



September 24, 2018

**Board of Finance - Monday, September 24, 2018 at 5:30 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 9 24 18.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 August 13, 2018

Type: Action

Recommended Action: Approve the minutes

 BURLbof81318 (002).pdf

3.02 May 21, 2018

Type: Action

Recommended Action: Approve the minutes

**minutes were overlooked in error and were never sent to BOF for review/approval

 BURLbof52118.pdf

4. Board of Finance Approval



September 24, 2018

Board of Finance - Monday, September 24, 2018 at 5:30 p.m. Conference Room 12, City Hall

4.01 Authorization to execute a project management services contract with Jeffry D. Glassberg - Renaissance Development Company for Burlington Town Center aka CityPlace Burlington - CEDO

Type: Action

Recommended Action: To approve, subject to prior approval of the City Attorney's Office, the authorization of Neale Lunderville, Interim Director, CEDO, to execute a contract for the provision of project management services, which will include coordinating and leading the City's effort to perform its responsibilities pursuant to the Development Agreement (DA) with CityPlace Burlington, with Jeffry D. Glassberg, Renaissance Development Company, in the amount of \$70,000 for an initial term, September 1, 2018 through June 30, 2019. To approve an increase in expenditures for related costs by \$70,000 and increase revenue by \$70,000, as per voter approved TIF in 2016.

 CEDO BTC JGlassberg Contract Memo BoF 09.20.2018-Final.pdf

 BoF_CC_Checklist fillable pdf Project Mgn Services JG BTC 09.20.2018Final.pdf

4.02 Authorization to execute a contract amendment with Renaissance Development Company for Memorial Auditorium - CEDO

Type: Action

Recommended Action: To approve, subject to prior approval of the City Attorney's Office, the authorization of Neale Lunderville, Interim Director, CEDO to execute a contract amendment with Renaissance Development Company d/b/a Jeffry D. Glassberg Real Estate Development Services in the amount of \$40,000. This contract amendment will allow Renaissance Development Company to begin its next part of Memorial Auditorium options analysis, including an update to previously completed assessments, conceptual designs, and cost estimates for the building.

 CEDO Contract Amendment JG Memorial Auditorium 09.21.2018_FINAL.docx

 CEDO Contract Amendment JG Memorial Auditorium 09.21.2018_FINAL.pdf

 BoF_CC_Checklist Contract Amendment Memorial Auditorium JG 09.21.2018 Final.pdf

5. For Approval and Recommendation to City Council

5.01 Authorization to accept AmeriCorps Formula Grant Agreement - CEDO

Type: Action

Recommended Action: Recommend to City Council to authorize Neale Lunderville, Interim Director of CEDO, to execute the AmeriCorps Formula Grant and all documents necessary to accept \$208,756 of funding from the Corporation for National and Community Service through SerVermont.

 BoF CC Communication Grant Acceptance AC FY19 9 10 2018.pdf

 03400-CEDO-16AFH-FY19 Community and Economic Development Office VENDOR PACKET.pdf

 BoF_CC_Checklist fillable pdf AC19.pdf



September 24, 2018

**Board of Finance - Monday, September 24, 2018 at 5:30 p.m. Conference Room
12, City Hall**

5.02 Authorization to Award Contract to VHB for On-Call Stormwater Engineering & Design Services - DPW

Type: Action

Recommended Action: To recommend that the City Council waive the reading and adopt the resolution .

 Final Submittal On-Call Contract.pdf

 DPW - Master Service Agreement & Individual Agreements with VHB for Stormwater Engineering & Design Services.pdf

5.03 Authorization to execute a contract with James Wood, LLC to replace the Aviatron Building Roof at 25 Customs Drive, South Burlington - Airport

Type: Action

Recommended Action: 1. To approve and recommend to the City Council that the Director of Aviation , Gene Richards, be authorized to execute a contract, in substantially the form attached and subject to the final review and approval by the Office of the City Attorney, with James Wood, LLC for roof replacement construction at 25 Customs Drive.2. To approve and recommend to the City Council the following budget neutral budget amendment with the following caps:**as outlined in the memo

 BOF-CC Memo Aviatron Roof CC FINAL.pdf

 Aviatron BoF_City Council_Checklist.fillable.pdf.pdf

 Aviatron Roof Replacement Contract PDF.pdf

 James Wood Aviatron Quote.pdf

5.04 Authorization to approve updates to City of Burlington Comprehensive Personnel Policy Manual ☐ HR

Type: Action

Recommended Action: To recommend that the City Council adopt the Resolution.

 Packet - Updating Step Placement Policy Section 5.4.a.f - CC REVISEDV3.pdf

 HR - Personnel Policy - Updates to Compensation Plan Sections 5.4 a. c. e. f_REVISED jsj4.pdf

 Suggested Revisions 5.4 a_f redlined for employee comment_09.05.18.pdf

5.05 Authorization of purchase of replacement radio fire alarm equipment - Fire

Type: Action

Recommended Action: To approve and recommend that the City Council approve and authorize Chief Locke to purchase the updated radio fire alarm monitoring system at a cost not to exceed \$105,000.00 from the capital budget as described in the memo from Chief Locke dated September 4, 2018, subject to the prior review and approval by the Chief Administrative Officer and the City Attorney's Office.

 BoF CC Memo for Fire Alarm Replacement.pdf

 BoF-City Council Checklist Fire Alarm Monitoring.pdf

 Fire Alarm phase 1.pdf

 L.W. Bills sole source.pdf

 SS of VT Estimate.pdf



September 24, 2018

Board of Finance - Monday, September 24, 2018 at 5:30 p.m. Conference Room 12, City Hall

5.06 Debt Policy - C/T

Type: Action

Recommended Action: To approve and recommend that the City Council approve the Debt Management Policy as presented .

**checklist document added 9/24 at 9:30am per Beth Anderson

Memo_Debt Policy City of Burlington_09 24 2018 F.pdf

Projected Debt Costs 09 24 2018 F.pdf

BoF_City Council_Checklist_Debt Policy.pdf

Debt Policy City of Burlington_09 24 2018 F.pdf

City_Moody's Debt Load Projections_09 24 2018 F.pdf

5.07 Authorization to execute the Memorandum of Understanding re: BHS ReEnvisioning Project - BSD

Type: Action

Recommended Action: To approve and recommend that the City Council approve and authorize the Mayor to execute the Memorandum of Understanding re: BHS ReEnvisioning Project
updated MOU posted 9/24 at 5:20 pm
MOU posted 9/23 at 3pm

MOU for City-BSD BHS project.draft 1.2 (002).pdf

MOU for City-BSD BHS project. draft 1.3.docx

5.08 Authorization to approve BHS Project Ballot Language - BSD

Type: Action

Recommended Action: To recommend that the City Council adopt the Resolution .

Ballot language memo.pdf

BHS Renovation Presentation to City Council 20180920.pdf

Treasurer - Approval to Issue Bonds for Burlington High School (11-6-18 Special City Meeting).pdf

5.09 Authorization to approve proposed Resolutions for School Capital Improvement Bonds - BSD

Type: Action

Recommended Action: To recommend that the City Council adopt the Resolution .

092418_Burlington School District Bonds_Memo.pdf

092418__Checklist- Burlington School District .pdf.pdf

Treasurer – School Building Bonds for Fiscal Year 2018.pdf



September 24, 2018

**Board of Finance - Monday, September 24, 2018 at 5:30 p.m. Conference Room
12, City Hall**

6. Communication

6.01 Sweep Report - C/T

Type: Communication, Information

 08312018_ Sweep Report For BOF.pdf

7. Adjournment

7.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting