



December 13, 2021

Board of Finance Meeting, Monday, December 13, 2021, 5:00 pm **In-Person at Bushor Conference Room, Room 102, 1st Floor, City Hall OR remotely via ZOOM**

 [Click here to view the minutes for this meeting](#)

1. Agenda

1.01 Motion to adopt agenda

Type: Action, Procedural

Recommended Action: motion to adopt agenda

2. Public Forum **See item for signup instructions**

2.01 Verbal Comments

Type: Action, Information, Procedural

To participate in Public Forum in person sign up at the meeting. To participate in Public Forum via ZOOM sign up here:
<https://www.burlingtonvt.gov/citycouncil/publicforum> Do not sign up in person and via Zoom - select one only

3. Consent Agenda

3.01 motion to adopt the consent agenda and take the actions as indicated

Type: Action (Consent), Procedural

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

3.02 Board of Finance Minutes, November 8, 2021, Draft

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: approve the minutes

 View Minutes from Board of Finance Meeting, Monday, November 8, 2021, 5:00 pm **In-Person at Bushor Conference Room, Room 102, 1st Floor, City Hall **

3.03 Board of Finance Minutes, November 15, 2021, Draft

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: approve the minutes

 View Minutes from Board of Finance Meeting, Monday, November 15, 2021, 5:00 pm **In-Person at Bushor Conference Room, Room 102, 1st Floor, City Hall **

4. For Approval and Recommendation to City Council



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4.01 Request for authorization to execute a contract with and make payment to Dore & Whittier, for the Fletcher Free Library Remodel Project: Schematic Design Phase - Library

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Fletcher Free Library to execute a contract with Dore + Whittier for the schematic design of the Fletcher Free Library in an amount of up to \$ 183,000.00 , with a contingency of 5% (\$9,150.00) , totaling \$192,150, subject to review and approval of the City Attorney's Office

BOF.MEMO.FFL.Architect.Schematic
Design.Final.docx

RFP.FFL.pdf

BOF CC
Checklist.FFL.Architect.SchematicDesign.docx

4.02 Request for Approval of a \$1,015,505 Budget Neutral Amendment to the FY2022 Burlington International Airport Budget - Airport

Type: Action

Recommended Action: to approve and recommend that the City Council approve a budget neutral amendment in the amount of \$1,015,505 to the Fiscal Year 2022 Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum

1 - BOF-CC Memo Airport Budget Amendment
12132021.docx

1 - Checklist - Airport - Budget
Amendment.docx

4.03 Authorization For Reimbursement From Revenue Bonds For Electric Department Capital Improvements - BED

Type: Action

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

Resolution - BED - Reimbursement for BED
Revenue Bonds(FINAL).pdf

Revenue Bond Resolution 12.8.21.docx

Tax-Exempt Bond reimbursement regulations
summary.DOCX

BOF CC Checklist Revenue Bond Resolution
12.13.21.docx

4.04 Authorization To Accept U.S. Department Of Housing And Urban Development Home-ARP Grant - CEDO

Type: Action

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

Resolution - CEDO - HOME ARP Grant
Acceptance (FINAL).pdf

CEDO Memo to BoF CC to Accept
HOME-ARP Grant 12 13 21.pdf

BoF CC Checklist.pdf



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4.05 Use of \$1.5M of ARPA Funds to balance FY22 Capital Budget per City Council Budget approved on June 28, 2021 - Capital Committee

Type: Action

Recommended Action: to approve and recommend to City Council the utilization of ARPA funds to the General Fund Capital Budget for \$1,533,000 from the Revenue reimbursement of General Fund revenue losses related to Calendar Year 2020

 ARPA utilization for GF FY22 Capital Budget
12-07-21_final.pdf

 BOF CC Checklist_Use of ARPA for Capital
Budget 12-13-21.pdf

4.06 Use of Impact Fees to purchase 5 vehicles for use by Community Support Liaisons (CSLs) and Community Service Officers (CSOs) - BPD/DPW

Type: Action

 Use of Impact Fees for CSO vehicles
12-13-21_final.pdf

 Impact Fee Approval Form - Police FY 22
vehicle purchase forCSO-CSL.pdf

 BOF CC Checklist_PD Impact Fees
12-13-21.pdf

4.07 Authorization to Make a Charitable Donation Fines for Food Pilot Program - DPW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of the Department of Public Worksto make a charitable donation to Feeding Chittenden in an amount equal to one-half of revenues received from delinquent parking ticket during the period of December 15, 2021 through January 15, 2022

 BOF CC Request Letter - Fines for Food - 2021
1213.pdf

 BoF CC Checklist - Fines for Food - 2021
1213.pdf

4.08 Request for Approval to Execute Contract for Fire Alarm System Upgrades at the North and East Wastewater Treatment Plants - DPW-Water Resources

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Public Works to execute a contract with MEI Electrical Contractors for design/build services for the upgrade to the fire alarm systems at the North & East Wastewater Treatment Plants for up to \$146,435, with an additional \$36,600 in contingency, totaling \$183,035, subject to final review and approval by the City Attorney's Office

 North & East WWTP Fire Alarm Systems
Upgrade BOF_CC_Memo -12-8-21.pdf

 BoF_CC_Checklist North & East WWTP FA
Systems Upgrade - 12-8-21REVISED
FORMAT.pdf



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4.09 Sublease of Space at CORE, 20 Allen Street-BPRW

Type: Action

Recommended Action: to approve and recommend the subletting of Room 219 in the Old North End Community Center to the Janet S. Munt Family Room and Vermont Adult Learning to utilize classroom and clinic space on the terms provided in and substantially in conformance with the attached sublease and to authorize Mayor Miro Weinberger to execute the sublease and any related documents needed to carry out the sublease agreement, subject to the review of the City Attorney's Office

20211201 BOFCC Memo - Family Room + VAL FINAL.pdf

Sublease Family Room + VAL FINAL.pdf

Memorandum of Lease Family Room + VAL - FINAL.pdf

BOF CC Checklist_Family Room + VAL Final.docx

5. Board of Finance Approval Only

5.01 Schifilliti Park Shared-Use Path Design Consultant Contract with Hoyle Tanner & Associates, Inc. - BPRW

Type: Action

Recommended Action: to approve and authorize Sophie Sauvage, Parks Comprehensive Planner, to execute the Consultant Contract Agreement with Hoyle Tanner & Associates, Inc., in the amount of \$51,386 and a project contingency of \$5,000, subject to review by the City Attorney's Office

202111330 BOF Memo Schifilliti Pathway Design.docx

Schifilliti Path Design - BOFCC Checklist.docx

5.02 Request for authorization to amend a contract with Ricondo & Associates, Inc. for PFC On-Call Professional Services - Airport

Type: Action

Recommended Action: to authorize the Acting Director of Aviation to execute an amendment to the Passenger Facility Charge On-Call Airport Consulting Services Task Authorization #2 contract with Ricondo & Associates, Inc. in order to increase the amount by \$13,332, plus a 15% contingency of \$2,000, raising the amount from \$46,208 to up to \$61,540, subject to review and approval by the Office of the City Attorney

1 - BOF-CC Memo Airport Ricondo Professional Service12132021.docx

1 - Checklist - Airport - Ricondo.docx

5.03 HANDS: 18th Annual Holiday Dinner for Seniors - CAO

Type: Action

Recommended Action: approve \$1,000 donation to HANDS: 18th Annual Holiday Dinner for Seniors

HANDS Request for \$1,000 Donation for 18th Annual Holiday Dinner for Seniors.pdf



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5.04 Town Meeting TV FY21 Update and FY22/CityFY23 Budget Request - Town Meeting TV

Type: Action

Recommended Action: Municipal Contribution Detail: The City of Burlington's annual contribution is part of the municipal supplement to the Town Meeting TV annual budget. The FY23 request to member municipalities amounts to \$98.2K, that is 15% of the operating revenue which helps to support the municipalities' online presence, streaming technology improvements, marketing and archiving. This contribution is more important than ever as cable revenue declines in our region.

 Town Meeting TV Municipal Update FY22_
City of Burlington.pdf

6. Discussion re: Overview of FY23 Budget Process and First Look at FY23 Budget

6.01 Communication: Katherine Schad, CAO, re: Overview of FY23 Budget Process and First Look at FY23 Budget

Type: Action, Communication, Discussion, Information

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

 FY23 Budget First Look.pdf

7. Adjournment

7.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn