



Board of Finance Meeting - Monday, September 18, 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:

<https://zoom.us/j/94679147465>

Or Telephone: +1 305 224 1968 US

Webinar ID: 946 7914 7465

****CCTV link: https://www.youtube.com/playlist?list=PLIjLFn4BZd2PwCge7INoKug676jIf_iUA ****

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

To participate in Public Forum via ZOOM sign up here:

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

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

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 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

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 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
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	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
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. September 5, 2023 Board of Finance Minutes, Draft
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 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) Communication Information Minutes
Recommended Action	approve the minutes
Subject	3.3. Airport Equipment purchase over \$50,000: Ford F-550 Chassis, Cab, and Body - Airport
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Airport
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve and authorize the purchase of a 2023 Ford F550 from Nucar Ford of St. Albans in the amount of \$55,152.90
Subject	3.4. Approval of Marina Slip and Mooring Fees - BPRW
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)

Recommended Action	to approve and recommend that the City Council approve the 2024 Marina fees as set by the Harbor Commission during its September 12, 2023 meeting, subject to review by the City Attorney's Office
Subject	3.5. Authorization to Execute Lease Amendment No. 2 to the General Services Administration (GSA) Lease - Airport
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Airport
Type	Action (Consent)
Recommended Action	to approve and recommend to the City Council that the Mayor of Burlington, Miro Weinberger, be authorized to execute Amendment No. 2 to the Lease Agreement with the U.S. General Services Administration, subject to the final review and approval by the Office of the City Attorney
Subject	3.6. Execute a Contract Amendment with Engineers Construction, Inc. (ECI) for the Design-Build services for the Flynn Avenue Sewage Forcemain Rehabilitation - DPW/Water Resources
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Public Works Department - Water Resources
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council retroactively authorize and ratify the Director of Public Works' execution of a contract amendment with Engineer's Construction, Inc. for the Design-Build services for the Flynn Avenue Sewage Forcemain Rehabilitation increasing the maximum limiting amount of the Agreement by \$4,213 for a total authorized expenditure not to exceed \$192,525, subject to the review and approval of the City Attorney's Office
Subject	3.7. Old North End Greenway Construction Grant Project Commitments Form - DPW
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 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 the City Council authorize the Director of Public Works to execute the Project Commitments Form from the Vermont Agency of Transportation for the Old North End Greenway construction, obligating the City to commit a local match of \$166,000 of the total project budget of \$241,000 in furtherance of accepting a reimbursable grant amount up to \$75,000, subject to approval by the City Attorney's Office

Subject	3.8. National Endowment for the Humanities Challenge Infrastructure and Capacity Building Grant - Library
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Fletcher Free Library
Type	Action (Consent)
Recommended Action	1. To approve and recommend the City Council authorize for the Director of the Fletcher Free Library to execute the Award Agreement with NEH, to accept a grant amount of \$245,425.00.00, with project costs to be paid upfront by the City of Burlington and then reimbursed by NEH, including a local match of \$736,275.00 in City Capital funds, for a total project budget of \$981,700.00; subject to final review and approval by the City Attorney's Office and Chief Administrative Officer. 2. Move to approve and recommend that the City Council accept the recommendation of the City's Capital Committee to approve the creation of the Fletcher Free Library project budget for Fiscal Year 2024, for use of Capital Funds as described in the affiliated memorandum and related attachments, subject to the review and approval of the Chief Administrative Officer.

4. FY25 Budget Presentation - CAO

Subject	4.1. FY25 Budget Presentation - CAO
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. FY25 Budget Presentation - CAO
Department	Clerk/Treasurer's Office
Type	Information Presentation

5. FY23 Fiscal Health Report - CAO

Subject	5.1. FY23 Fiscal Health Report - CAO
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	5. FY23 Fiscal Health Report - CAO
Department	Clerk/Treasurer's Office
Type	Action Information Report

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

6. For Approval and Recommendation to the City Council

Subject	6.1. Reclassification of two (2) Clerk Treasurer's positions and not filling of one (1) position - CT/HR
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	6. For Approval and Recommendation to the City Council
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	To approve and recommend approval to the City Council for the: Modification, retitle, and reclassification of the Director of Financial Operations, a regular service, fulltime, exempt, non-union position with a market factor range of \$118,055.69 to \$165,325.93 to Director of Finance, a regular service, full-time, exempt, non-union position with a market factor range of \$127,900 to \$191,900. Modification, retitle, and reclassification of the Banking & Cash Operations Manager, a regular service, full-time, exempt, non-union Grade 21 to Assistant Director of Finance, a regular service, full-time, exempt, non-union Grade 23.
Subject	6.2. Authorization to Execute the Design Contract for the Queen City Park Road (QCPR) Sidepath - DPW
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	6. 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 a contract with Hoyle Tanner & Associate Inc. in an amount not to exceed \$214,245, and further authorize the Director of Public Works to execute any necessary future amendments using up to \$21,000 (10%) in available contingency funds, for a total authorized amount of \$235,245, for the development of the design of the QCPR Sidepath project, subject to the review and approval of the City Attorney's Office. 2. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds from the sources identified in the attached budget amendment form to amend the project budget to total \$1,035,000 for the Queen City Park Road Sidepath Project.
Subject	6.3. Allocation Of Bond Proceeds For Public Improvements - Rock Point Bridge Project - CT
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	6. For Approval and Recommendation to the City Council
Department	Clerk/Treasurer's Office
Type	Action Resolution
Recommended Action	to recommend that the City Council approve the attached resolution

Subject	6.4. Rock Point Bridge - Authorization to Award Construction Contract and Proposed Budget Amendment - DPW
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	6. 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 Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds to amend the project budget to total \$1,219,128.51 as detailed in Attachment B for the Rock Point Bridge Replacement Project. 2. To approve and recommend that the City Council authorize the Director of Parks, Recreation and Waterfront (BPRW), or their designee, to execute a construction contract with Desroches Construction Services in an amount not to exceed 984,131.00, and to further authorize the use of an additional \$98,413.00 in contingency funds (10%), for a total authorized expenditure in the amount of \$1,082,544.00.

Subject	6.5. 195-201 Flynn Avenue 2019 Third MOU Extension - DPW
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	6. For Approval and Recommendation to the City Council
Department	Public Works Department
Type	Action
Recommended Action	move to approve, and recommend the City Council approve a one-year, term-only, no cost extension of the Second 2019 Chittenden Solid Waste District – City of Burlington Memorandum of Understanding through September 30, 2024, and authorize the Mayor to execute said agreement subject to the review and approval of the City Attorney’s Office

7. Communication Regarding 195-201 Flynn Avenue Real Estate Purchase or Lease Options (verbal) **expected executive session**

Subject	7.1. Communication Regarding 195-201 Flynn Avenue Real Estate Purchase or Lease Options (verbal) **expected executive session**
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	7. Communication Regarding 195-201 Flynn Avenue Real Estate Purchase or Lease Options (verbal) **expected executive session**
Department	Public Works Department
Type	Action Procedural

Recommended Action	move to enter executive session pursuant to 1 VSA 313(a)(2) to discuss the negotiating or securing of real estate purchase or lease options regarding the parcels located at 195-201 Flynn Avenue currently owned by CSWD
--------------------	---

8. Adjournment

Subject	8.1. Motion to adjourn
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	8. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn