



November 15, 2021

Board of Finance Meeting, Monday, November 15, 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 amend/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. For Approval and Recommendation to City Council

3.01 Request to Execute a Contract for Engineering Design, Permitting and Bidding Services with Hoyle, Tanner and Associates, Inc. (HTA) for the South Apron - Taxiway Golf Extension Project - Airport

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Acting Director of Aviation to execute a contract with Hoyle, Tanner & Associates, Inc. in an amount of up to \$350,000.00 with a 15% contingency, totaling \$402,500.00, as allowed by a Federal Aviation Administration grant for Engineering Design, Permitting and Bidding Services, for the South Apron ☐ Taxiway Golf Extension Project, subject to review and approval of the City Attorney's Office. 2. ☐ To approve and recommend that the City Council authorize an amendment to the Fiscal Year 2022 Burlington International Airport budget for the South Apron ☐ Taxiway Golf extension as described in the accompanying memorandum

 1 - 20211115 SouthApron-TW G ext.
AC-BOF-CC Memo.docx

 1 - Checklist - Airport - SouthApron-TW G
ext..docx

3.02 Request to Execute a Contract for Engineering design, Permitting and Bidding Services with McFarland and Johnson, Inc. (MJ) for the Taxiway A Mill and Overlay Project - Airport

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Acting Director of Aviation to execute a contract with McFarland and Johnson, Inc. in an amount of up to \$352,950.00 with a 15% contingency, totaling \$405,892.50, as allowed by a Federal Aviation Administration grant for Engineering Design, Permitting and Bidding Services for the Taxiway A Mill and Overlay Project, subject to review and approval of the City Attorney's Office. 2. ☐ To approve and recommend that the City Council authorize an amendment to the Fiscal Year 2022 Burlington International Airport budget for the Taxiway A Mill and Overlay, as described in the accompanying memorandum.

 2 - 20211115 Taxiway A Mill and Overlay
AC-BOF-CC Memo.DOCX

 2 - Checklist - Airport - Taxiway A Mill and
Overlay.docx



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3.03 Request to Execute a Contract for Engineering Design, Permitting and Bidding Services with Jacobs Engineering Group, Inc. (JEG) for the New Gate 12 Jet Bridge Project - Airport

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Acting Director of Aviation to execute a contract with Jacobs Engineering Group, Inc. in an amount of up to \$ 110,676.00 with a 15% contingency, totaling \$121,743.60, as allowed by a Federal Aviation Administration Airport Improvement Program grant for Engineering Design , Permitting and Bidding Services for the New Gate 12 Jet Bridge Project, subject to review and approval of the City Attorney's Office. ☐ 2. ☐ To approve and recommend that the City Council authorize an amendment to the Fiscal Year 2022 Burlington International Airport budget for the Gate 12 Jet Bridge, as described in the accompanying memorandum. ☐

 3 - 20211115 New Gate 12 Jet Bridge
AC-BOF-CC Memo.DOCX

 3 - Checklist - Airport - New Gate 12 Jet
Bridge.docx

3.04 Request to Execute a Contract for Engineering Design, Permitting and Bidding Services with Jones Payne Group, Inc. (JPG) for the ongoing Noise Mitigation - House Insulation Project - Airport

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Acting Director of Aviation to execute a contract with JEG in an amount of up to \$1,200,000.00 with a 15% contingency, totaling \$1,380,000.00, as allowed by the Federal Aviation Administration noise program grant for Engineering Design , Permitting and Bidding Services for the ongoing ☐ Noise Mitigation ☐ House Insulation Project, subject to review and approval of the City Attorney's Office. ☐ 2. ☐ To approve and recommend that the City Council authorize an amendment to the Fiscal Year 2022 Burlington International Airport budget for the ☐ Noise Mitigation ☐ House Insulation project ☐ as described in the accompanying memorandum. ☐

 4 - 20211115 Noise Mitigation - House
Insulation AC-BOF-CC Memo.docx

 4 - Checklist - Airport - Noise Mitigation -
House Insulation.docx

3.05 Reclassification and retitling of the Recreation Manager position - BPRW

Type: Action

Recommended Action: to approve and recommend that the City Council approve the reclassification and retitling of the Recreation Manager position, a Regular, Full-time, Exempt, Non-Union, Grade 18, position to Recreation Manager and CAPRA Coordinator, a Regular, Full-time, Exempt, Non-Union, Grade 20, position

 Final Packet Recreation Manager Retitle and
Reclassification 11.15.2021.pdf

3.06 Creation of two (2) new positions and a reclassification and retitling of one (1) existing position within Parks, Recreation & Waterfront - BPRW

Type: Action

Recommended Action: ☐ Creation of a Lead Urban Park Ranger within BPRW, a Regular, Full-time, non-exempt, AFSCME, Grade 16, position, ☐ Creation of an Urban Park Ranger within BPRW, a Regular, Full-time, non-exempt, AFSCME, Grade 15, position, and ☐ Reclassification and retitling of the North Beach Manager position, a Regular, Full-time, Exempt, Non-Union, Grade 18, position to Waterfront & Park Operations Manager, a Regular, Full-time, Exempt, Non-Union, Grade 20, position.

 Final Packet BOF CC Urban Park Ranger
Program.pdf



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3.07 Proposed DPW Recruitment & Retention Strategies - DPW

Type: Action

Recommended Action: ☐ Mayor Miro Weinberger to execute the Memorandum of Understanding between AFSCME Local #1343 and the City of Burlington re: DPW Recruitment and Retention; ☐ Reclassification of the Recycle Truck Driver, a Regular, Full-time, Non-exempt, Union, Grade 12, position to a Regular, Full-time, Non-exempt, Union, Grade 14, position; and ☐ Creation of a new Recycle Truck Driver position, a Regular, Full-time, Non-exempt, Union, Grade 14, position. Increasing our FTE count for this position from three (3) to four (4).

Council Memo DPW Proposed Recruitment & Retention Strategies.pdf

DPW Maintenance Division November 2021 - proposed.pdf

Recycle Truck Driver Job Description November 2021.pdf

BOF CC Checklist_Proposed DPW Recruitment & Retention Strategies.pdf

DPW Maintenance Division November 2021 - current.pdf

MOU between AFSCME and DPW .pdf

Street Maintenance Worker Job Description November 2021.pdf

3.08 Budget Amendment for Street Maintenance Salaries and Wages Seasonal/Temporary - DPW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize a budget amendment transferring \$87,000 from account 101-00.4875 (Grants Miscellaneous) to account 101-19-152-481.5000_115 (Street Maintenance, Salaries and Wages Seasonal/Temporary)

BOF-CC Memo FY22 Budget Amendment Salaries Wages Seasonal -Temporary_v3_LP_CS_TPD_edits - 2021.11.09.pdf

BOF CC Checklist_FY22 Budget Amendment Streets Salaries & Wages Seasonal-Temporary 11-15-2021.pdf

BA_Street Maintenance Salaries and Wages Seasonal-Temporary_11-8-2021 DPW signed.pdf

3.09 Creation of a Tiered Water Plant Operator Position - DPW - Water Resources

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the creation of a Plant Operator in Training I, Regular, Full-time, Non-Exempt, Union, Grade 15, Plant Operator in Training II, Regular, Full-time, Non-Exempt, Union, Grade 16 and Plant Operator I, Regular, Fulltime, Non-Exempt, Union, Grade 17 position

11-15-2021-Creation of Tiered Water Plant Operator position.pdf

BOF CC Checklist_11-15-21_Creation of a Tiered Water Plant Operator Position.docx



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3.10 Proposed Final Agreement for Two Historical Water Billing Errors - DPW - Water Resources

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Mayor to execute a Settlement Agreement and Release between the Burlington Country Club and the City of Burlington insubstantial conformity with the attached version, subject to the final review by the City Attorney's Office. 2. To approve and recommend that the City Council authorize the Mayor to execute a Memorandum of Understanding and Agreement for Resolution for Overbilling of UVMHC by the City of Burlington in substantial conformity with the attached version, subject to the final review by the City Attorney's Office.

11-15-2021 Proposed Final Agreements Water Billing Errors-packet.pdf

BOF CC Checklist_11-15-21_Historical Water Billing Errors.docx

3.11 B.E.D.'s Property Boiler and Machinery (B&M) 2021-2022 Insurance renewal - BED

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the General Manager of the Burlington Electric Department to execute the Property, Boiler & Machinery insurance coverage renewal contract with AIG/ZURICH/STARR TECH/AEGIS for the policy period 11/20/2021 through 11/20/2022 with a not to exceed premium of \$676,755, as outlined in this memo, subject to review and approval of the City Attorney's Office

Insurance Memo 11.8.2021.docx

BED Quota Share detail-updated 11.08.21.pdf

BED1 21-22 Property H&B Memo on Letterhead.pdf

PROP Prem History 2021.xlsx

BOF CC Checklist Insurance Rates 11.15.21.docx

3.12 Position Elimination and Creation - BED/HR

Type: Action

Recommended Action: to approve and recommend that the City Council eliminate an Enterprise Data & Integration Specialist, a Regular, Full-time, Exempt, Union, Grade A2, A4, and A6 (depending on tiered level) position and create a Systems & Network Engineer, a Regular, Full-time, Exempt, Union, Grade A2, A4, and A6.5 (depending on tiered level) position

BED IT Position Elim-Create BoF-CC Packet 11-15-21.pdf

BOF CC Checklist Position Elimination-Creation 11.15.21.docx

4. Adjournment

4.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn



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