



August 12, 2019

Board of Finance - Monday, August 12, 2019 at 5:45 p.m. Conference Room 12, City Hall

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1. Agenda

1.01 Adopt/Amend the Agenda

Type: Action

Recommended Action: Adopt the Agenda

 BOF 8 12 19.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Board of Finance Approval

3.01 Authorization to approve Lakeview Cemetery Fence Replacement - Parks & Rec

Type: Action

Recommended Action: 1. To approve the execution of a contract with Middlebury Fence Company, LLC, for replacement of the fence at Lakeview Cemetery, substantially consistent with its bid, in the amount of \$56,750.43, and to approve Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to final contract approval by the City Attorney's Office; 2. To further approve the contingency amount of \$5,500, and authorize its expenditure by Cindi Wight, Director of Parks and Recreation, if needed for the successful completion of the project.

 20190806 Lakeview Cemetery Fence BOF Memo.pdf

 20190724 Lakeview Cem BoF Checklist.pdf

3.02 Authorization to approve \$69,280 Budget Neutral Budget Amendment for GL 480-19-425-430.6500_130 Sludge Disposal Expense - DPW

Type: Action

Recommended Action: To approve the above described budget neutral amendments to the FY 19 Wastewater Budget increasing G/L 480-19-425-430.6500_130 by \$69,280 to a total of \$880,280 and decreasing twelve other budget lines by a total of \$68,280.

 BA_Sludge_FY19.pdf

 BoF_City Council_Checklist.fillable_FY19BA.pdf

4. For Approval and Recommendation to City Council



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4.01 Authorization to approve spending \$300,720 on the FY20 Work Plan for implementation of the Downtown Parking and Transpiration Management Plan - DPW

Type: Action

Recommended Action: To recommend that City Council approve the attached resolution.

_BOF Approval Request Memo - DPTM FY20 Workplan - 2019 0812 - FINAL.pdf

Partnership Agreement between City of Burlington BBA - 2019 - 2019 0812.pdf

2)A Exhibit A.2 - DPTM Budget - FY20.pdf

3) BoF_CC_Checklist - DPTM Workplan - 2019 -0729 DRAFT.pdf

1) FY19 Workplan Key Accomplishments.pdf

2)A Exhibit A.1 - FY'20 Work Plan Draft V8 190628.pdf

2)B Exhibit B - Procurement Policy.pdf

DPW - Downtown Parking & Transportation Management - Approval of Second Agreement with Burlington Business Association.pdf

4.02 Authorization to Execute 2019-2023 Participation Agreement with Chittenden Solid Waste District for biosolids management/Approval of an Budget Neutral Amendment to Increase FY20 Biosolids Expense line (G/L 480-19-425-430.6500_130) by \$65,000 - DPW

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize DPW Director Chapin Spencer to execute a participation agreement with CSWD with the fee schedule described in the CSWD contract with Casella Organics for biosolids disposal subject to the final review and approval of the CAO and City Attorney .2. To approve and recommend that the City Council approve a budget neutral amendment to increase the G/L G/L 480-19-425-430.6500_130 (Sludge Disposal) by \$65,000 to a total of \$965,000.

Sludge Memo 8.12 BOF.CC with attachments.pdf

BoF_City Council_Checklist.fillable_ParticipationAgreement_FY20BA.pdf

4.03 Authorization to Award Construction Contract for Champlain Elementary Pedestrian Improvements Project - DPW

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Director of Public Works to execute a construction contract with Dirt Tech, LLC subject to City Attorney approval for \$445,306.00 to complete the Champlain Elementary Pedestrian Improvements Project, and to further authorize the use of an additional \$44,694.00 in contingency funds (10%) for a total of \$490,000.00, all of which is included in the amended FY 20 budget.

BOF-CC Champlain Elementary Final Memo and Documents.pdf

BoF_CC Checklist.pdf



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4.04 Authorization to Execute Contract Documents for Cured in Place Lining portions of Forcemain and Gravity Sewer - DPW

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Director of Public Works to execute a contract with Green Mountain Pipeline Services, LLC for cured in place pipe relining of forcemain and gravity sewer pipes for \$255,268, with an additional authorization to amend the contract and expend contingency funds for an additional \$20,000 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 .

1 - BOF CC Memo FM & Gravity Sewer
Relining 8-7-19 Final.pdf

BoF_CC_Checklist Forcemain & Gravity
Sewer CIPP.pdf

4.05 Authorization to execute Breadloaf Corp. Contract for Trees and Grounds Facility - DPW

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Director of Public Works to sign a contract with Breadloaf Corporation for the stabilization of the existing Leddy Facility and construction of a new building adjacent to the existing, including a fuel depot station□subject to approval by the City Attorney□for a total contract amount of \$755,000 plus a contingency of \$75,500.

BoF-CC memo contract Breadloaf Corp.
Leddy 8-12-19 final.pdf

2019-07-18 Burlington PT-G Preliminary
Design 24x36 (002) ledly.pdf

BoF_CC_Checklist Breadloaf - contract Leddy
8-12-19 pdf (003).pdf

4.06 Authorization to amend the PARCS contract with T2 Systems to: 1) Sign a contract amendment to allow DPW to migrate operating software from ParkingSoft to Flex PARCS to substantially improve the performance of the existing system for the public at no additional cost 2) Correct an error in the original Council resolution to accurately reflect Software as a Service costs - DPW

Type: Action

Recommended Action: To recommend that the City Council approve the attached resolution .

BOF - PARCS Upgrade - 2019 0812 -
FINAL.pdf

1 - BIA, DPW - ParkingSoft - Upgrade
Resolution 2018.pdf

2 - PARCS Contract ParkingSoft 2018 -
Executed.pdf

3 - Flex Conversion Contract Addendum DPW
2019 v4.pdf

5 - BoF_CC_Checklist - T2 Flex PARCS -
2019 0812.pdf.pdf

DPW, BIA – Upgrades to Parking Access
Revenue Control System (PARCS) & Addendum
to PARCS Vendor Contracts (ParkingSoft, a T2
Company).pdf



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4.07 Authorization to Increase Contingency for Calendar Year 2019 Sidewalk Program Contract - DPW

Type: Action

Recommended Action: To recommend that the Council approve adding \$54,000 from the FY20 CIP budget to the contingency fund for the Calendar Year 2019 Sidewalk Program and authorize the Director of Public Works to execute amendments to the contract with S.D. Ireland Brothers Corp. up to a maximum amount of \$1,360,000, including contingency, subject to City Attorney approval.

DPW Memo - CY19 Sidewalk Contingency.pdf

BoF_CC_Checklist CY19 Sidewalk Contingency.pdf

4.08 Authorization to Execute Easements with Vermont Gas Systems Inc. (20 Convent Sq.) and the George Parcel (26-28 Convent Sq.) - DPW

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Mayor, or his designee, to accept easements in substantial conformity with the attached easements for both the George and VT Gas Systems Inc. parcels thereby allowing the Department of Public Works to both access and conduct necessary outfall repairs, subject to approval by the City Attorney's Office.

BOF-CC Memo VT Gas and George Easements_8.08.19.pdf

VT Gas and George Easements BoF_City Council_Checklist.fillable pdf.pdf

4.09 Authorization to approve Shelburne Street Roundabout Project Update and Necessity Hearing - DPW

Type: Action

Recommended Action: To recommend that City Council approve the attached resolution.

Shelburne Street Roundabout Condemnation Final Memo and Memo Attachments.pdf

DPW - Shelburne St. Roundabout (Attachment - Citation-Notice).pdf

DPW - Shelburne St. Roundabout - Initiate Proceedings & Set Time & Place for Necessity Hearing & Site Visit re Monetary Damages.pdf

01 CC Checklist.pdf

4.10 Authorization to approve Creation of Public Records and Record Retention Coordinator - City Attorney, HR

Type: Action

Recommended Action: To recommend that the City Council approve creation of a Limited Service, Full-time, Non-Exempt, Non-Union, grade 15 Public Records and Record Retention Coordinator position within the City Attorney's Office.

Creation of Public Records and Records Retention Coordinator in the City Attorney's office Package Updated.pdf

5. Adjournment



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5.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting