



Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

5:00 pm, Bushor Conference Room, 1st Floor City Hall OR Remotely via ZOOM:

Please click the link below to join the webinar:

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Webinar ID: 967 8671 2729

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

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

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

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda as follows: remove from the consent agenda item 3.4. Calendar Year 2023 Crack - Sealing Program - Authorization to Award Construction Contract - DPW (per Phillip Peterson)

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	2. Public Forum
Department	Council and Board
Type	Action Procedural

3. Consent Agenda

Subject	3.1. July 24, 2023 Board of Finance Meeting Minutes, Draft
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Information Minutes
Recommended Action	approve the minutes
Subject	3.2. Church Street Marketplace Winter Holiday and Winter Lights - Authorization to Award Contract - CSM
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Church St. Marketplace
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council authorize the Director of the Church Street Marketplace to execute a three-year contract with SavATree, LLC for Winter Holiday and Winter Light services for a total authorized amount not to exceed \$101,445 subject to final review and approval by the City Attorney's Office
Subject	3.3. Final Change Order - CY22 Sidewalk Reconstruction Program - DPW
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	1. To approve and recommend that the City Council authorize the Chief Administrative Officer, or her designee, to affect all necessary budget amendments and transfers of funds, as described in the attached project budget, to a total of \$1,110,031.34 for the projected construction costs to complete the CY22 Sidewalk Reconstruction Program. 2. To approve and recommend that the City Council retroactively authorize the Director of Public Works to execute a balancing change order for the construction contract for the CY22 Sidewalk Reconstruction Project with SD Ireland Brothers Corporation for a final amount of \$1,110,031.34, subject to the final review and approval by the Office of the City Attorney.
Subject	3.4. Calendar Year 2023 Crack - Sealing Program - Authorization to Award Construction Contract - DPW **AGENDA ITEM REMOVED**
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category	3. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	to approve and authorize the Director of Public Works to execute a contract with NICOM Coatings, LLC, for Calendar Year 2023 Crack-Sealing for a resulting contract of up to \$79,260.00 with an additional \$13,894.80 (~15%) in contingency, totaling \$93,154.80; provided this authorization is contingent on the contract and any amendment thereto having the prior approval of the City Attorney and Chief Administrative Officer
Subject	3.5. FY24 Recycling Truck Purchase Cost Increase - DPW
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	to approve and recommend the City Council authorize the Department of Public Works to spend an additional \$44,145.00, for a total of \$309,145.00, for the FY24 Recycling truck purchase; and to further authorize the Director of the Department of Public Works to execute a purchase agreement and other associated documents necessary to effect such purchase with Allegiance Trucks for a total purchase price not to exceed \$309,145.00 subject to the review of the City Attorney's Office
Subject	3.6. Marketplace Garage Repair Cost Update - DPW - Division of Parking and Traffic
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	to approve and recommend that City Council retroactively authorize the increase of the maximum limiting amount of the contract with Structural Preservation Systems, LLC from \$545,955 by \$23,564, resulting in a total authorized expenditure of \$569,519 for repairs completed to the Marketplace Garage and further authorize the Director of the Department of Public Works to execute an amendment to such contract to reflect the increased maximum limiting amount, subject to review by the City Attorney's Office
Subject	3.7. Acceptance of \$26,000 grant from the VT Department of Labor - CEDO
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda

Department	Community & Economic Development Office (CEDO)
Type	Action (Consent)
Recommended Action	move to approve the City's receipt of grant funding in the amount of \$26,000 from the Vermont Department of Labor to launch a Personal Care Assistant Plus (PCA+) Workforce Training program to train approximately 25 Burlington residents from underserved populations to become home health and personal care aides, and to authorize CEDO Director Brian Pine to execute any and all formal agreements with the VT Department of Labor regarding said grant funding upon final review and approval of the City Attorney's Office

4. For Approval and Recommendation to the City Council

Subject	4.1. Request to Execute a Federal Aviation Administration (FAA) grant and execute a Contract with Hoyle Tanner & Associates, Inc. to update the Airports Pavement Management Plan - Airport
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Airport
Type	Action
Recommended Action	1. "To approve and recommend that the City Council authorize the Director of Aviation to execute a grant from the Federal Aviation Administration to accept an amount up to \$226,970.10, with a 15% contingency, totaling up to \$261,015.62, as allowed under the grant, for the Pavement Management Plan (PMP) Update, subject to review by the City Attorney's Office." 2. "To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Hoyle Tanner & Associates, Inc. in an amount up to \$241,689.00 with a 15% contingency totaling \$277,942.35, as allowed by the grant, for the update of the Pavement Management Plan, subject to review by the City Attorney's Office."
Subject	4.2. Request to Accept and Execute a Federal Aviation Administration (FAA) Grant and Contract with Hoyle Tanner and Associates, Inc. for the planning, design, permitting, and bidding an expansion of the existing Cargo Apron - Airport
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Airport
Type	Action
Recommended Action	1. "To approve and recommend that the City Council authorize the Director of Aviation to execute a grant from the Federal Aviation Administration to accept an amount up to \$275,490.00, with a 15% contingency, totaling up to \$316,813.50, as allowed under the grant, for the planning, design, permitting, and bidding of the cargo apron expansion, subject to review by the City Attorney's Office."

2. "To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Hoyle Tanner & Associates, Inc. in an amount up to \$296,100.00, with a 15% contingency totaling \$340,515.00, as allowed under the grant, for the planning, design, permitting, and bidding of the cargo apron expansion, subject to review by the City Attorney's Office."

Subject **4.3. Request to Execute a Contract with Stantec Consulting Services Inc. for the Design, Permitting, and Bidding of Runway 15-33 Rehabilitation Project - Airport**

Meeting August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 4. For Approval and Recommendation to the City Council

Department Airport

Type Action

Recommended Action to approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Stantec Consulting Services Inc. in an amount up to \$688,486.00, with a 15% contingency totaling \$791,758.90, as allowed under the grant, for the planning, design, permitting, and bidding of the pavement management and rehabilitation of Runway 15-33, subject to review by the City Attorney's Office

Subject **4.4. Request to Accept a Federal Aviation Administration Grant and Execute a Contract for Design, Permitting and Bidding of the Snow Removal Equipment Building Project with Passero Associates - Airport**

Meeting August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category 4. For Approval and Recommendation to the City Council

Department Airport

Type Action

Recommended Action

1. "To approve and recommend that the City Council authorize the Director of Aviation to execute a grant from the Federal Aviation Administration to accept an amount up to \$1,160,011.80, with a 15% contingency, totaling up to \$1,334,013.57, contingency as allowed under the grant, for the design, permitting, and bidding of the Snow Removal Equipment Building Project, subject to review by the City Attorney's Office."
2. "To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Passero Associates, Engineering, Architecture & Surveying, D.P.C. in the amount up to \$1,272,902.00, with a 15% contingency, totaling up to \$1,463,337.30, contingency as allowed by the grant for the design, permitting, and bidding of the Snow Removal Equipment Building Project, subject to review by the City Attorney's Office."

Subject **4.5. Request to accept a Federal Aviation Administration Grant for the Residential Sound Insulation Project FAA Phase 3 Project and Execute Contracts for Construction and Inspection Services for this Project with Strong Tower Construction, Inc. and Jones Payne Group, Inc. respectively - Airport**

Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Airport
Type	Action
Recommended Action	1. "To approve and recommend that the City Council authorize the Director of Aviation to accept and execute a grant from the Federal Aviation Administration in an amount up to \$5,511,621.34 with a 15% contingency totaling up to \$6,338,364.54 as allowed under the grant for program management and development, community outreach, evaluation of structures, design services, bid and award activities, and construction activities for 52 homes, subject to review by the City Attorney's Office." 2. "To approve and recommend that the City Council authorize the Director of Aviation execute a contract with Strong Tower Construction, Inc. in an amount of up to \$4,780,947.00 with a 15% contingency totaling up to \$5,498,089.05, as allowed under the grant, for construction activities for 52 homes, subject to review by the City Attorney's Office." 3. To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with The Jones Payne Group, Inc., in the amount of up to \$1,325,076.71 with a 15% contingency totaling \$1,523,838.22 as allowed under the grant, for program management and development, community outreach, evaluation of structures, design services, bid, award activities, and construction activities for approximately 50 homes, Design and Bid, subject to review by the City Attorney's Office."
Subject	4.6. Reclassification of One (1) CEDO Position with No Adverse Impact to the City's General Fund - CEDO/HR
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Community & Economic Development Office (CEDO)
Type	Action
Recommended Action	Move to approve and recommend that the City Council approve the reclassification of the Community Development Specialist II – Grant Management position, from a Regular Service, Full-Time, Non-Exempt, Union, Grade 17 to the position of Senior Community Development Specialist – Grant Management, a Regular Service, Full-Time, Non-Exempt, Union, Grade 18
Subject	4.7. Church Street Marketplace Snow Removal - Authorization to Award Contract - CSM
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Church St. Marketplace

Type	Action
Recommended Action	to approve and recommend that the City Council authorize the Director of the Church Street Marketplace to execute a three-year contract with J. Labrecque, LLC for snowplowing services for a total authorized amount not to exceed \$173,100, subject to final review and approval by the City Attorney's Office
Subject	4.8. Fletcher Free Library Security Guard Contract FY24 - Library
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Fletcher Free Library
Type	Action
Recommended Action	to approve and recommend that the City Council approve the execution of a Contract Agreement and any related documents needed to carry out said contract with Chocolate Thunder, LLC, for a 1 year contract of security guard services for the Fletcher Free Library at a rate of \$45.00 per hour in an amount up to \$135,720.00 with a contingency of \$9,450.00 for a total maximum limiting amount of \$145,180.00, and to authorize Mary Danko, Director of the Fletcher Free Library, to execute the contract and any related documents needed to carry out said contract, upon final review and approval of the City Attorney's Office
Subject	4.9. CY23 Paving Contract Amendment for Additional Patching Work - DPW
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Public Works Department
Type	Action
Recommended Action	1. To approve and recommend that the City Council authorize the Director of Public Works to execute an amendment to the Calendar Year 2023 Paving Program contract with Engineers Construction Inc. in the additional amount of \$337,254.00, bringing the total contract value up to \$1,893,552.45, and authorize the use of \$173,634.85 in contingency funds to be available to use toward any necessary future contract amendments, and further authorize execution of any such necessary amendments upon review and approval by the City Attorney's Office, for a total authorized amount of \$2,067,187.30. 2. To approve and recommend that the City Council authorize the Chief Administrative Officer or designee to affect all necessary budget amendments and transfers of funds, as described in the attached budget amendment form, for a total of \$35,000 in street capital funds to be used to complete the CY23 Paving Program project
Subject	4.10. Champlain Parkway - Design Contract Amendment No. 18 with Clough, Harbor & Associates - DPW
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Public Works Department

Type	Action
Recommended Action	to approve and recommend that the City Council authorize the Director of Public Works to execute Contract Amendment Number 18 to the contract with Clough Harbour & Associates for engineering design services for the Champlain Parkway project, increasing the total contract amount by \$520,826.34 and the local match obligation by \$10,416.52, for a total authorized contract amount not to exceed \$13,992,929.18 and a local match obligation in the amount of \$279,858.59, subject to review and approval by the City Attorney's Office
Subject	4.11. Approving The Pledging Of The Credit Of The City In Anticipation Of The Receipt Of Revenue From The Parking & Traffic Division of The Public Works Department - CT
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	to recommend that the City Council approve the attached resolution
Subject	4.12. FY24 Parking Garage Security Contract - DPW - Division of Parking and Traffic
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Public Works Department
Type	Action
Recommended Action	To approve and recommend that City Council authorize: 1) the Director of Public Works to execute a contract for FY24 with Green Mountain Concert Services for security services at the Marketplace Garage and Downtown Garage for a total authorized contract value not to exceed \$280,000, subject to review and approval by the City Attorney's Office and approval by the Chief Administrative Office for compliance with the City's procurement and expenditure policies; and, 2) an FY24 budget amendment for Fund 265 – Parking Facilities for general ledger line item 19-205-451- 6500_103 (Marketplace Garage) from 90,000 to \$140,000 and line item 19-205-455-6500_103 (Downtown Garage) from \$90,000 to \$140,000, for a total budgeted expenditure of \$280,000; to be drawn against currently budgeted net revenues.
Subject	4.13. Request for approval of three contracts related to the River Siphon Break emergency response - DPW - Water Resources
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Public Works Department - Water Resources

Type	Action
Recommended Action	1. "To approve and recommend that the City Council retroactively authorize and ratify the Director of Public Works' execution of a contract with BP Wastewater for sewage pumping and hauling services, for an amount up to \$232,200, subject to the review and approval of the City Attorney's Office." 2. "To approve and recommend that the City Council retroactively authorize and ratify the Director of Public Works' execution of the following agreements related to the construction of the temporary bypass pumping system: i. an amendment to the Main Agreement for On-Call Services with Engineers Construction Inc. for on-call repair services for an amount up to \$775,000; and, ii. a Work Assignment Agreement for On-Call Services with Engineers Construction Inc. for construction of a temporary bypass pumping system, assigned pursuant to the above-referenced Main Agreement for On-Call Services for an amount up to \$550,000 inclusive of the Main Agreement limit; Provided that both such agreements shall not exceed a total authorized amount of \$775,000 combined and shall be subject to the prior review and approval of the City Attorney's Office." 3. "To approve and authorize the Director of Public Works to execute an agreement or a series of agreements with Rain For Rent for pump rental services in furtherance of emergency pumping related to the temporary bypass of flows from the Winooski River wastewater pipe failure; and, to retroactively authorize and ratify all such rental costs incurred retroactive to July 24, 2023, provided that the total authorized expenditure under all such agreements shall not exceed \$82,980, inclusive of such rental costs incurred retroactive to July 24, 2023, and that execution of the same shall be subject to the prior review and approval of the City Attorney's Office."
Subject	4.14. Authorization to Execute Contracts with On-Call Water Resources Excavation Contractors - DPW - Water Resources
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
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 Main On-Call Agreements with three (3) water resources excavation contractors (BP Wastewater Services LLC, Engineers Construction, Inc. and S D Ireland Brothers Corporation), each with a maximum limiting amount of \$200,000, for a total authorized expenditure of \$600,000, subject to review and approval by the City Attorney

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	August 7, 2023 - Board of Finance Meeting - Monday, August 7, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	5. Adjournment
Department	Council and Board

Type	Action Procedural
Recommended Action	Motion to adjourn