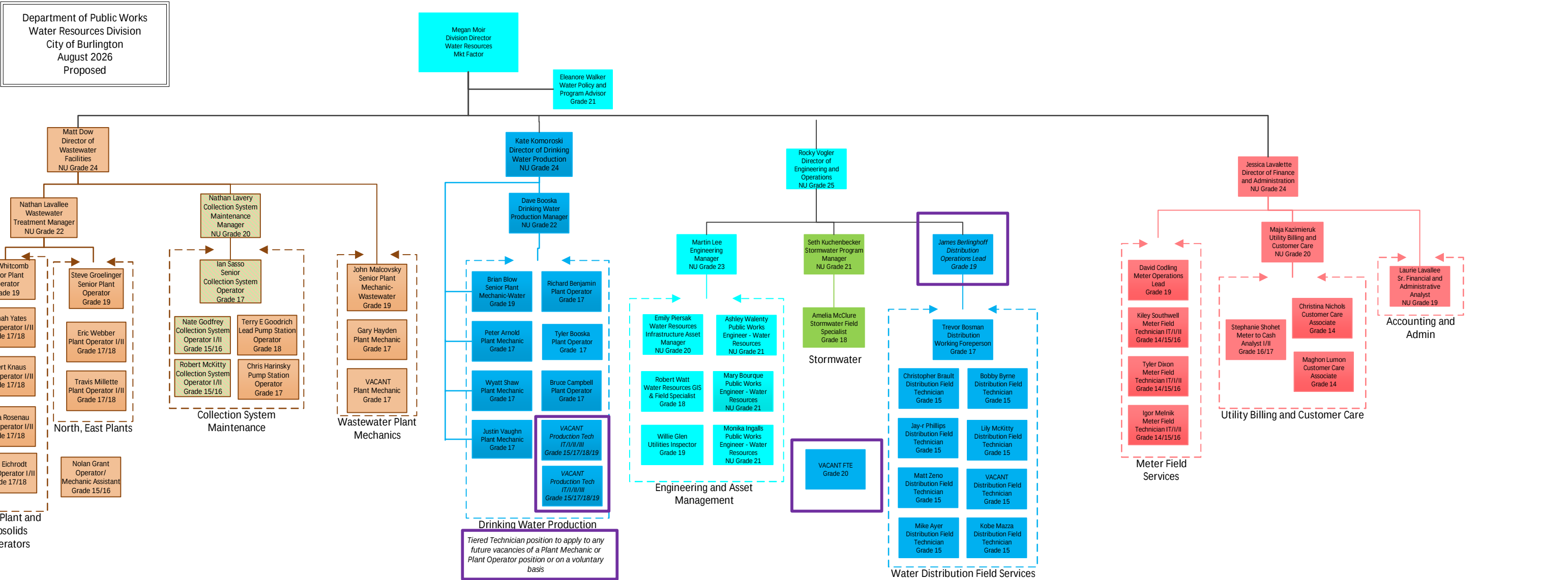
Attachments:

- A. Current and Proposed Water Resources Division Organizational Chart
- B. Job Descriptions
- C. Drinking Water Production Technician Progression Matrix

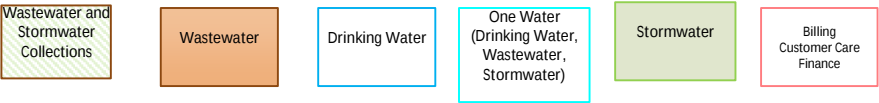


WORKGROUP FUNCTION KEY

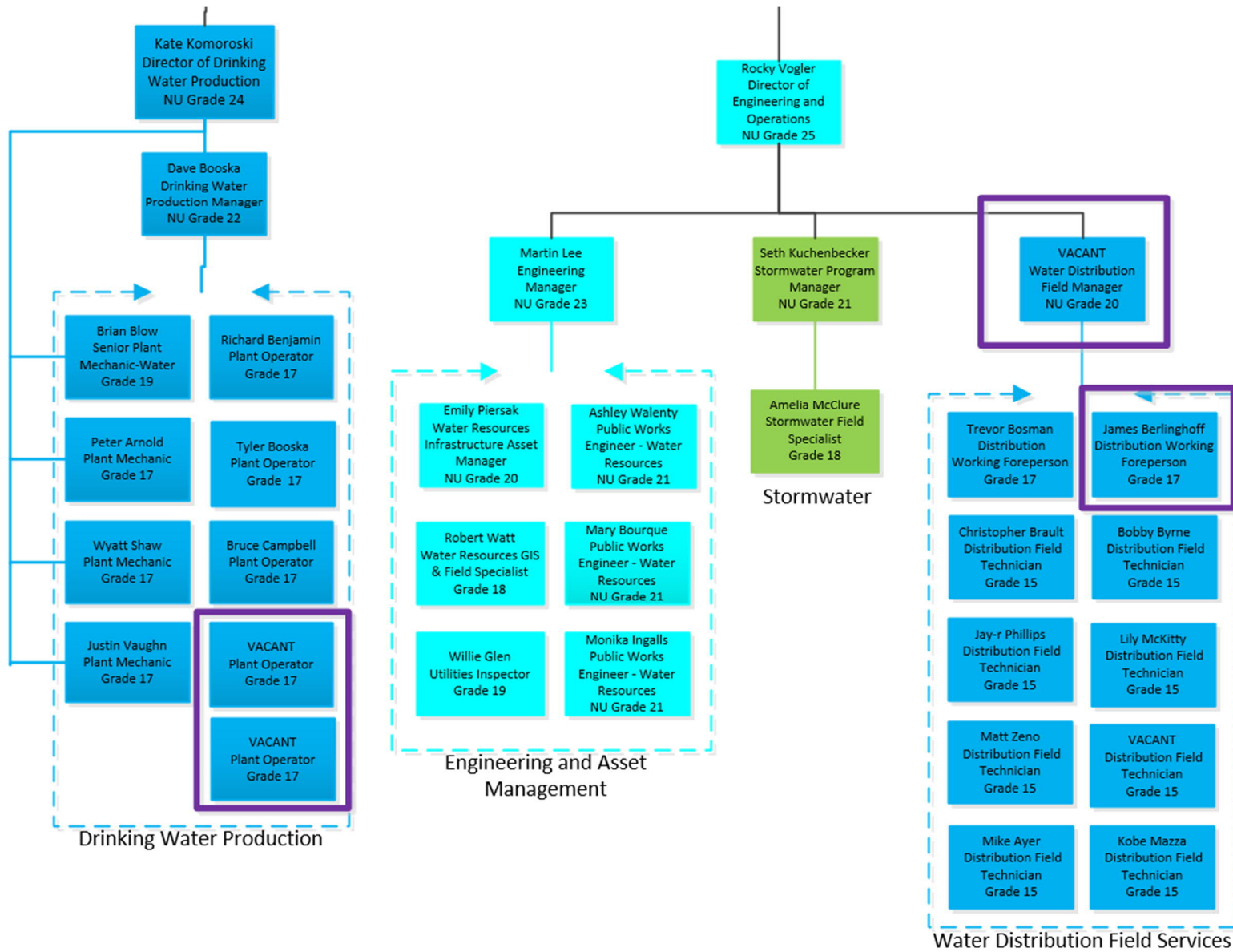




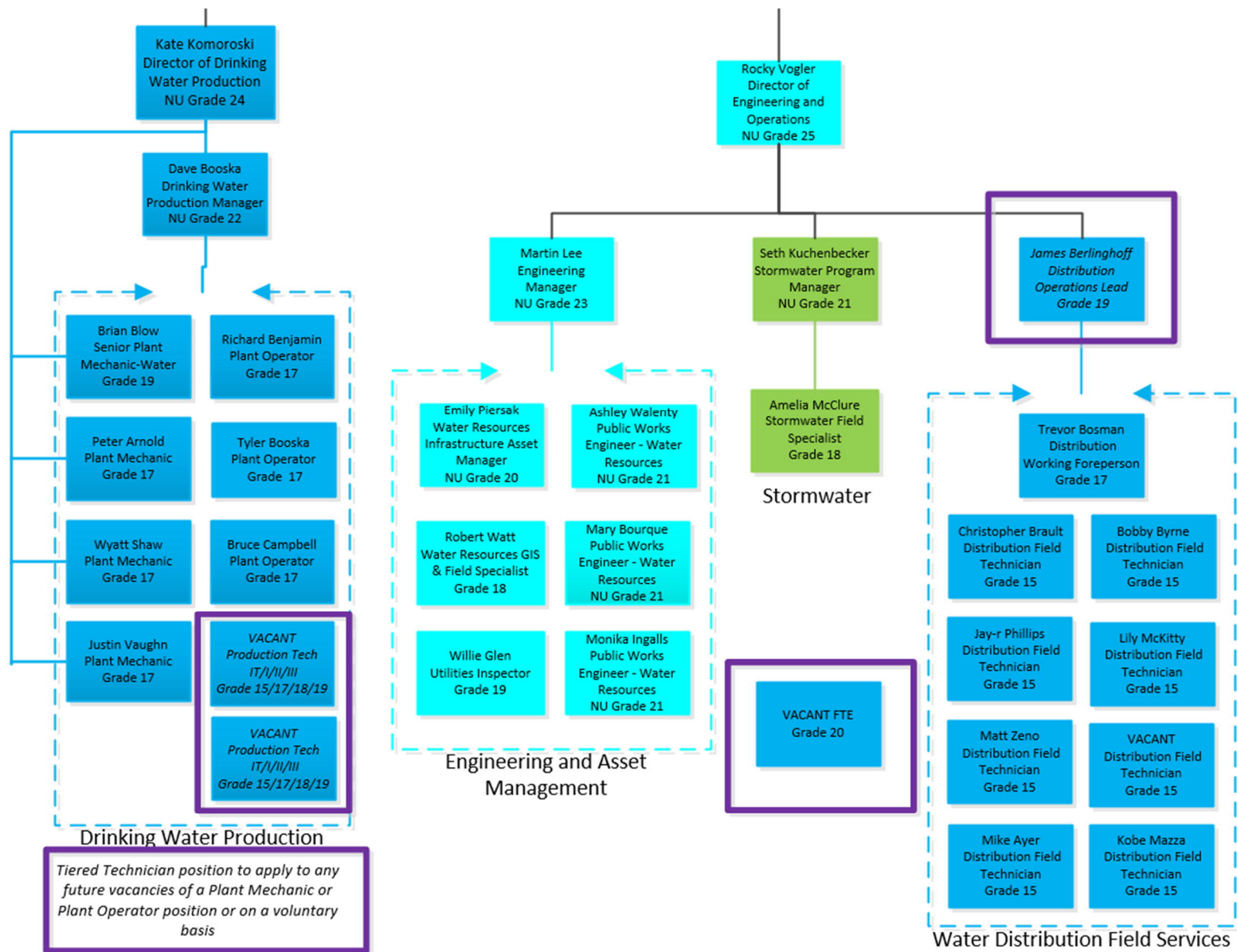
WORKGROUP FUNCTION KEY



CLOSE UP: CURRENT



CLOSE UP: PROPOSED



City of Burlington Job Description

Position Title: Water Distribution Operations Lead

Department: Department of Public Works

Reports to: Water Resources Director of Engineering and Operations

Pay Grade: 19

Job Code: 1168

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: This position is responsible for providing on-site coordination and technical oversight to field service crew members engaged in installing, maintaining and repairing the City's Water Distribution system and connections in accordance with Federal, State, City and AWWA (American Water Works Association) standards and regulations.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

Team Lead Functions:

- This includes, in collaboration with the Director of Engineering and Operations:
 - Coordinating the daily and weekly workflow of the team.
 - Monitoring and providing on-site feedback to employees including, but not limited to, job duty proficiency and productivity and compliance with AWWA. Departmental procedures, State regulations and City safety requirements.
 - Assist in identifying relevant training opportunities to enhance workgroup performance and fully realize staff potential.
 - Orient new employees and ensuring proper safety and proficiency training is complete before employees are deployed to tasks.
 - Review of leave requests for alignment with resource needs and weekly payroll for completeness and accuracy prior to final approval by management.
 - Scheduling employees for on-call or scheduled call-ins as necessary.
 - Coordinating distribution activities with the drinking water production team and customer service including field investigations related to water supply anomalies.
- Ensures all work is completed accurately, in compliance with AWWA, departmental procedures, State regulations and City safety requirements and on time, including but not limited to:
 - Compliance with AWWA C-651 disinfection requirements and State regulations, including coordinating bacteriological sampling requirements.
 - Disgsafe, excavation permit and DPW back-fill procedures
 - Confirms accuracy and completion of workorders and ensures the appropriate documentation of all billable and non-billable work. isthe workgroupEnsures that

distribution related See Click Fix requests are completed by the due date.

- o Ensures that all activities are captured in the City's asset management and GIS systems as appropriate.
- In conjunction with Director of Engineering and Operations, participates in:
 - o Development of monthly and annual work plans
 - o Determination of priority levels of work such as, but not limited to: leak repair, main & service installation, annual hydrant flushing program, leak detection, valve exercising and repair/replacement
 - o Monitoring the progress of day-to-day operations and long term goals
 - o Provide input to capital improvements plan.
 - o Review construction documents to ensure compliance with City standards.
 - o Provide input into resolution of distribution related field challenges.
 - o Coordinating work scheduling with other City workgroups and stakeholders such as DPW technical services, Fire, Police, CCTA etc. as appropriate
 - o Development and updating of Standard Operating Procedures (SOPs)
 - o Coordinates the implementation of boil water notification procedures and protocols, as appropriate.
 - o Providing input into bid specifications for specialized equipment and purchases
- Monitors and ensures availability of materials, equipment and tools for workgroup.
- Facilitate daily safety meeting and ensure adherence to the City Safety Manual
- Coordinate truck servicing with Fleet Manager.
- Coordinate with the Right of Way Operations Lead to ensure snow plowing requirements are met.

Distribution Technical Functions:

- Required to perform all essential tasks of the Distribution Working Foreperson and Distribution Technician positions, as needed.
- Operate excavation equipment safely and oversee underground construction sites in compliance with all OSHA and City safety standards.
- Coordinate, provide technical oversight to the Working Foreperson(s) and Distribution Field Technicians in daily work assignments and projects including, but not limited to:
 - o maintenance and repair of all aspects of the water system including water mains, water services, hydrants, and valves
 - o related repairs such as maintenance and restoration of excavated areas such as lawns, greenbelts and paved surfaces
 - o digsafe response as necessary
 - o coordination activities include:
 - preparing job parts lists and ensuring parts availability with Inventory Specialist
 - pulling excavation permits
 - ensuring customer estimate appointments are kept
 - scheduling external traffic control
 - coordinating with Metering group, Street Maintenance or external contractors as needed for additional resources
 - o Technical oversight includes ensuring all activities above are completed in accordance with AWWA standards and/or Division procedures, ordinances or

- policies, including digsafes, traffic control and excavation backfill standards.
- Oversight and coordination regarding the safe and timely completion of projects and restoration of water service
- Complete required paper work accurately, including but not limited to production reports, crew schedules, service estimates, and computer based asset tracking applications (valve inspections, water break reporting etc.).
- Requisition materials required to complete projects in a manner consistent with Department policies, procedures and City/State/AWWA standards.
- Review and coordinate collection of asset information for the various categories of infrastructure through the use of applicable technology.

General Functions:

- Comply with and promote adherence to all departmental safety policies, protocols and procedures and OSHA regulations, including but not limited to ensuring a safe work area, wearing appropriate Personal Protective Equipment, and stopping work if there is any question of safety. Oversee compliance with and tracks safety training of subordinates related to these requirements.
- Attends leadership, technical or other professional training to support performance of duties as required by management. Complete training hours required to maintain Class D certification.
- Act as “Ambassador” for the City and DPW by carrying out work and interacting with co-workers and the public in a respectful, professional manner.
- Represent Water Resources at community events to promote departmental initiatives and programs.
- Plow City streets and sidewalks with the Street Division in accordance with the provisions of the Union contract.
- Provide on-call coverage as assigned, including after-hours, nights, weekends and holidays.

Non-Essential Job Functions:

- Perform other duties as required.

Qualifications/Basic Job Requirements:

- High School diploma or equivalent required.
- Five (5) years of experience in underground water infrastructure construction, maintenance and repair with at least three (3) year in a leadership (supervisory, foreperson or crew lead) role required.
- Possession of a Commercial Driver’s License B at time of application, and must obtain and maintain a Commercial Driver’s License Class A within one (1) year of date of hire required.
- Vermont State Operator Certification, Class D required or the ability to obtain certification with one (1) year of date of hire required.
- Completion of OSHA 30 (construction) preferred. Completion of OSHA 30 (construction) within one (1) year of date of hire required.
- Minimum 3 years documented experience in heavy equipment operation including

- excavation, required. Experience with excavation in an urban environment preferred.
- Documented proficiency in safe and efficient operation of excavation equipment and adherence to proper underground construction and excavation procedures.
- Completion and on-going maintenance of Flagger Certification.
- Demonstrated knowledge of the water distribution system, connections, including but not limited to locating underground service lines principles of water pressure and hydraulic engineering.
- Documented proficiency in water main installation and repairs, water main valve installation and repairs, water service installation and repairs, and fire hydrant installation and repairs.
- Documented proficiency in AWWA C-651 (Disinfection Methods) and Vermont Boil Water Procedures.
- Ability to direct work activities of multiple work crews and lead by example.
- Ability to complete work projects in a safe and timely manner to avoid extensive disruption of service for water users.
- Ability to train, motivate, and provide on-site feedback to workgroup members.
- Ability to make independent decisions as appropriate as well as accurately identify when consultation of management is needed.
- Ability to select and assign staff to each task.
- Ability to determine and demonstrate appropriate methods, procedures and techniques for tasks assigned.
- Ability to read and understand blue prints and/or GIS maps to identify and locate water shutoffs and water lines.
- Knowledge of the internal works of plumbing, fixtures and water meters with residential and commercial properties.
- Knowledge about and ability to operate power and hand tools related to water distribution
- Ability to use computers, smart phones, iPads, email and the internet effectively.
- Ability to use Asset Management software.
- Strong problem solving and decision making skills required.
- Strong communication skills, both oral and written required.
- Ability to safely operate dump truck, front end loader, jackhammer, backhoe, and other related equipment.
- Ability to complete work projects in a timely manner to avoid extensive interruption of service for water users.
- Ability to operate wheeled and tracked snow plow equipment on City streets and sidewalks to plow, remove snow and ice, salt and sand.
- Ability to work outdoors in all weather conditions.
- Physical ability to perform manual labor required for water distribution work (see chart below)
- Ability to work in confined spaces and in moving traffic areas.
- Ability to work after-hours, nights, weekends and on call as required.
- Ability to work effectively with field service members, leaders, other divisions, and the general public.
- Ability to actively support City diversity, equity, and cultural competency efforts within

stated job responsibilities and work effectively across diverse cultures and constituencies. This includes ongoing trainings and professional development.

- Regular and timely attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies and Chapter 31 of the City ordinance.
- Ability to create and maintain an environment that embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

x	seeing	x	ability to move distances within warehouses and offices
x	color perception (red, green, amber)	x	lifting (73 pounds, 8 inches to 48 inches and waist to shoulder lift of 40 pounds – a two person lift is required for 73 pounds and above)
x	hearing/listening	x	carrying (73 pounds, a two person carry is required for 73 pounds and above)
x	clear speech	x	climbing
x	touching	x	driving
x	dexterity x hand x finger	x	ability to mount and dismount forklift
x	reading – basic	x	pushing/pulling – up to 65 pounds
	reading – complex	x	shift work
x	math skills – basic	x	Spinal rotation – twisting/turning
	math skills – complex	x	pressurized equipment
x	writing – basic	x	extreme heat
	writing – complex	x	extreme cold
x	analysis/comprehension	x	high places
x	judgment/decision making	x	noise
x	clerical	x	fumes/odors
x	inside	x	dirt/dust
x	outside	x	hazardous materials
x	works alone	x	electrical equipment
x	works with others	x	mechanical equipment
x	face-to-face contact	X	Reaching X Stooping X Bending
x	verbal contact w/others	X	Kneeling X Crouching
X	Walking – up to 12 hours per day	X	Sitting – up to 4 hours per day

Supervision:

Directly Supervises: 0

Indirectly Supervises: 9 (plus temporary position(s) as needed)

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created July 2026 (Reclassified WFP to Ops Lead)

City of Burlington Job Description

Position Title: Drinking Water Production Technician in Training (DWPT0)

Department: Department of Public Works

Reports to: Drinking Water Production Manager

Pay Grade: 15

Job Code: 408

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose:

This position is responsible for daily basic operation of the Water Production Facility (treatment, pumping and storage facilities), assisting with maintenance and pursuing on the job training to achieve Drinking Water Production Technician Level I within 2 years.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Complete all necessary training associated with obtaining the Vermont State Grade 4C License.
- Complete all other identified training and proficiency requirements.
- Receive training on, assist with and then perform the following:
 - Production Facility Operations:
 - Perform process control testing, including but not limited to, chlorine residual, fluoride, turbidity, pH, bacteriological, and PO₄ testing.
 - Monitor and operate the water treatment process using charts, graphs, electrical indicators, laboratory water testing, visual inspections, and (SCADA) Supervisory Control and Data Acquisition.
 - Monitor water and chemical dosage controls and indicators. Calculate and make adjustments under the guidance of qualified staff (DWP Tech I and above).
 - Record operational and adjustment procedures and calculations.
 - Conduct routine inspections, including but not limited to, checking pumps, motors, chemical feed pumps, chemical make-up systems, checking for proper lubrication, and adjustment and operation.
 - Collect bacteriological samples as scheduled by Drinking Water Production Manager.
 - Monitor chemical storage tank levels and day tanks.
 - Follow security procedures, including but not limited to, locking points of entry, checking alarm systems, monitor surveillance cameras identifying and reporting security problems.

- Follow appropriate safety precautions as outlined in the DPW safety manual and in accordance with (SDS) Safety Data Sheets.
 - Receive and unload deliveries of chemicals.
 - Prepare and log data into daily filter and operation reports, including but not limited to, computer data entry, manual report forms.
 - Receive and respond to customer inquiries as appropriate.
 - Take initiative to actively participate in the Vermont Rural Water Association Apprenticeship Program and obtain necessary skills, experience and knowledge to complete the basic operations proficiency checklist.
- Production Facility Maintenance
 - Assist others to identify and perform preventative maintenance or minor mechanical repairs and report major repairs Senior Plant Mechanic or Drinking Water Production Manager; assist Senior Plant Mechanic and Drinking Water Production Technician IIs in corrective repair and maintenance projects.
 - Take initiative and responsibility for completing required mechanical and electrical training courses and basic maintenance proficiency checklist.
- Other duties:
 - Monitor email and other computer-based programs at the beginning and throughout each shift; promptly and accurately communicates with Water Resources team through email and other computer-based programs.
 - Attend training programs and reviews standard operating procedures as assigned by supervisor to keep skills and knowledge current with improvements and changes in plant equipment
 - Take customer calls and dispatch distribution or meter shop personnel after hours as necessary.
 - Clean and maintain the water plant as assigned
 - May be required to participate in “On-Call Coverage”.

Non-Essential Job Functions:

- Other duties as required.

Qualifications/Basic Job Requirements:

- High school diploma or equivalent required.
- Once in the role the employee must complete the following additional milestones within the time frames specified, **with the requirement to achieve promotion to Drinking Water Production Technician I within 2 years.**
 - Probationary Technician Proficiency checklist within 3 months
 - Basic operations proficiency checklist within 6 months
 - Basic maintenance proficiency checklist within 1 year
 - Complete basic maintenance online training (approximately 6 hours)
 - Complete review of the assigned Water Operator textbook material and any additional study courses, including practice exams, within 1 year.
 - Pass the Vermont State Operator, Grade 4C written exam within 2 years.
- Ability to understand relevant physical, chemical, electrical, and microbiological

principles required.

- Ability to perform minor mechanical and electrical maintenance.
- Ability to work rotating shifts, including weekends and holidays required.
- Ability to work effectively alone and with others required.
- Ability to work in confined spaces required.
- Ability to comprehend and carry out written, oral and diagrammatic instructions required.
- Ability to perform mathematical calculations required.
- Ability to assume Water Plant operations duties required.
- Ability to obtain and maintain a valid VT driver's license required.
- Ability to maintain effective work relationships with other staff members.
- Demonstrated ability to perform physical aspects of position.
- Respond to emergencies on weekends/evenings required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

☒ seeing	☒ ability to move distances
☒ color perception	☒ lifting (specify) within and between
(red, green, amber)	☒ 50 pounds warehouses/offices
☒ hearing/listening	☒ carrying (specify)
	☒ climbing
	☒ 50 pounds
☐ clear speech	☒ ability to mount and ☒ driving (local/over
☒ touching	dismount the forklift/truck (road)
☒ dexterity	☒ pushing/pulling
☒ hand	
☒ finger	

☐ reading - basic

☒ reading - complex

☒ writing - basic

☐ writing - complex

☒ shift work

☒ works alone

☒ works with others

☒ verbal contact w/others

☒ face-to-face contact

☒ inside

☐ math skills - basic

☒
analysis/comprehension

☒ math skills - complex

☒
judgment/decision

☒ clerical
making

☒ outside
☒ pressurized equipment
☐ extreme heat
☐ moving

objects
☐ extreme cold
☒ high

places
☒ noise
☒ fumes/odors
☒ mechanical equipment
☒ hazardous
materials

☒ electrical
equipment ☒
dirt/dust

Supervision:

Directly Supervises:

Indirectly Supervises:

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____

Date: _____

Human Resources: _____

Date: _____

Created July 2026

City of Burlington Job Description

Position Title: Drinking Water Production Technician I (DWPT1)

Department: Department of Public Works

Reports to: Water Treatment Production Manager

Pay Grade: 17

Job Code: 408

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose:

This position is responsible for daily operation and maintenance of the Water Production Facility (treatment, pumping and storage facilities) including monitoring and operating the water treatment and supply processes, identifying and performing minor mechanical repairs and assisting other operations staff with electrical and mechanical maintenance and repairs on a variety of controls, receivers, transmitters, computers and process indicators to maintain the water treatment plant and remote pump stations. Also responsible for pursuit of additional knowledge and experience and completion of additional training to achieve Technician II within 4 years.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Production Facility Operations:
 - Perform process control testing, including but not limited to, chlorine residual, fluoride, turbidity, pH, bacteriological, and PO₄ testing.
 - Monitor and operate the water treatment process using charts, graphs, electrical indicators, laboratory water testing, visual inspections, and (SCADA) Supervisory Control and Data Acquisition.
 - Monitor, calculate, and adjust water and chemical dosage controls and indicators.
 - Record operational and adjustment procedures and calculations.
 - Conduct routine inspections, including but not limited to, checking pumps, motors, chemical feed pumps, chemical make-up systems for proper lubrication, and adjustment and operation.
 - Collect bacteriological samples as scheduled by Drinking Water Production Manager.
 - Monitor chemical storage tank levels and day tanks.
 - Follow security procedures, including but not limited to, locking points of entry, checking alarm systems, monitor surveillance cameras identifying and reporting security problems.

- o Follow appropriate safety precautions as outlined in the DPW safety manual and in accordance with (SDS) Safety Data Sheets.
 - o Receive and unload deliveries of chemicals.
 - o Prepare and log data into daily filter and operation reports, including but not limited to, computer data entry, manual report forms.
 - o Receive and respond to customer inquiries as appropriate.
 - o Take initiative to complete Vermont Rural Water Association Apprenticeship Program and advanced operations proficiency checklist.
- Production Facility Maintenance
 - o Identify and perform minor mechanical repairs and report major repairs to the Senior Plant Mechanic or Water Treatment Production Manager; assist Senior Plant Mechanic and DWP Technician IIs in corrective repair and maintenance projects.
 - o Complete workorder documentation in the computerized asset management program
 - o Take initiative and responsibility for completing required mechanical and electrical training courses and intermediate maintenance proficiency checklist.
- Other duties:
 - o Train Drinking Water Production Technicians in Training on operations and mechanical duties within scope of role.
 - o Monitor email and other computer-based programs at the beginning and throughout each shift; promptly and accurately communicates with Water Resources team through email and other computer-based programs.
 - o Attend training programs and reviews standard operating procedures as assigned by supervisor to keep skills and knowledge current with improvements and changes in plant equipment.
 - o Complete required training hours to maintain Grade 4C license; abide by operator requirements in Vermont Water Supply Rule 21
 - o Take customer calls and dispatch distribution or meter shop personnel after hours as necessary.
 - o Clean and maintain assigned area of the water plant.
 - o May be required to participate in “On-Call Coverage”.

Non-Essential Job Functions:

- Other duties as required.

Qualifications/Basic Job Requirements:

- High school diploma or equivalent required.
- Completion of one of the following experience/education requirements (or some combination thereof):
 - o Completion of all required milestones as a Drinking Water Production Technician in Training; or
 - o Minimum 2 years water/wastewater treatment (with a passing grade on a State license exam) and maintenance experience required or some combination thereof, required. Mechanical experience preferred; or

- o Bachelors in Engineering, Chemistry, Environmental Science or related field with relevant course work.
- For employees who completed employment as a Technician in Training:
 - o Passing grade on the Vermont State Operator Classification, Grade 4C required.
 - o Completion of basic operations proficiency checklist is required.
 - o Completion of basic maintenance proficiency checklist is required.
 - o Completion of basic mechanical and electrical on-line training (approximately 6 hours)
 - o Up to date with VRWA Apprenticeship training requirements.
- For employees hired directly into the Technician I role completion of the following is required within the following time frames:
 - o Within 3 months
 - Probationary operations proficiency checklist
 - o Within 6 months
 - Basic operations proficiency checklist
 - Basic maintenance proficiency checklist
 - Basic mechanical and electrical on-line training [approximately 6 hours]
 - o Within 1 year
 - Passing grade on the Vermont State Operator Classification, Grade 4C
- Once in the role the employee must complete the following additional milestones within the time frames specified, **with the requirement to achieve promotion to Drinking Water Production Technician II within 4 years** from start of Drinking Water Production employment. Completion of:
 - o VRWA Apprenticeship program within 2 years from start of apprenticeship.
 - o OSHA 10 within 2 years.
 - o Advanced Operations proficiency checklist within 3 years.
 - o Assigned intermediate mechanical, electrical and troubleshooting course work (approximately 46 hours) within 3 years.
 - o Intermediate Maintenance proficiency checklist within 4 years.
- Ability to understand relevant physical, chemical, electrical, and microbiological principles required
- Ability to perform minor mechanical and electrical maintenance.
- Ability to comprehend and carry out written, oral and diagrammatic instructions required.
- Ability to perform mathematical calculations required.
- Ability to work rotating shifts, including weekends and holidays required.
- Ability to work effectively alone and with others required.
- Ability to work in confined spaces required.
- Ability to assume Water Plant operations duties required.
- Ability to obtain and maintain a valid VT driver's license required.
- Ability to maintain effective work relationships with other staff members.
- Demonstrated ability to perform physical aspects of position.
- Respond to emergencies on weekends/evenings required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.

- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

☒ seeing	☒ ability to move distances
☒ color perception	☒ lifting (specify) within and between
(red, green, amber)	☒ 50_ pounds warehouses/offices
☒ hearing/listening	☒ carrying (specify)
	☒ climbing
	☒ 50_ pounds
☐ clear speech	☒ ability to mount and ☒ driving (local/over
☒ touching	dismount forklift/truck the road)
☒ dexterity	☒ pushing/pulling
☒ hand	
☒ finger	
☐ reading - basic	☐ math skills - basic
	☒ analysis/comprehension
☒ reading - complex	☒ math skills - complex
	☒ judgment/decision
☒ writing - basic	☒ clerical making
☐ writing - complex	
☒ shift work	☒ outside
	☒ pressurized equipment
☒ works alone	☐ extreme heat
	☐ moving

☒ works with others

☒ verbal contact w/others

☐ face-to-face contact

☒ inside

objects

☐ extreme cold

☒ high

places

☒ noise

☒ fumes/odors

☒ mechanical equipment

☒ hazardous

materials

☒ electrical

equipment

☒

dirt/dust

Supervision:

Directly Supervises:

Indirectly Supervises:

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____

Date: _____

Human Resources: _____

Date: _____

Created July 2026

City of Burlington Job Description

Position Title: Drinking Water Production Technician II (DWPT2)

Department: Department of Public Works

Reports to: Drinking Water Production Manager

Pay Grade: 18

Job Code: 408

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose:

This position is responsible for daily operation and maintenance of the Water Production Facility (treatment, pumping and storage facilities) including monitoring and operating the water treatment and supply processes and performing electrical and mechanical maintenance and repairs on a variety of controls, receivers, transmitters, computers and process indicators to maintain the water treatment plant, pumping stations and storage facilities.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Production Facility Operations:
 - Perform process control testing, including but not limited to, chlorine residual, fluoride, turbidity, pH, bacteriological, and PO₄ testing.
 - Monitor and operate the water treatment process using charts, graphs, electrical indicators, laboratory water testing, visual inspections, and (SCADA) Supervisory Control and Data Acquisition.
 - Monitor, calculate, and adjust water and chemical dosage controls and indicators.
 - Record operational and adjustment procedures and calculations.
 - Conduct routine inspections, including but not limited to, checking pumps, motors, chemical feed pumps, chemical make-up systems for proper lubrication, and adjustment and operation.
 - Collect bacteriological samples as scheduled by Drinking Water Production Manager.
 - Monitor chemical storage tank levels and day tanks.
 - Follow security procedures, including but not limited to, locking points of entry, checking alarm systems, monitor surveillance cameras identifying and reporting security problems.
 - Follow appropriate safety precautions as outlined in the DPW safety manual and in accordance with (SDS) Safety Data Sheets.
 - Receive and unload deliveries of chemicals.
 - Prepare and log data into daily filter and operation reports, including but not

- limited to, computer data entry, manual report forms.
- Receive and respond to customer inquiries as appropriate.
- Responsible for running and documenting monthly lab standards.
- Contributes significantly to the troubleshooting of treatment process challenges.
- Production Facility Maintenance
 - Leads/performs intermediate preventative maintenance and basic corrective; completes intermediate/advanced corrective repairs in team environment.
 - Troubleshoot and repair instrumentation, including but not limited to, repair or replace all electronic and mechanical instruments used in chemical dosages, monitoring flows, starting and stopping pumps, set alarm points, calibrate transmitters, receivers and recorders, etc.
 - Repair and rebuild all rotating equipment; maintain large pumps (up to 500 h.p.), diesel pump, diesel electric unit, vacuum pumps, blowers, air compressors, large electric valves, and chemical feed pumps, as well as a variety of other equipment such as ventilators, heating systems, dehumidifiers and air conditioners.
 - Repair and maintain electrical equipment such as wire in new pumps, new alarm points, and remote switches; troubleshoot, alter, repair and replace parts such as relays and brakes.
 - Check and maintain reservoir and high service tanks, including but not limited to, inspect tanks and record readings, inspect pumps, piping, buildings, grounds, and uninterrupted power supply and make repairs, etc.
 - Schedule equipment runs; record elapsed time reading and schedule pumps, blowers, and chemical feed pumps for even time distribution and maintenance.
 - Monitors filtration performance on a monthly basis including sand filter depths and clean bed headloss on the automatic back wash filter.
 - Leads clarifier switching on a scheduled basis.
 - Complete workorder documentation in the computerized asset management program.
 - Brief Operations Team on any problems or special situations which affect operation of plant.
- Other duties:
 - Train Drinking Water Production Technicians in Training and Drinking Water Production Technicians I
 - Monitor email and other computer-based programs at the beginning and throughout each shift; promptly and accurately communicates with Water Resources team through email and other computer-based programs.
 - Attend training programs and reviews standard operating procedures as assigned by supervisor to keep skills and knowledge current with improvements and changes in plant equipment.
 - Complete required training hours to maintain Grade 4C license; abide by operator requirements in Vermont Water Supply Rule 21
 - Take customer calls and dispatch distribution or meter shop personnel after hours as necessary.
 - Clean and maintain assigned area of the water plant.
 - May be required to participate in “On-Call Coverage”.

Non-Essential Job Functions:

- Other duties as required.

Qualifications/Basic Job Requirements:

- High school diploma or equivalent required.
- Vermont State Operator Classification, Grade 4C required.
- OSHA 10 certification, required.
- Completion of least 6 months of experience as a DWP Technician I.
- Completion of the Advanced Operations proficiency checklist required.
- Completion of the Intermediate Maintenance Proficiency checklist required.
- Completion of assigned intermediate mechanical, electrical and troubleshooting course work (approximately 46 hours)
- Ability to work rotating shifts, including weekends and holidays required.
- Ability to work effectively alone and with others required.
- Ability to understand relevant physical, chemical, electrical, and microbiological principles required
- Ability to comprehend and carry out written, oral and diagrammatic instructions required.
- Ability to perform mathematical calculations required.
- Ability to troubleshoot and repair water plant and pump station mechanical and electrical problems.
- Ability to work in confined spaces required.
- Ability to assume Water Plant Operator duties required.
- Ability to obtain and maintain a valid VT driver's license required.
- Ability to operate varied equipment such as test equipment, computers, welders, torches, drill press and grinders, etc. required.
- Demonstrated ability to perform physical aspects of position.
- Respond to emergencies on weekends/evenings required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

☐ seeing

☒ ability to
move distances

☐ lifting (specify)
within and

☐ color perception

(red, green, amber)

☐ hearing/listening

☐ clear speech

☐ touching

☐ dexterity

☐ hand

☐ finger

☐ reading - basic

☐ reading - complex

☐ writing - basic

☐ writing - complex

☐ shift work

☐ works alone

☐ works with others

☐ verbal contact w/others

☐ face-to-face contact

☐ inside

Supervision:

between

☐ 50 pounds

warehouses/offices

☐ carrying (specify)

☐ climbing

☐ 50

pounds

☐ ability to mount

and ☐ driving

(local/over

dismount

forklift/truck the
road)

☐ math skills - basic

☐

analysis/comprehension

☐ math skills - complex

☐

judgment/decision

☐ clerical

making

☐ outside

☐

pressurized equipment

☐ extreme heat

☐ moving

objects

☐ extreme cold

☐ high

places

☐ noise

☐ fumes/odors

☐ mechanical equipment

☐ hazardous

materials

☐ electrical

equipment

☐

dirt/dust

DWP Technician II

Page 5 of 5

Directly Supervises: __0__

Indirectly Supervises: __0__

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created July 2026

City of Burlington Job Description

Position Title: Drinking Water Production Technician III (DWPT3)

Department: Department of Public Works

Reports to: Drinking Water Production Manager

Pay Grade: 19

Job Code: 408

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose:

This position is responsible for advanced daily operation and maintenance of the Water Production Facility (treatment, pumping and storage facilities) including monitoring and operating the water treatment and supply processes and performing electrical and mechanical maintenance and repairs on a variety of controls, receivers, transmitters, computers and process indicators to maintain the water treatment plant, pumping stations and storage facilities. Provides technical leadership on treatment process and mechanical, instrumentation and electrical troubleshooting and repair.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Production Facility Operations:
 - Perform process control testing, including but not limited to, chlorine residual, fluoride, turbidity, pH, bacteriological, and PO₄ testing.
 - Monitor and operate the water treatment process using charts, graphs, electrical indicators, laboratory water testing, visual inspections, and (SCADA) Supervisory Control and Data Acquisition.
 - Monitor, calculate, and adjust water and chemical dosage controls and indicators.
 - Record operational and adjustment procedures and calculations.
 - Conduct routine inspections, including but not limited to, checking pumps, motors, chemical feed pumps, chemical make-up systems for proper lubrication, and adjustment and operation.
 - Collect bacteriological samples as scheduled by Drinking Water Production Manager.
 - Monitor chemical storage tank levels and day tanks.
 - Follow security procedures, including but not limited to, locking points of entry, checking alarm systems, monitor surveillance cameras identifying and reporting security problems.
 - Follow appropriate safety precautions as outlined in the DPW safety manual and

- in accordance with (SDS) Safety Data Sheets.
 - Receive and unload deliveries of chemicals.
 - Prepare and log data into daily filter and operation reports, including but not limited to, computer data entry, manual report forms.
 - Receive and respond to customer inquiries as appropriate.
 - Responsible for running and documenting monthly lab standards.
 - Leads the troubleshooting of treatment process challenges.
- Production Facility Maintenance:
 - Leads/performs preventative maintenance and corrective repairs of all complexities with minimal input from senior staff. Supports senior staff in the planning, implementation of successful completion of significant repair and capital replacement projects.
 - Troubleshoot and repair instrumentation, including but not limited to, repair or replace all electronic and mechanical instruments used in chemical dosages, monitoring flows, starting and stopping pumps, set alarm points, calibrate transmitters, receivers and recorders, etc.
 - Repair and rebuild all rotating equipment; maintain large pumps (up to 500 h.p.), diesel pump, diesel electric unit, vacuum pumps, blowers, air compressors, large electric valves, and chemical feed pumps, as well as a variety of other equipment such as ventilators, heating systems, dehumidifiers and air conditioners.
 - Repair and maintain electrical equipment such as wire in new pumps, new alarm points, and remote switches; troubleshoot, alter, repair and replace parts such as relays and brakes.
 - Check and maintain reservoir and high service tanks, including but not limited to, inspect tanks and record readings, inspect pumps, piping, buildings, grounds, and uninterrupted power supply and make repairs, etc.
 - Change, add, or delete parts of the computer program in the three process computers; may write new programs as necessary.
 - Schedule equipment runs; record elapsed time reading and schedule pumps, blowers, and chemical feed pumps for even time distribution and maintenance.
 - Monitors filtration performance on a monthly basis including sand filter depths and clean bed headloss on the automatic back wash filter.
 - Leads clarifier switching on a scheduled basis.
 - Maintain parts and supplies; order parts, stock and inventory.
 - Maintaining computerized preventative maintenance program for all plant and offsite equipment.
 - Complete workorder documentation in the computerized asset management program.
 - Brief Operations Team on any problems or special situations which affect operation of plant.
 - Recommend design changes in the water plant.
 - Provide technical expertise to consultants, engineers and contractors on large scale plant changes and new systems.
 - Schedule factory representatives' visits; schedule systems and special projects to

- be worked on or experimented with in conjunction with factory service personnel.
- o Assists senior personnel with the development and update of Standard Operating Procedures (SOPs).
- Other duties:
 - o Train Drinking Water Production Technicians in Training and Drinking Water Production Technicians I and II
 - o Monitor email and other computer-based programs at the beginning and throughout each shift; promptly and accurately communicates with Water Resources team through email and other computer-based programs.
 - o Attend training programs and reviews standard operating procedures as assigned by supervisor to keep skills and knowledge current with improvements and changes in plant equipment.
 - o Complete required training hours to maintain Grade 4C license; abide by operator requirements in Vermont Water Supply Rule 21
 - o Take customer calls and dispatch distribution or meter shop personnel after hours as necessary.
 - o Clean and maintain assigned area of the water plant.
 - o May be required to participate in “On-Call Coverage”.

Non-Essential Job Functions:

- Other duties as required.

Qualifications/Basic Job Requirements:

- High school diploma or equivalent required.
- Vermont State Operator Classification, Grade 4C required.
- OSHA 30 certification, required.
- Completion of least 1 year of experience as a DWP Technician II, with completion of all required training and proficiencies for Technician II.
- Completion of assigned industrial electricity and electronics training (approximately 17 hours) and assigned instrumentation and controls training.
- Completion of additional 16 hours of professional skills training courses as approved by management including but not limited to: excel, word, presentation and communication, conflict resolution, leadership training etc.
- Experience with programmable logic controllers (PLCs) and variable frequency (VFDs) required.
- Documented proficiency in asset management principles including assigned on-line training and proficiency with City’s computerized asset management software.
- Documented evidence of experience and leadership related to critical infrastructure events demonstrating advanced maintenance (mechanical/electrical/instrumentation) troubleshooting and corrective repair abilities, including leading after-action documentation (with report out to full team) and implementation of follow up actions.
- Ability to work rotating shifts, including weekends and holidays required.
- Ability to work effectively alone and with others required.
- Ability to understand relevant physical, chemical, electrical, and microbiological

principles required

- Ability to lead efforts to troubleshoot and repair water plant and pump station mechanical and electrical problems without significant guidance from senior staff.
- Ability to comprehend and carry out written, oral and diagrammatic instructions required.
- Ability to perform mathematical calculations required.
- Ability to work in confined spaces required.
- Ability to assume Water Plant Operator duties required.
- Ability to obtain and maintain a valid VT driver's license required.
- Ability to operate varied equipment such as test equipment, computers, welders, torches, drill press and grinders, etc, required.
- Demonstrated ability to perform physical aspects of position.
- Ability to obtain Forklift Operator certification required.
- Respond to emergencies on weekends/evenings required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

☒ seeing	☒ ability to move distances
	☒ lifting (specify)
☒ color perception	within and
	between
	☒ 50_ pounds
(red, green, amber)	warehouses/offices
	☒ carrying (specify)
☒ hearing/listening	☒ climbing
	☒ 50_ pounds
☐ clear speech	☒ ability to mount and ☒ driving (local/over
☒ touching	dismount the forklift/truck (road)
☒ dexterity	☒ pushing/pulling

☒ hand
☒ finger
☐ reading - basic

☒ reading - complex

☒ writing - basic

☐ writing - complex

☒ shift work

☒ works alone

☒ works with others

☒ verbal contact w/others

☒ face-to-face contact

☒ inside

☐ math skills - basic

☒
analysis/comprehension
☒ math skills - complex

☒
judgment/decision
☒ clerical
making

☒ outside
☒

pressurized equipment
☐ extreme heat
☐ moving

objects
☐ extreme cold
☒ high

places
☒ noise
☒ fumes/odors
☒ mechanical equipment
☒ hazardous

materials
☒ electrical
equipment ☒
dirt/dust

Supervision:

Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Revised 10/29/10. Revised January 2016. Created July 2026

bold = level that must be achieved within X @ of years

Drinking Water Production Technician

Existing employee would not be required to get to WTPOM II but all new hires would within 4 years.

	DWP Technician in Training	DWP Tech I*	DWP Tech II	DWP Tech III
Time allowed to achieve (from date of initial hire)	N/A	2 years	4 years	N/A, it is not required that employees achieve this level
Certifications required	HS degree	Passing grade on 4C test	4C Certification and OSHA 10	4C Certification and OSHA 30
Proficiencies required	None required; science/industrial/mechanical aptitude preferred	Basic Operations Proficiency checklist completed; basic preventative mechanical proficiency checklist completed	Completed Advanced Operations checklist and Intermediate Mechanical Proficiency checklist	Advanced Mechanical, Electrical and Instrumentation Proficiency; Vue Works proficiency, Asset Management understanding; documented evidence of leadership for critical infrastructure events demonstrating advanced maintenance (electrical/mechanical/instrumentation) troubleshooting abilities, including leading after action review and implementing lessons learned
Additional Proficiency achievement requirements	Probationary Knowledge Proficiency checklist within 3 months ; Basic Operations Proficiency checklist within 6 months ; complete basic preventative mechanical proficiency within 1 year	Must complete intermediate mechanical, electrical, trouble shooting proficiency within 2 years	None required unless advancing	N/A
Coursework required	None required	Completion of basic mechanical/electrical/troubleshooting course work and training; up to date on apprenticeship expectations and requirements	Completion of intermediate mechanical/electrical/troubleshooting course work	Completion of <u>advanced</u> mechanical/electrical/ <u>instrumentation</u> courses; asset management course work; completion of additional 16 hours of professional skills (excel, communications, conflict resolution etc)
Additional coursework requirements	Complete basic mechanical/electrical course work and training within 6 months; complete water plant operator training/coursework (from text books) within 1 year; full participation in apprenticeship program	Complete intermediate mechanical/electrical/troubleshooting coursework within 2 years; Complete apprenticeship requirements within 2 years from start of program; OSHA 10 within 2 years	Additional training as assigned by supervisor	Additional training as assigned by supervisor
Duties/decision making/leadership	Learn plant operations; take basic mechanical courses; assist with preventative and corrective maintenance; study for 4C exam; assist with housekeeping	Performs all existing duties of current operator position description including assigned preventative maintenance and minor repairs . Continues growth in operations and mechanical proficiency. Assist with corrective repairs of varying complexities; work towards intermediate mechanical proficiency; trains DWPT in Training	Contributes significantly to troubleshooting of treatment process challenges . Leads/performs intermediate preventative maintenance and basic corrective ; completes intermediate/advanced corrective repairs in team environment; trains technicians in training and DWPT I	Leads trouble shooting of treatment process challenges. Leads preventative maintenance and corrective repairs of <u>all</u> complexities. Able to lead trouble shooting and response to critical infrastructure emergencies with limited input of senior staff. Trains DWP IT, DWPT I, DWPT II
Examples of operations proficiencies	Completion of selected UKG trainings. (physical security, chemical, ladder, fire and materials and storage safety) Learn to fill chemical day tanks Learn how to complete the 4 hour labs Collect and test field and lab water samples	Reviewed, understands and signed off on all SOPs Clean and maintain assigned areas of the water plant Conduct routine inspections, checking pumps, motors, chemical feed pumps, chemical make-up systems for proper lubrication, and adjustment and operation. Help take systems offline/online	Responsible for keeping track of when to change running pumps. In charge of measuring filter depth monthly and logging. In charge of taking and logging clean bed headloss on ABW. In charge of running/logging monthly lab standards.	
Target Grade	16	17	18	19

* An candidate with a 4C license or equivalent and 2 years of water/wastewater treatment experience may be placed at this tier.

Board of Finance and City Council Submission Checklist

Department: DPW – Water Resources Submitter: Megan Moir
Drinking Water Reorganization: Distribution Operations Lead and Tiering of Drinking
 Title/Subject: **Water Plant Workgroup**

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	8/3/2026

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	7/28/2026	Chapin Spencer
Mayor's Office informed and approved memo	Yes	7/28/2026	Lisa Gerlach
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A		
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	7/28/2026	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	7/28/2026	Brad Kukenberger
Human Resources, if personnel action -Identify HR Manager in note	N/A	7/28/2026	Lynn Reagan/Tony Berry
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Motions
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.