



November 08, 2021

Board of Finance Meeting, Monday, November 8, 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. Consent Agenda

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

Type: Action (Consent), Procedural

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

3.02 October 25, 2021 Board of Finance Minutes, Draft

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

Recommended Action: approve the minutes

 View Minutes from Board of Finance Meeting, Monday, October 25, 2021, 5:30 pm **In-Person at Bushor Conference Room, Room 102, 1st Floor, City Hall **

4. For Approval and Recommendation to City Council

4.01 Approval to enter into a contract with Cargill, Inc., for FY22 road salt procurement - DPW

Type: Action

Recommended Action: to approve and recommend to City Council that the Director of Public Works enter into a contract with Cargill to supply the City of Burlington with rock salt for winter maintenance of roads and sidewalks for \$73.00/ton for Fiscal Year 2022, subject to review and approval of the City Attorney's Office

 BOF-CC Memo FY22 Salt Procurement Contract Final.pdf

 BOF CC Checklist_FY22 Salt Procurement Contract 11-8-2021.pdf



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4.02 Railyard Enterprise Project - Award of Design Engineering Contract to Stantec Consulting Services, Inc. - Phase A - NEPA Process and Selection of a Preferred Alternative - DPW

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Director of the Department of Public Works to execute a contract with Stantec Consulting Services, Inc. for engineering design services for Phase A of the Railyard Enterprise Project in an amount up to \$1,251,000, with an additional 20% contingency, totaling up to \$1,501,200, subject to the review and approval by the City Attorney's Office. ☐ 2. ☐ To recommend that the City Council approve the revised Railyard Enterprise Project Budget authorizing expense up to \$1,551,200, in conformance with the attached ☐ Revised Railyard Enterprise Project Budget FY22 ☐ document. ☐

 BOF CC Final Memo_Railyard Enterprise Design ContractAuthorization_11.2.2021.pdf

 Attachment A_CA0645_BREP(3)_executed grant agreement.pdf

 Attachment B_Railyard Enterprise Revised Budget FY22_10.29.21.pdf

 BOF CC Checklist_REP Contract Authorization.pdf

4.03 Work Assignment Agreement #7 with Utility Services Co., Inc. for Design of Redstone Tank Structural Fortifications - DPW - Water Resources

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of the Department of Public Works to execute a work assignment agreement with Utility Services Co. Inc. in an amount not to exceed \$9,000 for the design of Redstone Water Storage Tank structural fortifications for cell antenna corral, subject to the final review and approval of the City Attorney's Office

 BOF CC Redstone Tank Structural 110821.pdf

 BOF CC Checklist_Water_Redstone_checklist.pdf

4.04 Reclassification Of Distribution Superintendent And Reorganization At McNeil - Burlington Electric Department - BED

Type: Action

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

 Resolution - BED - Position Updates (FINAL).pdf

 BOF CC Checklist Org Changes 11.8.21.docx

 Packet Draft 11 8 2021 RV0.pdf



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4.05 Property Lease, Junior League of Champlain Valley, 3060 Williston Road, Suite 4 - Airport

Type: Action

Recommended Action: to approve and recommend that the City Council approve a property lease agreement for Suite 4 at 3060 Williston Road in South Burlington with the Junior League of Champlain Valley, 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

 1- BOF-CC Junior League Memo.docx

 1 - Checklist - Airport - Junior League Champlain Valley.docx

 1 - Junior League - Attachement A Lease.docx

4.06 Request to Execute a Contract with Vanasse Hangen Brustlin, Inc. (VHB) for Services to Develop a Long-Term Sustainability Implementation Plan for BTV - Airport

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Acting Director of Aviation to approve a contract between the Burlington International Airport and Vanasse Hangen Brustlin, Inc. (VHB) to develop a long-term sustainability implementation plan for the Burlington International Airport in an amount up to \$178,200, subject to final review and approval of the City Attorney's Office

 2 - VHB Memo BOF.CC_Airport.docx

 2 - Checklist - Airport - VHB LT Sustainability Plan.docx

4.07 Request to Execute a License Agreement with Beta Technologies, Inc. (BETA) to Initiate Earthwork to Create a Developable Area at the Burlington International Airport - Airport

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Acting Director of Aviation to execute a license agreement between Burlington International Airport and Beta Technologies, Inc. to initiate and perform earthworks to create a developable area at the Burlington International Airport, subject to final review and approval of the City Attorney's Office

 1 - Draft Beta.License_NL_SL.docx

 21-1022_Draft - License Agreement - BETA-BTV - Quarry Work 21-1027(00445138-6xA9531).docx

4.08 Authorization to extend Let's Grow Kids contract to cover Early Initiative Manager family leave, up to \$22,400 - Economic Recovery

Type: Action

Recommended Action: to approve and recommend to the City Council that it authorize the Economic Recovery Manager to enter into a contract extension by executing a seventh amendment to the existing contract with Let's Grow Kids for professional consulting services for up to an additional \$22,400 for a total over the life of the contract of \$169,154, to cover the family leave of the Early Learning Initiative Manager, subject to conditions enumerated in the agreement to be reviewed and approved by the City Attorney's Office

 BOF-CC - LGK contract extension for family leave-final.pdf

 BOF CC Checklist_ELI_LGK contract extension.8Nov2021.docx



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4.09 Kieslich Park - Use of Conservation Legacy Funds - BPRW

Type: Action

Recommended Action: to recommend that City Council approve the disbursement of up to \$250,000 of Conservation LegacyFunds for the planned improvements to Kieslich Park

 Kieslich Park_Consevation
Funds_Memo_Final.pdf

 5 4 21 Red Stone Cottage Combined
Drawings.pdf

 BOF CC Checklist_Kieslich Park.pdf

4.10 Market Factor Adjustment to Planning Director Compensation - Mayor

Type: Action

Recommended Action: approve and recommend that the Council approve the reclassification of the Planning Director, aRegular, Full-Time, Exempt, Non-Union, Market Factor to a new compensation range of \$99,000 - \$ 118,600

 11-4-21 Planning Director Market Factor
adjustment.pdf

5. Adjournment

5.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn