



October 29, 2018

Board of Finance - Monday, October 29, 2018 at 5:45 p.m. Conference Room 12, City Hall

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

1. Agenda

1.01 Adopt/Amend the Agenda

Type: Action

Recommended Action: Adopt the Agenda

 BOF 10 29 18.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Board of Finance Approval

3.01 Authorization to execute a contract with Stantec Consulting Services Inc. for Underground Injection Control (UIC) Permit Management Services - Airport

Type: Action

Recommended Action: To authorize Director of Aviation, Gene Richards, to execute a contract with Stantec as detailed in the August 30, 2018 proposal for UIC Permit Management Services subject to the final review and approval by the Office of the City Attorney.

 BOF-CC Memo UIC Permit Management Services Final.pdf

 UIC BoF_City Council_Checklist.fillable pdf.pdf

 UIC_Standard Contract Provisions 2018 10 19_revised.pdf

4. For Approval and Recommendation to City Council



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12, City Hall**

**4.01 Authorization to execute a contract with James Wood LLC for roof replacement construction
at 1150 Airport Drive - Airport**

Type: Action

Recommended Action: To approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to execute a contract with James Wood LLC. for roof replacement construction at 1150 Airport Drive detailed in the October 12, 2018 proposal for construction services subject to the final review and approval by the Office of the City Attorney.

 BOF-CC Memo North Hangar Roof Contract
Final.pdf

 North Hangar Roof Replacement Contract with
Non-Appropriation Language.pdf

 North Hangar BoF_City
Council_Checklist.fillable pdf.pdf

**4.02 Authorization to execute a contract with Stantec for Stormwater Permit Management Services
- Airport**

Type: Action

Recommended Action: To approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to execute a contract with Stantec as detailed in the August 30, 2018 proposal for Stormwater Permit Management Services subject to the final review and approval by the Office of the City Attorney.

 BOF-CC Memo Stormwater Permit
Management.pdf

 Stormwater_Standard Contract Provisions.pdf

 Stormwater BoF_City
Council_Checklist.fillable pdf.pdf

**4.03 Authorization to approve and accept an Easement Deed to install a new Hydrant at 444 Pine
Street (Dealer.com Building) - DPW**

Type: Action

Recommended Action: To approve and recommend that the City Council accept a signed easement deed from DDC Holdings for the purpose of allowing the Department of Public Works to construct and maintain a fire hydrant on a portion of the lands owned by DDC Holdings for a cost of one dollar.

 BOF CC
Memo_444Pine_hydrant_easement_memo.pdf

 dealer_easement_signed100818.pdf

 BoF_City Council_Checklist.easement.pdf

**4.04 Authorization to amend Construction Contingency for the 2017 Waterline Replacement Project
- DPW**

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Department of Public Works to expend \$110,000 of additional contingency funds for the 2017 Waterline Replacement Project and to authorize the Director of Public Works to execute an amendment to the construction contract□subject to City Attorney approval□reflecting a total cost not to exceed \$2,578,733.

 BOF CC Memo - Authorization to Amend
Contingency - 2017 Waterline Construction.pdf

 BoF_CC_Checklist Waterline Contingency
Amendment.pdf



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4.05 Authorization to approve the acceptance of VOCA Grant - CEDO

Type: Action

Recommended Action: To recommend to City Council to approve the acceptance of Grant #02160VOCA17-2-400968 in the amount of \$140,164 for FY19 and to authorize Interim Director Lunderville or his designee to sign the grant acceptance and any necessary related documents.

Memo to BoF re VOCA amendment FY19.pdf

Burlington CJC FY19 VOCA
Grant_Agreement.pdf

BoF_CC_Checklist_VOCA
Grant_10_23_18.pdf

5. Communication

5.01 Interfund Loan Policy - C/T

Type: Communication, Information

Please see "Final" document. Added 10/29 per Beth Anderson.

**Third and final document added 10/31 per Beth Anderson

Interfund Loan Policy_approved 08272018
Final.pdf

Interfund Loan Policy_approved 08272018.pdf

Interfund Loan Policy_approved
08272018F.pdf

5.02 FY20 Budget Process Discussion - C/T

Type: Communication, Information



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5.03 Burlington Downtown Improvement District - Councilor Roof

Type: Communication, Discussion, Information

Updated documents added 10/29 per Adam Roof.

Burlington Downtown Improvement District Phase 1 Assessment - DID Process - REVISED.docx

Burlington BID Management Plan FINAL DRAFT_10.27.18.pdf

Burlington BID Management Plan DRAFT_10.06.18.pdf

Downtown Burlington Phase 1 Assessment_FINAL.pdf

Burlington BID Assessment Worksheet v.5 DRAFT Oct27-18.xlsx

Burlington BID Management Plan FINAL DRAFT_10.27.18 with changes marked.docx

Burlington BID Plan Review Summary Oct26-18.pdf

6. Adjournment

6.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting