



September 13, 2021

**Board of Finance Meeting, Monday, September 13, 2021, 5:00 pm **In-Person
at Bushor Conference Room, Room 102, 1st Floor, City Hall ****

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

1. Agenda

1.01 Motion to amend/adopt agenda

Type: Action, Procedural

Recommended Action: motion to adopt agenda

2. Public Forum

2.01 Verbal Comments

Type: Action, Information, Procedural

3. Consent Agenda

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

Type: Action (Consent), Procedural

Recommended Action: motion to adopt the consent agenda and take the actions indicated

3.02 July 12, 2021 Board of Finance Draft Minutes

Type: Action (Consent), Communication, Information, Minutes

Recommended Action: approve the minutes

 [View Minutes from Board of Finance Meeting, Monday, July 12, 2021, 5:30 pm **In-Person at Bushor
Conference Room, Room 102, 1st Floor, City Hall **](#)

4. Presentation Regarding Capital Plan Briefing

4.01 Presentation: Mayor Miro Weinberger, re: Capital Plan Briefing

Type: Information, Presentation

****note presentation slides for this agenda item per Mayor's Office, posted on Monday, September 13, 2021, at 4:14 pm, LO****

 [2021-9-13-Capital Plan BOF ppt.pptx](#)

5. For Approval and Recommendation to City Council



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**5.01 November 9, 2021 Special City Meeting--Issuance Of Revenue Bonds--For Burlington Electric
Department Projects - BED**

Type: Action

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

Resolution - BED - Burlington Electric
Department Revenue Bonds (FINAL).pdf

2021 Revenue Bond projects.pdf

BOF CC Checklist Revenue Bond.docx

Revenue Bond Memo BOF CC 8.31.docx

revenue bond slides 9.13.2021.pptx

5.02 Reclassification of Two (2) BCA Positions - BCA/HR

Type: Action

Recommended Action: to recommend that City Council approve the: ☐ Reclassification of the Assistant Event Coordinator, a Limited Service, Part-time, Non-Exempt, Non-union, Grade 15, position to Event Manager, a Regular, Full-time, Non-Exempt, Nonunion, Grade 17, position. ☐ Reclassification of the Public Artist Coordinator, a Regular, Part-time (30 hours/week), NonExempt, Non-Union, Grade 14, position to Public Artist Coordinator, a Regular, Full-time (40 hours/week), Non-Exempt, Non-Union, Grade 14, position.

2021.09.13 BCA Memo Final Two Roles.pdf

BOF CC Checklist.pdf

5.03 Reclassification of seven (7) positions and creation of one (1) position - CEDO-CJC/HR

Type: Action

Recommended Action: To recommend that City Council approve the: ☐ Reclassification of the Manager of Court Diversion and Pretrial Services, a Limited Service, Full-time, Exempt, Non-Union, Grade 18, position to Manager of Court Diversion and Pretrial Services, a Regular, Full-time, Exempt, Non-Union, Grade 18, position. ☐ Reclassification of the DLS Case Coordinator and Program Assistant, a Regular, Full-time, Non-Exempt, AFSCME, Grade 13, position to DLS Case Coordinator and Program Assistant, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15, position. Please note this request also includes Retroactive pay of approximately \$270 due to being effective August 9, 2021. ☐ Reclassification of the Pretrial Services/Tamarack Case Coordinator, a Regular, Full-time, Exempt, AFSCME, Grade 14, position to Pretrial Services/Tamarack Case Coordinator, a Regular, Full-time, Exempt, AFSCME, Grade 16, position. ☐ Reclassification of the Court Diversion Services Coordinator, a Regular, Full-time, Exempt, AFSCME, Grade 14, position to Court Diversion Services Coordinator, a Regular, Full-time, Exempt, AFSCME, Grade 16, position. ☐ Reclassification of the Youth and Family Restorative Liaison position, a Limited Service, Part-time, Non-Exempt, Non-Union, Grade 14, position to Youth and Family Restorative Liaison position, a Limited Service, Full-time, Non-Exempt, Non-Union, Grade 15, position. ☐ Reclassification of the Youth Restorative Program Manager, a Regular, Full-time, Exempt, Non-Union, Grade 18, position. ☐ Reclassification of the Victim Liaison and Panel Coordinator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16, position to Victim Services Manager, a Regular, Full-time, Exempt, Non-Union, Grade 18, position. ☐ Creation of the Balanced and Restorative Justice (BARJ) Case Coordinator, a Limited Service, Full-time, NonUnion, Grade 16, position

2021.09.13 Final CEDO - CJC Memo for
BOF-CC.pdf

BOF CC Checklist CEDO CJC.pdf



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5.04 Authorization For Short Term Public Improvement Bonds For Fiscal Year 2022 - CT

Type: Action

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

Resolution - CT - \$7MM Capital Improvement
Short Term Bond(FINAL).pdf

2_Memorandum re 2021 \$7MM Short Term
Bonds.docx

2_The Checklist_Short Term Bond
Anticipation Notes (BAN).docx

5.05 Authorization For Refunding Public Improvement Bonds - CT

Type: Action

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

Resolution - CT - \$7MM Capital Improvement
Refunding Bonds(FINAL).pdf

1_Memorandum re 2021 \$7MM Refunding
Bonds.docx

1_The Checklist_Refunding Bonds.docx

**5.06 Authorization for Contract with Avenu Insights and Analytics for Digitization of Land Records
and Budget Amendment - CT/REIB**

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Chief Administrative Officer to execute a contract with Avenu Insights and Analytics for land records digitization , subject to review by the City Attorney's Office. 2. To approve and recommend that the City Council authorize the Chief Administrative Officer , or their designee, to affect the necessary budget amendment and transfer \$355,758 in funds from the Preservation/Restoration (GL 110-04-000.4200) to C/T Professional and Consultant Services (101-04-000.6500_118)

Land Records Memo to BOFCC -
DigitizationProject_TG_KS-Clean.docx

BOF CC Checklist_Land Records Scanning
Project.docx

**5.07 Authorization For \$1,095,700 Step II Loans From Vermont Clean Water State Revolving Fund
And Contract With Wright Pierce For \$995,700 For Design Of Phase II Wastewater Treatment Facility
Improvements - DPW - Water Resources**

Type: Action

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

Resolution - DPW- Final Design Engineering
WWTF Improvements(FINAL).pdf

1 - BOF CC Memo 9-13-21 CWRP WWTF
Design Loan.pdf

BOF CC Checklist_Nov2019.docx



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5.08 Consultant Contact Amendment for PLC Upgrade at Water Plant - DPW - Water Resources

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of the Department of Public Works to amend the contract with Hallam-ICS, increasing the amount from \$46,081 by up to \$55,000, totaling up to \$101,081, to upgrade Programmable Logic Controllers at the Water Plant, subject to the final review and approval of the City Attorney's Office

BOF&CC memo Water PLC replacement
(final).pdf

BOF CC Checklist_Water_SCADA_2021.pdf

**5.09 Champlain Parkway - Design Contract Amendment No. 17 with Clough, Harbour & Associates
- DPW**

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of the Department of Public Works to execute Contract Amendment Number 17 to the contract with Clough Harbour & Associates for engineering design services for the Champlain Parkway project, including developing contract plans and bid documents for a two-contract construction approach consistent with the South End Construction Coordination Plan, increasing the contract amount by \$1,054,733.65, raising the total from \$12,417,369.19 to \$13,472,102.84, and extending the contract term from October 1, 2021 to July 1, 2025, subject to the review and approval by the City Attorney's Office

note additional documents per Norm Baldwin, posted on Monday, September 13, 2021, at 4:17 pm, LO

BOF CC Memo CHA Amendment 17
Authorization Final - 9.8.2021.pdf

Appendix B - Burlington South End
Construction Project SequencingChart.pdf

Attachment A - Champlain Parkway - CHA
Amendment No. 17 Request073021 (002).pdf

Attachment B - SE Construction Coordination
Plan Memo 9-8-21.pdf

BOF CC Checklist_CHA Amendment 17
Authorization_9-13-21.pdf

Burlington MEGC 5000(1) Champlain Parkway
Repayment Payback of Federal-Aid Funds.pdf

Parkway Ltr to Mayor Sept 2021.pdf

**5.10 Acceptance of VTRANS Highway Planning & Construction Grant #CA0672 Lake Street
Shared-Use Path - DPW**

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Public Works to accept and execute the Highway Planning & Construction Grant #CA0672 from the Vermont Agency of Transportation, in an amount up to \$300,000, for the Lake Street Shared-Use Path design and construction, subject to approval by the City Attorney's Office

Memo - FINAL - BOF CC VTrans Grant Lake
St.pdf

CA0672_BurlingtonCityof.pdf

BOF CC Checklist_Nov2019 - Agreement
CA0672.pdf



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5.11 Parking Smart Meter Modem Upgrade and Repair - DPW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Public Works to execute a contract with IPS Group, in an amount up to \$140,000, for the upgrades and repairs and parking meter in the Burlington Downtown District, subject to approval by the City Attorney's Office

Parking Meter Upgrade - BoF-CC Memo
Package - 2021 0913.pdf

Z - BoF CC Checklist - 2021 Meter Upgrade
2021 0908.docx

5.12 Request for Authorization for the Airport to Accept Two FAA Airport American Rescue Plan Act Grants - Airport

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Mayor of Burlington to execute the Airport Rescue Grant Program - Primary Airport Grant with the Federal Aviation Administration in the amount of \$7,011,809, with a 10% contingency of \$701,181, totaling \$7,712,990, subject to final review and approval of the City Attorney's Office. ☐ 2. ☐ To approve and recommend that the City Council authorize the Mayor of Burlington to execute the Airport Rescue Grant Program - Concession Relief Grant with the Federal Aviation Administration in the amount of \$588,924, with a 10% contingency of \$58,892, totaling \$647,816, subject to final review and approval of the City Attorney's Office. ☐

1 - BOF-CC AARPA Grants.docx

1 - Checklist - Airport - AARPA Grant.docx

5.13 Request to Accept/Ratify Amendment Letter No. 1 Regarding Airport Improvement Program (AIP) Grant - AIP-127 in the Amount of \$992 - Airport

Type: Action

Recommended Action: to approve and recommend that the City Council ratify and accept Amendment Letter No. 1 for AIP-127 under the Airport Coronavirus Response Grant Program - Primary Airport Grant with the Federal Aviation Administration in the amount of \$992, increasing the total grant to \$3,858,191, and to authorize the Mayor of Burlington to execute the amendment to effectuate this increase, subject to final review and approval of the City Attorney's Office

2 - BOF-CC AIP 127 CRRSA Grant
Amendment No. 1.docx

2 - Checklist - Airport - CRRSA AIP127
Amendment.docx

5.14 CityPlace Burlington Project Management Services Contract - White+Burke - CEDO

Type: Action

Recommended Action: We respectfully request the Board of Finance approve the following motion: To approve and recommend the City Council approve, subject to prior approval of the City Attorney's Office, the authorization of Brian Pine, CEDO Director, 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 Amended and Restated Development Agreement (ARDA) with CityPlace Burlington, with David G. White, White+Burke Real Estate Advisors, with the maximum limiting amount of \$100,000 for an initial term, July 21, 2021 through July 31, 2022. We respectfully request the Board of Finance approve the following motion: To approve and recommend the City Council approve, an increase in expenditures for related TIF project costs by \$100,000 and increase revenue by \$100,000, as per voter approved Waterfront TIF in 2016.

CEDO memo for White+Burke contract
Final.docx

White Burke Contract - CityPlace Burlington
9.8.21.docx

Attachment B - Burlington Standard Contract
Conditions -Final.docx

BoF_CC_Checklist - White+Burke Real Estate
Advisors - 09.09.21(1).pdf



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5.15 Request For \$1.795 Million Of ARPA Funds To Address Ongoing Health Response, Negative Impacts Of Reappraisal And Water Main Replacement - CEDO

Type: Action

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

Resolution - CSM - ARPA Funds Request
(FINAL).pdf

ARPA_Funds Request_13SEP21.pdf

BOF CC Checklist_13SEP21_ARPA
Memo.docx

**5.16 VT Center for Crime Victim Services "Victims of Crime Act"(VOCA) grant
(Grant#02160-VOCA20-40096-8) - CEDO/CJC**

Type: Action

Recommended Action: to recommend to City Council to approve the acceptance of Grant #02160-VOCA20-40096-8 in the amount of \$140,164 for FY22 and to authorize Director Pine or his designee to sign the grant acceptance and any necessary related documents

Memo to BoF re VOCA PJ grant_FY22.docx

BOF CC Checklist_for VOCA PJ_Sept
2021.docx

Burlington Community Justice VOCA
Grant_Agreement-SFY 2022.pdf

**5.17 Resolution: November 9, 2021 Special City Meeting -- Issuance of General Obligation Bonds
for Capital Projects (Board of Finance)**

Type: Action

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

Agenda item and materials added by Jordan Redell at 8:24 pm

FY23 - FY25 DRAFT CAPITAL PLAN
8-18-21.pdf

Capital Plan white paper continuation 9-10-21
final.pdf

RESOLUTION CAPITAL PLAN SPECIAL
MEETING 9-9-21.pdf

New Revenue-Borrowing 9-9-21 final.pdf

6. Board of Finance Approval Only



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6.01 Schifilliti Park Softball Field Conversion - BPRW

Type: Action

Recommended Action: to approve and authorize the execution of a contract with Land and Rock Works, LLC, for a price not to exceed \$48,785 for the Schifilliti Softball Field Renovation project, plus a project contingency of \$5,000 (total request including contingency not to exceed \$53,785), 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

 20210830 BOF Memo - Schifilliti Park Softball
FieldConversion.docx

 20210706 Attachment C - Plans - Schifilliti
Park Softball FieldRenovation_Reduced.pdf

 20210812 DRAFT Contract - SP Field
Conversion.pdf

 Schifilliti Field Conversion - BOF
Checklist.docx

6.02 Calendar Year 2021 Crack - Sealing Program - Authorization to Award Construction Contract - DPW

Type: Action

Recommended Action: to approve and authorize the Director of Public Works to execute a contract and Change Order #1 with Sealcoating Inc (doing business as Industrious) for Calendar Year 2021 Crack-Sealing, for up to \$92,995.29 with an additional \$6,997.06 (~7.5%) contingency, totaling \$99,992.35, subject final review and approval by the City Attorney's Office

 DPW Memo - Contract Award CY21
Crack-Sealing 9.13.21.pdf

6.03 Request for Contingency Budget Approval for Maintenance Lights Upgrades - DPW

Type: Action

Recommended Action: to approve and authorize the Director of Public Works to amend as necessary the contract Sequentric for improvements to the control system for the maintenance lights located in the right-of-way, to increase the contract amount from \$87,490 up to \$97,490, subject final review and approval by the City Attorney's Office

 BOF Amendment Request Letter - Maintenance
Lights 2021 0913.pdf

6.04 Window Replacement at 200 Church Street - DPW

Type: Action

Recommended Action: to approve and recommend that the Board of Finance authorize the Director of Parks, Recreation and Waterfront to sign a contract with ACME Glass for the contract amount from \$59,950.00, with a contingency of \$ 5,995.00 for an amount not to exceed \$65,945.00, subject to final review and approval by the City Attorney

 BoF Memo FINAL Contract ACME Glass
Window Replacement 200 Church9-13-21.pdf

 Draft Contract Acme 200 Church Windows.pdf

 BoF Checklist ACME Glass Window
Replacement 9-13-21.docx



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6.05 Budget Amendment to Regional Programs Budget - CEDO

Type: Action

Recommended Action: to approve the payment of \$61,000 to ANEW Place and execution of budget amendment adding \$110,000 to the Regional Programs budget as described above

 BA Regl Progs ANEW Place FINAL 2.pdf

7. Adjournment

7.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn