



October 05, 2020

Board of Finance Meeting, Monday, October 5, 2020, 5:00 pm. ****VIRTUAL MEETING****

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1. Agenda

1.01 Motion to adopt agenda

Type: Action, Procedural

Recommended Action: motion to adopt agenda

2. Public Forum (Verbal)

2.01 Verbal Comments

Type: Action, Procedural

3. Consent Agenda

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

3.02 VT Center for Crime Victim Services "Victims of Crime Act" (VOCA) grant (Grant#02160VOCA19-40096-8) - CEDO/CJC

Type: Action (Consent)

Recommended Action: to recommend to City Council to approve the acceptance of Grant #02160VOCA19-400968 in the amount of \$140,164 for FY21 and to authorize Director McGowan or his designee to sign the grant acceptance and any necessary related documents

 BOF CC Checklist_for VOCA PJ_Sept 2020.docx

 VOCA Grant_Agreement-SFY 2021.PJ.pdf

 Memo to BoF re VOCA grant_FY21.docx

3.03 VT Center for Crime Victim Services "Victims of Crime Act" (VOCA) grant (Grant#02160VOCA19-40096-8-SJ) - CEDO/CJC

Type: Action (Consent)

Recommended Action: to recommend to City Council to approve the acceptance of Grant #02160VOCA19-40096-8-SJ in the amount of \$34,106.45 for FY21 and to authorize Director McGowan or his designee to sign the grant acceptance and any necessary budget amendments and related documents

 Memo re St Joes VOCA grantFY21_Sept 2020.docx

 September 2020.docx

 BOF CC Checklist_for VOCA SJ_Sept 2020.docx

 VOCA Grant_Agreement-SFY 2021. St. Joseph's.pdf



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4. Presentation Regarding Burlington Downtown Tax Increment Financing District: Substantial Change Request

4.01 Presentation Regarding Burlington Downtown Tax Increment Financing District: Substantial Change Request

Type: Information, Presentation

Memo to CC on TIF DT Change.pdf

9 of 13 - 6P - Summary of Annual Debt - Burlington TIF MasterTables 10.1.2020.pdf

11 of 13 - 6R - Related Cost Summary - Burlington TIF Master Tables10.1.2020.pdf

13 of 13 - 6BB - Debt Service - Burlington TIF Master Tables10.1.2020.pdf

Attachment 2 - Downtown TIF approved public noticeinformation.pdf

Downtown TIF District Substantial Change - Narrative Oct 2020 Final.pdf

2 of 13 - 6H - Infrastructure Project Costs -Burlington TIF MasterTables 10.1.2020.pdf

4 of 13 - 6K Infrastructure Nexus - Burlington TIF Master Tables10.1.2020.pdf

6 of 13 - 6M- Real Property Incremental Value - Burlington TIFMaster Tables 10.1.2020.pdf

8 of 13 - 6O - All Revenue Sources by Year - Burlington TIF MasterTables 10.1.2020.pdf

10 of 13 - 6Q - Cash Flow - Burlington TIF Master Tables10.1.2020.pdf

12 of 13 - 6AA - Annual TIF Revenues - Burlington TIF Master Tables10.1.2020.pdf

Attachment 1 - Champlain College P & S - executed - 121316.pdf

City Substantial Change Request Letter to VEPC- Waterfront TIFDistrict Reconciliation Plan.pdf

1 of 13 - Burlington TIF Master Table Changes Overview10.1.2020.pdf

3 of 13 - 6J - Infrastructure Project Costs by Year - BurlingtonTIF Master Tables 10.1.2020.pdf

5 of 13 - 6L - Real Property Development -Burlington TIF MasterTable 10.1.2020.pdf

7 of 13 -6N- Projected Total TIF Revenue - Burlington TIF MasterTables 10.1.2020.pdf

5. For Approval and Recommendation to City Council

5.01 Church Street Marketplace Snow Removal - Authorization to Award Contract - CSM

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of the Church Street Marketplace to execute a three year contract with J. Labrecque, LLC for snowplowing services for a total of \$153,515, subject to final review and approval by the City Attorney's Office

CSW Snow Removal_BoF CC Memo (003).docx

BOF CC Checklist_CSM.docx



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5.02 Authorization to Award Contract for Queen City Park Road Reconstruction - DPW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of the Department of Public Works to execute and amend a construction contract with Pike Industries, Inc. in the amount of \$369,147.25 with an additional \$50,000 in contingency funds for the Queen City Park Reconstruction for a total of \$419,147.25, subject to the final review and approval by the Office of the City Attorney

BOF_CC 10.05.2020 -Queen City Park Road Reconstruction.pdf

BOF_CC Checklist_Queen City Park Road Reconstruction.pdf

5.03 Reclassifications And Staffing Updates - Department Of Public Works - DPW

Type: Action

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

BoF DPW Reclass Packet 10.5.2020.pdf

HR - DPW - Reclassifications and Staffing Updates.pdf

5.04 Authorization For Temporary Easement For The College Street Congregational Church To Create An Egress Connecting To Memorial Auditorium Parking Lot - DPW

Type: Action

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

DPW - Authorization for Temporary Easement for College Street Congregational Church to Create an Egress Connecting to Memorial Auditorium Parking Lot_v1.pdf

1 - Memo - College Street Congregational Easement.pdf

3 - Easement - College Street Congregational Easement.pdf

4 - Map - College Street Congregational Easement.pdf

5 -BOF CC Checklist College Street Congregational Easement.pdf

5.05 Authorization For Acceptance Of Streets - Franklin Square And Red Maple Lane - DPW

Type: Action

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

DPW - Authorization for Acceptance of Streets -- Franklin Square and Red Maple Lane_v2 - 9.24.2020.pdf

BOF CC Checklist 9.30.20.pdf

Franklin Square DPW BOF & CC Memo 9.30.20.pdf



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5.06 33 North Avenue Slope Repair and Stormwater Rehabilitation Project Authorization to Award as well as Authorization to Approve and Easement - DPW/Water Resources

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Director of the Department of Public Works to execute an amendment to the construction agreement with Engineers Construction Inc. to increase the maximum limiting amount to \$244,000 for stormwater infrastructure improvements in the right-of-way and upon private property at 33 North Ave, and to execute any necessary related change orders and amendments to the contract term, subject to the prior review and approval of the City Attorney. ☐ 2. ☐ To approve and recommend that City Council accept easements in substantial conformity with the attached easements affecting the 33 North Avenue parcel thereby allowing the Department of Public Works to both access and conduct necessary stormwater infrastructure improvements, subject to approval by the City Attorney's Office

1 - BOF CC Memo 9.2020 - 33 North Ave_Construction_PDF for BOFCC.pdf

BOF CC Checklist_for 33 North Ave.pdf

EASEMENT DEED - 33 North Avenue_PDF for BOF CC.pdf

5.07 Authorization For \$1,663,802 Loan From Vermont Clean Water State Revolving Fund And Construction Contract With SD Ireland For \$1,227,765 For The Upgrade Of The Flynn Avenue And Fletcher Place Pump Stations - DPW/Water Resources

Type: Action

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

DPW - Authorize \$1,663,802 Loan from Vt. Clean Water State Revolving Fund & Contract with SD Ireland, Flynn-Fletcher Pump Station-Step III v2_TPD_Edits - 9.29.2020.pdf

1 - BOF CC Memo 9.14.2020 Remote WW Infrastructure Improvements Flynn-Fletcher Construction and Revised Loan application - Final.pdf

Flynn Fletcher PS Bid Award Recommendation - 2020-09-03 with attachments.pdf

BOF Checklist-Preliminary Engineering Remote WW Flynn-Fletcher Construction - Final.docx

5.08 Authorization For \$350,000 Planning Loan From Vermont Clean Water State Revolving Fund And Contract With Hoyle Tanner & Associates For \$300,000 For Planning Of Upgrade Of Nine Pump Stations - DPW/Water Resources

Type: Action

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

DPW - Authorize \$350,000 Planning Loan from Vt. Clean Water State Revolving Fund & Contract with Hoyle Tanner, upgrade of nine pump stations v2_TPD_Edits 9.29.20.docx.pdf

1 - BOF CC Memo 10-5-20 Planning Preliminary Engineering Remote WW Pump Stations - Final.pdf

Appendix A - RFQ Remote WW Infrastructure Improvements.pdf

APPENDIX A- Procurement Summary.pdf

Appendix B - Scope of Work.pdf

BOF Checklist-Preliminary Engineering Remote WW 9 PS Improvements -Final.docx



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6. Board Of Finance Approval Only

6.01 Purchase of additional modules for NeoGov Data Management System - REIB/HR

Type: Action

Recommended Action: to approve the purchase by the Departments of Human Resources and Racial Equity, Inclusion & Belonging of one year of three modules for the NeoGov Data Management System for a cost of \$64,462 plus the initial set up and training cost of \$15,000, for a total of \$79,462

 NeoGov Memo for BOF_CC Final.pdf

6.02 Reclassification of the Limited Service HVAC Technician to Regular, Full Time - BPRW/HR

Type: Action

Recommended Action: to approve the reclassification of the Department of Parks, Recreation and Waterfront, HVAC Technician position, to a Regular, Full-Time, Non-Exempt, Union, Grade 15, position

 HVAC Technician Final Packet 09.29.2020.pdf

6.03 North Beach Campground Pump-out and Turnaround - BPRW

Type: Action

Recommended Action: to approve and authorize the execution of a contract with Bread Loaf Corporation, for a price not to exceed \$53,274 for the North Beach Pump Out and Turnaround construction project, plus a project contingency of \$6,726, and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office

 20200922 BOF Memo - NB Pump out and turnaround.docx

 20200929 BOF Checklist NB Pump out and Turnaround.docx

 20200924 DRAFT Contract Bread Loaf - NB Pumpout + Turnaround(002).docx

 North Beach Campground Siting -FINAL-plan rendering.pdf

7. Adjournment

7.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn