



**December 05, 2016**

## **Board of Finance - Monday, December 5, 2016 at 5:30 p.m. Conference Room 12, City Hall**

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

### **1. Agenda**

#### **1.01 Adopt/Amend Agenda**

**Type:** Action

**Recommended Action:** Motion to adopt the agenda

 BOF 12 5 16.WMA

### **2. Public Forum**

#### **2.01 Public Forum**

**Type:** Discussion, Information

The Public is invited to speak on . . .

### **3. Minutes**

#### **3.01 November 14, 2016**

**Type:** Action, Minutes

**Recommended Action:** Approve and Recommend for City Council Approval

 View Minutes from Board of Finance - Monday, November 14, 2016 at 6:00 p.m. Conference Room 12, City Hall

#### **3.02 November 21, 2016**

**Type:** Action, Minutes

**Recommended Action:** Approve and Recommend for City Council Approval

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### **4. Board of Finance Approval Only**

#### **4.01 Upcoming Meeting Schedule**

**Type:** Action, Discussion

**Recommended Action:** Confirm dates



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### 4.02 Authorization to Approve Contract for OPM - C/T

**Type:** Action

**Recommended Action:** Approve and Recommend for City Council Approval

11-17-16\_\_Oversight Project Management  
Software Recommendation golden\_v3 (bl).pdf

OPM.pdf

## 5. For Approval and Recommendation to City Council

### 5.01 2017 Hickok & Boardman, Inc 2017 Risk Management Contract

**Type:** Action

**Recommended Action:** Approve and Recommend for City Council Approval

BOFCC Checklist Risk Management Services  
Hickok and Boardman 12 05 16.pdf

Resolution BOF HBincRMS 112816.pdf

BOFCC Packet HB RMS 11 17 16.pdf

### 5.02 Authorization to Approve Contract with Kelley Brothers - DPW

**Type:** Action

**Recommended Action:** Approve and Recommend for City Council Approval

BoF\_CC\_Checklist Kelley Bros 12-1-16.pdf

BoF-CC memo Kelley Brothers Door Access  
contract 12-5-16.pdf

### 5.03 Authorization to Purchase Two Vehicles - FIRE

**Type:** Action

**Recommended Action:** Approve and Recommend for City Council Approval

Contract for Fire Trucks.pdf

BoF & CC Checklist Fire TruckPurchase  
Final.pdf

CC-BOF Memo re Authorization to Purchase  
Fire Trucks V.2.pdf



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### 5.04 Authorization to Permit Shift Commanders to Earn the Same 13 Holidays per Fiscal Year as Any Other Exempt Employees - FIRE

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

Resolution - Holiday Pay for Fire Dept Shift Commanders.pdf

Holiday Pay for FD Shift Commanders BoF Memo.pdf

BoF & CC Checklist Holiday Leave Exempt Employees Final.pdf

### 5.05 October Financials

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

Copy of 113016\_October Financial 11-30.xlsx

### 5.06 Sweep Report

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

103116\_Sweep Report For BOF\_v2.xlsx

### 5.07 Authorization to Contract with K Invest Corp dba Janitech for Janitorial Services at the Burlington International Airport

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

BoF\_CC\_Checklist.fillable JaniTech Contract.pdf

1 - Janitorial (Janitech) Agreement Award Memo updated 12.1.16.pdf

2 - BTV.Janitorial Agreement Draft 11.17.16.pdf

3 - Resolution Janitech Contract 2016 updated 12.1.16.pdf

### 5.08 Authorization to Execute Lease agreement with Mansfield Heliflight for Hangar Operation at the Burlington International Airport

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

1 - Mansfield Heliflight Lease Agreement Award Memo updated 12.1.16.pdf

2 - BTV.Mansfield.Lease.11.22.16.Final.pdf

3 - Resolution Mansfield Heliflight Contract 2016 updated 12.1.16.pdf

BoF\_CC\_Checklist.fillable Mansfield Heliflight Lease.pdf



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### 5.09 Authorization to Execute Airline Lease Agreement with Airlines at the Burlington International Airport

**Type:** Action

**Recommended Action:** Approve and Recommend for City Council Approval

1 - Airline Lease Memo Updated 12.1.16.pdf

2 - FINAL Airline Lease Agreement.pdf

3 - Resolution Airline Lease Agreement 2016  
updated 12.1.16.pdf

BoF\_CC\_Checklist.fillable Airline Lease  
2016.pdf

## 6. Communication

### 6.01 Continue a Contract with Curtiss Reed - Mayor's

**Type:** Communication

**Recommended Action:** Approve and Recommend for City Council Approval

11-30-16 D and E update to BOF Final.pdf

## 7. Adjournment

### 7.01 Adjournment

**Type:** Action, Procedural

**Recommended Action:** Adjourn the meeting