



September 23, 2019

**Board of Finance - Monday, September 23, 2019 at 5:00 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 23 19.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 August 12, 2019

Type: Action

Recommended Action: Approve the minutes

 BURLbof81219.pdf

3.02 August 26, 2019

Type: Action

Recommended Action: Approve the minutes

 BURLbof82619.pdf

4. For Approval and Recommendation to City Council



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4.01 Authorization to approve Reclassification of Marketing Assistant position in the Church Street Marketplace - HR, CSM

Type: Action

Recommended Action: To approve and recommend that the City Council approve the reclassification of the Church Street Marketplace Marketing Assistant position to a Regular, Full-time, Exempt, Non-Union Grade 17.

 BoF_CC_packet CSM Reclass Marketing.pdf

4.02 Authorization to purchase a Volvo L60H Wheel Loader from Wood's CRW Corporation - Airport

Type: Action

Recommended Action: 1. To approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to purchase the Volvo L60H Wheel Loader from Wood's CRW Corporation in the amount of \$143,177.2. To approve a budget amendment to the FY20 Burlington International Airport budget for the Equipment purchase, by increasing/decreasing the accounts as set forth in this memo. Org Set / GL Account / Account Name / Increase / (Decrease) 400-35-430 (Terminal) 9500_110 Capital Expenditures (71,589) 400-35-433-600 (Garage) 9500_110 Capital Expenditures 71,589

 1.1 - BoF_City Council_Checklist Wheel Loader.pdf

 1.3 - FY20 FRONT END LOADER.PDF

 1.2 - BOF-CC Memo Woods CRW Volvo Wheel Loader Equip Purchase nrl.v2.pdf

 1.4 - CRW Volvo L60J Wheel Loader.pdf

4.03 Authorization to Accept Grant - Fire

Type: Action

Recommended Action: To recommend that the City Council approve and authorize Chief Locke to accept a FEMA Assistance to Firefighters Grant in the amount of \$162,273.00 for the purpose of replacing and expanding the vehicle exhaust removal systems in the City's fire stations with the additional use of 10% match (\$16,227.00) from the Fire Impact Fee account bringing the total to \$178,500.00, subject to the review and approval of the City Attorney's Office.

 Fire AFG Grant Acceptance Memo.pdf

 BoF_City Council_Checklist Fire Act Grant.pdf

4.04 Authorization to Execute Contract Documents for Water Reservoir Emergency Generator - DPW

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Director of Public Works to execute a contract with Brook Field Services for installation of a 300 KW emergency generator at the Water Reservoir Pump Station for \$136,300, with an authorization to amend the contract and expend contingency funds for an additional \$25,000 if contingency funds are needed to complete the project, provided that all these authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney and Chief Administrative Officer.

 reservoir_genset_final_BOF_CC_memo091919.pdf

 BoF_CC_Checklist Water Reservoir Emergency Generator 091919.pdf



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4.05 Authorization to approve City Council Initiatives Fund proposal for re-booting the Old North End Arts & Business Network (ONEABN) - Councilor Pine, Councilor Tracy, Councilor Freeman

Type: Action

Recommended Action: To recommend the City Council approve providing \$6,640 in City Council Initiative Funds to the Vermont Performing Arts League as fiscal agent for the Old North End Arts & Business Network (ONEABN) to pay for an economic development coordinator as provided in the memo.

ONEABN Council Initiatives Fund Final
Revised proposal (003)CC.pdf

4.06 Authorization to approve the job description for the role of Diversity, Equity and Inclusion Director - HR, Mayor's Office

Type: Action

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

Creation of Diversity Equity and Inclusion
Director Package.pdf

HR - Creation of Diversity, Equity and Inclusion
Director.pdf

5. Communication

5.01 August Sweep Report - C/T

Type: Communication, Information

02 - 08312019_ Sweep Report.xlsx

6. Adjournment

6.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting