



October 07, 2019

Board of Finance - Monday, October 7, 2019, Immediately following BCDC meeting, 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 7 19.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 September 9, 2019

Type: Action

Recommended Action: Approve the minutes

 BURLbof9919.pdf

4. Board of Finance Approval

4.01 Authorization to approve Burlington Greenway Rehabilitation: Maple - College Realignment - Parks & Rec

Type: Action

Recommended Action: To approve and recommend that the City Council approve and authorize the execution of a contract with Vanasse, Hangen & Brustlin Inc. for a price not to exceed \$50,000 for the Burlington Bike Path Rehabilitation Amtrak Realignment project, plus a project contingency of 15% (\$7,500) and to authorize Cindi Wight, Director of Parks and Recreation execute the contract and any related documents needed to carry out the project, subject to City Attorney's Office review.

 20191007 Bike Path Realignment BOF Memo.pdf

 Bike Path Realignment Checklist.pdf



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4.02 Authorization to approve the Re-Classification of the Limited Service Full-Time Building and Events Maintenance Worker to Regular Full-Time - Parks & Rec, HR

Type: Action

Recommended Action: To approve the reclassification of the Building and Events Maintenance Worker position within the Department of Parks, Recreation and Waterfront from Limited Service, Full-time, Non-Exempt, AFSCME, Grade 14 to Regular, Full-time Non-Exempt, AFSCME, Grade 14.

Memo_LSFT to RFT Facility events_Final.pdf

Building and Events Maintenance Worker (Marina Events and Arena) December 2018 (2).pdf

Building and Events Maintenance Worker (Marina Events and Arena) September 2019 DRAFT.pdf

Parks and Rec Parks Division September 2019-2 current.pdf

Parks and Rec Parks Division September 2019-2 proposed.pdf

Parks and Rec Recreation Facilities Division November 2018 - current.pdf

Parks and Rec Recreation Facilities Division September 2019 - proposed.pdf

Limited Service Checklist.pdf

4.03 Authorization to approve a contract award with AECOM Technical Services, Inc. for the purpose of the associated design, construction documents and bidding for the rehabilitation of BTV's existing access control and security surveillance systems - Airport

Type: Action

Recommended Action: To authorize the Director of Aviation, to execute a contract with AECOM Technical Services, Inc.. in the amount of \$80,123.96 with a 20% Contingency of \$16,024.80 for total authorization of up to \$96,148.76 for the design, construction documents and bidding for the rehabilitation of BTV's existing access control and security surveillance systems, subject to final review and approval by the City Attorney's Office

4.1 - 10719 - AC-BOF Security System Upgrades v2 Final.pdf

4.2 - 10719 - CITY OF BURLINGTON DRAFT CONSULTANT AGREEMENT - BTV_AECOM_Security System_2019.10.1.pdf

4.3 - 10719 - BTV Security Rehab Design Services - DRAFT - 09-10-2019.pdf

4.4 - BoF_City Council_Checklist AECOM Security Contract.pdf



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4.04 Authorization to contract with Champlin Associates for the purpose of Operations and Maintenance (O&M) of BTV's Underground Injection Control (UIC) Systems - Airport

Type: Action

Recommended Action: To authorize the Director of Aviation, to execute a contract with Champlin Associates in the amount of \$47,182.50 with a 20% contingency of \$9,436.50 for total authorization of up to \$56,619.00 for a term of one year for the operation and maintenance of the Airport Underground Injection Control Systems, subject to final review and approval by the City Attorney's Office.

3.1 - 10719 - AC-BOF UIC OM Champlin
Contract v2_FINAL.pdf

3.2 - 10719 - CITY OF BURLINGTON DRAFT
CONSULTANT AGREEMENT -
BTV_Champlin_UIC O&M_2019.10.1.pdf

3.3 - 10719 - RFP - UIC O&M
Proposal08292019.pdf

3.4 - 10719 - Final UIC OM Manual dated
1-31-2019_reduced size.pdf

3.5 - BoF_City Council_Checklist TIP Jacobs
Contract.pdf

5. For Approval and Recommendation to City Council

5.01 Authorization to execute a contract with Hoyle Tanner Associates (HTA) for the purpose of the associated design, permitting and bidding services for Terminal Apron Construction South Phase 7 and Glycol Treatment Project - Airport

Type: Action

Recommended Action: To approve and recommend to the City Council that the Director of Aviation, be authorized to execute a contract with HTA in the amount of up to \$382,321.00 with a 15% Contingency of \$57,348.00 for total authorization of up to \$439,669.00 for the design, permitting and bidding services for the construction of the Terminal Apron South Phase 7 and Glycol Treatment Project, subject to final review and approval by the City Attorney's Office.

5.1 - 10719 - AC-BOF-CC Memo SouthApron
v3.pdf

5.2 - 10719 - South Apron Glycol Contract w
Hoyle Tanner Assoc_2019.10.01.pdf

5.3 - 10719 - Attachment A Scope of Work -
Phase 7.pdf

5.4 - BoF_City Council_Checklist HTA Apron
Contract.pdf



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5.02 Authorization to approve a construction contract award with Krisha Construction, Inc. for Parking Garage Repairs as part of the Airports Parking Garage Long Term Maintenance Plan - Airport

Type: Action

Recommended Action: To approve and recommend to the City Council that the Director of Aviation, be authorized to execute a contract with Krisha Construction, Inc. in the amount of \$265,820.00 with a 10% Contingency of \$26,582.00 for total authorization of up to \$292,402.00 for parking garage repairs, subject to final review and approval by the City Attorney's Office.

1.1 - 100719 -MemoParkingGarageRepairs
nrl.V1.pdf

1.2 - 100719 - Parking Garage Repairs -
CONTRACTOR AGREEMENT_Final
Draft_Update_10.1.2019.pdf

1.3 - 100719 - BIA FY20 Parking Garage BID
SPECIFICATIONS.PDF

1.4 - 100719 -
RFP_BIYFY20ParkingGarageRepairs.pdf

1.5 - BoF_City Council_Checklist Krisha
Construction Garage Repairs.pdf

5.03 Authorization to execute contract with Jacobs Engineering Group (JEG) for the purpose of design, permitting and preparing an RFP for Design/Build Construction of BTV's Terminal Integration Project (TIP) - Airport

Type: Action

Recommended Action: 1. To approve and recommend to the City Council that the Director of Aviation, be authorized to execute a contract with Jacobs EngineeringGroup in the amount of \$429,780.00 with a 10% Contingency of \$42,978.00 for total authorization of \$472,758.00 for design services forthe Terminal Integration Project, subject to final review and approval by the City Attorney's Office.2. To approve and recommend to the City Council a budget amendment to the FY20 Burlington International Airport budget for the TerminalIntegration Project, by increasing/decreasing the accounts as set forth below:Org Set GL Account Account Name Expense/Revenue Account Increase /(Decrease)425-35-700 9500_110 AIP_TIP - Capital Expenditures Expense \$472,758425-35-700 4990_400 AIP_TIP - Interfund Transfer Revenue \$472,758 Proceeds(local share)

2.1 - 10719 - AC-BOF-CC TIP Jacobs
contract and budget - Final.pdf

2.2 - 10719 - BTV TIP - JEG
Contract_REV04_Jacobs Signed.pdf

2.3 - BoF_City Council_Checklist TIP Jacobs
Contract.pdf

5.04 Authorization to sign amended property lease for Mirabelles, Inc. at 3060 Williston Road - Airport

Type: Action

Recommended Action: To approve and recommend to the City Council that the Mayor of Burlington be authorized to execute a lease agreement with Mirabelles, Inc., subject to final review and approval by the City Attorney's Office.

6.1 - 10719 - Mirabelles Lease Adjustment
Memo.pdf

6.2 - 10719 - Mirabelles Lease Final.pdf

6.3 - BoF_City Council_Checklist Mirabelles
Lease.pdf

6.4 - Mirabelles, Inc. Lease Original
Approval.pdf



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5.05 Authorization to approve Conservation Legacy Fund Disbursement Request ☐ Arms Forest - Parks & Rec

Type: Action

Recommended Action: To recommend that City Council approve the use of the Conservation Legacy Fund, in the amount of \$5,820, to pay back the Parks Foundation of Burlington for the land survey that was performed in January 2018 and authorize the Department of Parks, Recreation and Waterfront to use up to \$40,168 of Conservation Legacy Fund fund balance towards improvements to Arms Forest for a total of \$45,988 of Conservation Legacy Funds.

20191003 Arms Forest memo_final.pdf

CB_2018 03 05_Minutes_0.pdf

20180313 Commission Minutes.pdf

Arms Forest Checklist.pdf

5.06 Authorization to approve AmeriCorps Formula Grant ☐ CEDO-FY20

Type: Action

Recommended Action: Recommend to City Council to authorize Luke McGowan, Director of CEDO, to execute the AmeriCorps Formula Grant and all documents necessary to accept \$161,824 of funding from the Corporation for National and Community Service through SerVermont.

BoF CC Communication Grant Acceptance AC FY20 8 19 2019.pdf

03400-CEDO-19AFH-FY20 Community and Economic Development Office SUBRECIPIENT PACKET.pdf

BoF_CC_Checklist fillable pdf AC20 10 4 19.pdf

5.07 Authorization to approve Reclassification and Retitling, Office Assistant II - CEDO, Community Justice Center

Type: Action

Recommended Action: To approve and recommend that the City Council approve the reclassification and retitling of the Office Assistant II, a Regular, Part-time, Non-Exempt, Non-Union, Grade 12 position to a DLS Case Manager and Program Assistant, Regular, Full-time, Non-Exempt, Non-Union, Grade 13 position.

BoF_CC_CJC Packet reclass.pdf

5.08 Authorization to approve Public Restroom Procurement ☐ Portland Loo - DPW

Type: Action

Recommended Action: We respectfully request the Board of Finance approve the following motion: To approve and recommend that the City Council authorize Chapin Spencer, Director of Public Works, to execute a Purchase Order Agreement, in substantial compliance with the attached and subject to final review and approval of the City Attorney, with Madden Fabrications for the purchase of a Portland Loo public restroom unit for City Hall Park, for an amount not to exceed \$125,000.

BOF_CC Memo Public Restroom 100319 Final.pdf

CHP BoF_CC_Checklist 100319.pdf



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5.09 Authorization to approve Retitling and Reclassification of Capital Project Accountant to Senior Capital Project Accountant - C/T, HR

Type: Action

Recommended Action: To recommend to City Council the retitling and reclassification of the Regular, Full-time, Non-Exempt, AFSCME, Grade 16, Capital Project Accountant position to a Regular, Full-time, Non-Exempt, AFSCME, Grade 18 Senior Capital Project Accountant position.

Full packet_Project Accountant Reclass
October 2019v2.pdf

6. Communication

6.01 Investment Summary Performance ☐ fiscal year ending June 30, 2019 - C/T

Type: Communication, Information

100119z_Investment Quarterly Update ending
06.30.19 + baa.pdf

063019_Burlington_VT__Quarterly Investment
Summary+DB +RG.xlsx

7. Adjournment

7.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting