



**BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
August 24, 2026**

1. Agenda

1. Agenda

Mayor Mulvaney-Stanak convened the meeting at 5:06 pm.

Members present: Mayor Mulvaney-Stanak, City Council President Traverse, Councilors Carpenter and Barlow and CAO Schad

Member absent: Councilor Neubieser

Subject

1.1. Motion to adopt agenda

Meeting

August 24, 2026 - Board of Finance Meeting - Monday, August 24, 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 Carpenter, seconded by Councilor Barlow, to adopt the agenda as presented. Motion passed unanimously.

2. Public Forum

2. Public Forum

Subject

2.1. Verbal Comments

Meeting

August 24, 2026 - Board of Finance Meeting - Monday, August 24, 2026, 5:00 PM,
Bushor Conference Room, 149 Church Street, 1st Floor

Category

2. Public Forum

Department

Council and Board

Type

Action
Procedural

Parks, Recreation, & Waterfront

Type Action (Consent)

Recommended Action to approve and recommend that the City Council approve and authorize the execution of a five-year lease agreement, with the City's option to renew for five (5) additional, one (1) year terms, with The Greater Burlington YMCA, to perform Childcare services at the Robert Miller Community & Recreation Center, such specific portion of the building to be leased as further described in Attachment A and to authorize Mayor Emma-Mulvaney-Stanak, to execute the lease and any related documents necessary or convenient to completing the transaction, subject to the review and approval as to form of the City Attorney's Office

3.3. Lease of Childcare Space at the Robert Miller Community Center — BPRW

4. Deliberative Agenda

4. Deliberative Agenda

Subject 4.1. Request to execute a contract with Jones Payne Group Inc. (JPG) for the construction oversight services for an amended previous authorization for approximately 58 housing unites including Bid 1 and pending bid 2 of the Airport's Residential Sound Insulation Program (RSIP), funded by the Office of Local Defense Community Corporation (OLDCC) - Airport

Meeting August 24, 2026 - Board of Finance Meeting - Monday, August 24, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Patrick Leahy Burlington International Airport

Type Action

Recommended Action to approve and recommend that the City Council authorize the Director of Aviation to execute a contract agreement with Jones Payne Group, Inc. for up to \$1,666,838.00 amended from the prior authorized amount of \$1,151,233.00 with a 10% contingency, for an amount up to \$1,833,521.00 from the prior authorized amount of \$1,266,356.00 for the construction oversight services for improvements for approximately 58 housing units by the OLDCC funded Residential Sound Insulation Program, subject to review and approval of the City Attorney's Office

4.1. Request to execute a contract with Jones Payne Group Inc. (JPG) for the construction oversight services for an amended previous authorization for approximately 58 housing unites including Bid 1 and pending bid 2 of the Airport's Residential Sound Insulation Program (RSIP), funded by the Office of Local Defense Community Corporation (OLDCC) - Airport

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

Subject 4.2. Transferring Fund Balance between Special Revenue Funds — DPW - Traffic Division

Meeting August 24, 2026 - Board of Finance Meeting - Monday, August 24, 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 approve a budget amendment to the Traffic Fund (264) for the purposes described herein and authorize the Director of the Department of Public Works to move \$500,000 from the Traffic Fund (264) into the Parking Facilities Fund (265) to put directly toward paying down the principal of the outstanding Revenue Anticipation Note; and further authorize the Chief Administrative Officer or designee to make a principal-only payment in the amount of \$820,284 towards the RAN in accordance and compliance with the terms and conditions of such note, all subject to the review and approval of the Chief Administrative Officer or designee

4.2. Transferring Fund Balance between Special Revenue Funds — DPW - Traffic Division

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

Subject	4.3. Approving The Pledging Of The Credit Of The City In Anticipation Of The Receipt Of Revenue From The Traffic Division Of the Public Works Department - DFA/DPW - Traffic Division
Meeting	August 24, 2026 - Board of Finance Meeting - Monday, August 24, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Department of Finance and Administration
Type	Action Resolution
Recommended Action	to approve and recommend that the City Council waive the reading and to adopt the proposed resolution approving the renewal of an existing revenue anticipation note for the Parking Facilities Fund, in an amount not to exceed \$2.5Million and with an interest rate not to exceed 7.5%

4.3. Approving The Pledging Of The Credit Of The City In Anticipation Of The Receipt Of Revenue From The Traffic Division Of the Public Works Department - DFA/DPW - Traffic Division

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

Subject	4.4. Creation of two new positions within the CJC
Meeting	August 24, 2026 - Board of Finance Meeting - Monday, August 24, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Community Justice Center
Type	Action
Recommended Action	to approve and recommend that the City Council approve the creation of a Communications, Volunteer and Operations Specialist within CEDO, a Regular Service, Full-time, Union, Grade 13, position, as well as the creation of a Parallel Justice Program Specialist, a Limited Service, Full-time, Union, Grade 16 position

4.4. Creation of two new positions within the CJC
Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve the motion as presented. Motion passed unanimously.

5. Adjournment

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	August 24, 2026 - Board of Finance Meeting - Monday, August 24, 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
5.1. Motion to adjourn	
Mayor Mulvaney-Stanak adjourned the meeting at 5:25 pm.	