



December 12, 2022

**Board of Finance Meeting, Monday, December 12, 2022, 5:00 pm **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 amend/adopt the agenda

Type: Action, Procedural

Recommended Action: motion to amend/adopt the agenda

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

2.01 Verbal Comments

Type: Action, 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 Board of Finance Minutes, November 28, 2022, Draft

Type: Action (Consent), Information, Minutes

Recommended Action: approve the minutes

 [View Minutes from Board of Finance Meeting, Monday, November 28, 2022, 5:00 pm **Bushor Conference Room, Room 102, 1st Floor, City Hall](#)

4. For Approval and Recommendation to the City Council



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**4.01 Authorization to accept grant funds for the operation of the Elmwood Emergency Shelter
Community Grant #03440-44063 - 23 - CEDO - CEDO**

Type: Action

Recommended Action: to approve and recommend that the City Council approve the acceptance of grant funds (Grant #03440-44063-23-CEDO) in the amount of \$472,366 from the State of Vermont Housing and Opportunities Program for the operations of the Elmwood Emergency Shelter Community and authorize the Director of the Community and Economic Development Office to execute all documents necessary to accept the funding for the period to June 30th 2023, including retroactive approval for the period from October 1st 2022 to December 12th 2022, subject to the final review and approval of the City Attorney's Office

BoF CC Memo - Elmwood Shelter Acceptance
of OEO HOP grantFINAL.pdf

Grant Agreement AHS CEDO Elmwood
FY22.pdf

BoF and CC Checklist - CEDO AHS HOP 12
12 22.pdf

SignedResolution.pdf

4.02 Cain Overlook Improvements - BPRW

Type: Action

Recommended Action: to approve and recommend that the City Council approve and authorize Cindi Wight, Parks, Recreation and Waterfront Director, to execute a contract with Chevalier Stoneworks, in the amount of \$100,915 and a project contingency of \$10,092, for a total authorized expenditure in the amount of \$ 111,007, subject to review by the City Attorney's office

BOF-CC Memo_Cain Overlook_Final.pdf

BOF CC Checklist_Cain Overlook.docx

4.03 Lease of Vendor Space at North Beach for three seasons, 2023-2025 - BPRW

Type: Action

Recommended Action: to approve and recommend that the City Council approve and authorize the execution of a lease agreement with Jason Starr to perform Paddle board & kayak rentals at North Beach for the 2023 2025 seasons for the premises as detailed in Attachment A, and to authorize Mayor Miro Weinberger, to execute the lease and any related documents, subject to the review of the City Attorney's Office

BOFCC Memo - Lease of North Beach
Watercraft Rental Final .pdf

North Beach Watercraft Lease 2023-2025 .pdf

BOF CC Checklist.docx



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4.04 195-201 Flynn Avenue MOU and CSWD Drop-Off Center in Burlington - DPW

Type: Action

Recommended Action: 1. Move to approve, and recommend the City Council approve, a six-month extension of the 2019 Chittenden Solid Waste District ☐ City of Burlington Memorandum of Understanding through June 30, 2023 and authorize the Mayor to execute said agreement subject to the review and approval of the City Attorney's Office . 2. Move to approve, and recommend the City Council approve, a second extension of the 339 Pine Street Lease Agreement with CSWD through December 31, 2024 with an allowance for CSWD to expand the drop of center footprint as shown on the attached map once the City's soil management activities are relocated from 339 Pine Street, and authorize the Mayor to execute the agreement subject to the review and approval of the City Attorney's Office .

DPW Council Memo on 195-201 Flynn Ave
12-7-22 Final.pdf

Checklist 195-201 Flynn Ave CSWD MOU
Extension.pdf

4.05 Property Lease, Aerodyme Corporation, 274 Valley Road - Airport

Type: Action

Recommended Action: to approve and recommend that the City Council approve a property lease agreement at 274 Valley Road in South Burlington with Aerodyme Corporation, on the terms provided in and substantially in conformance with the attached lease, and to authorize the Mayor of Burlington to execute the lease, subject to final review and approval by the City Attorney's Office

3- BOF-CC Aerodyme Lease Memo.docx

3- Checklist - Airport -Aerodyme.docx

3A. Aerodyme_BTV_LeaseFinal2023.pdf

4.06 Request to Authorize a Budget Neutral Amendment to Burlington International Airport's Fiscal Year 2023 Budget in the Amount of \$118,193 - Airport

Type: Action

Recommended Action: to approve and recommend that the City Council approve a budget neutral amendment in the amount of \$118,193 to the Fiscal Year 2023 Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum

4 - 20221212 Terminal Janitorial BA AC-BOF
Memo.docx

4- Checklist - Airport -Terminal Janitorial
BA.docx

5. Board of Finance Approval Only

5.01 Request to Execute a Contract for Design and Bidding with Freeman French and Freeman, Inc. for the TSA Administrative Office Relocation - Airport

Type: Action

Recommended Action: to authorize the Director of Aviation to execute a contract with Freeman, French and Freeman, Inc. in an amount up to up to \$58,995.00, plus a 10% contingency, totaling \$64,895.00, for design and bidding with Freeman French and Freeman, Inc. for the TSA Administrative Office, subject to review and approval of the City Attorney's Office

1 - 20221212 TSA Administrative Office
Relocation AC-BOF Memo.docx

1- Checklist - Airport -TSA Admin.docx



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5.02 Request to Execute a Contract for an Engineering Study with Passero Associates, Inc. for the Study of the Snow Removal Equipment (SRE) Building and Siting Alternatives Study and Budget Neutral Amendment to Fiscal Year 2023 budget - Airport

Type: Action

Recommended Action: 1. ☐ To authorize the Director of Aviation to execute a contract with Passero Associates, Inc. in the amount up to \$98,000.00, for the Snow Removal Equipment (SRE) Building and Siting Alternatives Study, subject to review and approval of the City Attorney's Office. ☐ 2. ☐ To approve a budget neutral amendment in the amount of \$98,000 to the Fiscal Year 2023 Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum. ☐

2 - 20221212 Snow Removal Equipment (SRE) Buildings Alt. Study AC-BOF Memo.docx

2- Checklist - Airport -Passero SRE.docx

5.03 CivicClerk Purchase - I&T

Type: Action

Recommended Action: the approval and recommendation to the Board of Finance that the Chief Innovation Officer be authorized to execute a contract in an amount up to \$45,000 (including purchase and two additional years of maintenance and support) to purchase the CivicClerk module from CivicPlus, subject to contract approval by the City Attorney's Office

Civic Clerk BoF 12_2022.docx

Civic Clerk 12_2022.docx

5.04 Request for Approval to Execute Contract for Replacement of control panels for Queen City and Appletree Bay Pump Stations - DPW/Water Resources

Type: Action

Recommended Action: to approve and authorize the Director of Public Works to execute a contract with Pratt and Smith, Inc. to build and install the new control panels for Appletree Bay and Queen City Pump Stations for \$69,231.00, with an additional \$10,000 in contingency, for a total contract authorization of up to \$79,231.00, subject to final review and approval by the City Attorney's Office

1 - BOF Memo 12-12-22 Appletree Queen City Control Panel Build Install.pdf

Pratt & Smith Control Panel Quotes - Appletree & Queen City.pdf

2 - BOF CC Checklist_Appletree & Queen City Control Panel Build & Install.docx

5.05 Approval 2022 Juneteenth Contracts and Salary Budget Amendment - REIB

Type: Action

Recommended Action: 1. To retroactively approve and authorize the expenditure of \$60,000 for services performed by Nuwave Equity Corporation in furtherance of Juneteenth 2022, to include the Angela Davis Event and marketing services, and to authorize the Director of Racial Equity, Inclusion and Belonging to execute an accord and satisfaction agreement with Nuwave Equity Corporation to that effect, subject to final review and approval by the City Attorney's Office. 2. To retroactively approve and authorize the expenditure of \$64,251 for stage and audio services performed by Atomic Professional Audio in furtherance of Juneteenth 2022, and to authorize the Director of Racial Equity, Inclusion and Belonging to execute an accord and satisfaction agreement with Atomic Professional Audio to that effect, subject to final review and approval by the City Attorney's Office. 3. To approve and authorize the Chief Administrative Officer to effect a budget amendment to correct the FY22 REIB budget salary line items by transferring from 101.09.000.5000_105 GL Salaries and Wages Limited Service to Salaries \$64,256 to Wages Seasonal/Temporary GL 101.09.000.5000_115.

REIB retroactive contracts and Salary BA - final 12.07.2022.pdf



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6. Adjournment

6.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn