



August 09, 2021

Board of Finance Meeting, Monday, August 9, 2021, 4:30 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 June 28, 2021 Draft Minutes

Type: Action (Consent), Minutes

Recommended Action: approve the minutes

 [View Minutes from Board of Finance Meeting, Monday, June 28, 2021, 5:30 pm **VIRTUAL MEETING OR In-Person at Bushor Conference Room, Room 102, 1st Floor, City Hall **](#)

4. Presentation Regarding South End Construction Coordination Plan - DPW

4.01 Presentation Regarding South End Construction Coordination Plan - DPW

Type: Information, Presentation

 [BOF SE Construction Coordination Memo Final 8-5-21.pdf](#)

 [BOF CC Checklist_SE Construction Coordination Plan 8-9-21.pdf](#)

 [Burlington South End Project Sequencing Plan - BOF Submission8-9-21.pdf](#)



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5. For Approval and Recommendation to City Council

5.01 Reclassification of One (1) and Creation of Four (4) New CEDO Positions - CEDO/HR

Type: Action

Recommended Action: To recommend that City Council approve the: ☐ Reclassification of the Office Assistant II ☐ Community Engagement, a Limited Service, Full-time, Non-Exempt, Non-union, Grade 12, position to Office Assistant II ☐ Community Engagement, a Regular, Full-time, Non-Exempt, AFSCME, Grade 12, position. ☐ Creation of the Grants and Finance Coordinator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 position. ☐ Creation of the Community Outreach Coordinator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 14 position. ☐ Creation of the Communications and Outreach Coordinator, a Regular, Full-time, Non-Exempt, AFSCME, Grade 15 position. ☐ Creation of the Community Mediation Coordinator, a Limited Service, Part-time, Non-Exempt, Non-Union, Grade 15 position.

2021.08.09 CEDO BOF CC Checklist.pdf

08.09.2021 BOF CC CEDO Final Memo
Packet.pdf

5.02 Creation of one role and reclassification of four Clerk/Treasurer positions - CT/HR

Type: Action

Recommended Action: To recommend that City Council approve the: ☐ The creation of an Associate City Clerk, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16, position in the Clerk/Treasurer Office. ☐ Reclassification of the Accounts Receivable & Receipts Specialist, a Regular, Full-time, Non-exempt, AFSCME, Grade 15 position to Accounts Receivable & Receipts Specialist, a Regular, Full-time, Non-exempt, AFSCME, Grade 17 position in the Clerk/Treasurer Office. Please note this request also includes Retroactive pay of approximately \$170 due to being effective July 12, 2021. ☐ Reclassification of the Accounting Control and Analysis Manager, a Regular, Full-Time, Exempt, Non-Union, Grade 20 position to Accounting Control and Analysis Manager, a Regular, Full-Time, Exempt, Non-Union, Grade 21 role in the Clerk/Treasurer Office. ☐ Reclassification of the Payroll Manager, a Regular, Full-Time, Exempt, Non-Union, Grade 20 position to Payroll and Compliance Manager, a Regular, Full-Time, Exempt, Non-Union, Grade 21 role in the Clerk/Treasurer Office. ☐ Reclassification of the Payroll Administrator II, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 17 role to Senior Payroll and Retirement Administrator, a Regular, Full-Time, Non-Exempt, AFSCME, Grade 18 role in the Clerk/Treasurer Office. Please note this request also includes Retroactive pay of approximately \$4,283.24 due to being effective July 01, 2020.

2021.08.09 CT BOF CC Checklist.pdf

2021.08.09 CT Final Memo.pdf

5.03 Church Street Marketplace Position Creations And Reclassification - CSM/HR

Type: Action

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

BoF Packet v2.pdf

HR - City Council - Creation and
Reclassification for CSM Positions (FINAL).pdf



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5.04 Sublease of Space at CORE, 20 Allen Street - BPRW

Type: Action

Recommended Action: to approve and recommend the subletting of certain identified space in the Old North End Community Center to Very Merry Theatre to utilize rehearsal, performance and storage space on the terms provided in and substantially in conformance with the attached sublease and to authorize Mayor Miro Weinberger to execute the sublease and any related documents needed to carry out the sublease agreement, subject to the review of the City Attorney's Office

202108099 BOFCC Memo - VMT Lease
FINAL.pdf

BOF CC Checklist_VMT Lease
20210809.docx

VMT 2021 FINAL.pdf

5.05 Authorization for Contract with Avenu Insights and Analytics for a Land Records Management System - CT

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Chief Administrative Officer to execute a contract, in substantial conformance with the bid, with Avenu Insights and Analytics, subject to review by the City Attorney's Office

BOF CC Checklist_Nov2019.docx.pdf

Land Records Memo to BOFCC +jsj.pdf

5.06 Melanson Audit Contract Extension - CT

Type: Action

Recommended Action: to approve and recommend that City Council authorize the Chief Administrative Officer, KatherineSchad, or designee, to execute a contract with Melanson to provide audit and advisory services for the fiscal year ending June 30, 2022 in the amount of \$246,479 and the option to renew for two additional years, subject to review of the City Attorney's Office

1_Checklist_Audit Extension.docx

08092021-Memo -Burlington_VT_ Extension
Audit Contract toBOFCC.pdf

5.07 Request to Approve and Sign Contracts for Construction and Architectural Services for Improvements to the Airport Terminal within the National Weather Service Leased Area - Airport

Type: Action

Recommended Action: 1. To authorize the Director of Aviation to execute a contract with Engelberth Construction in the amount of up to \$1,040,370.00, with a 15% contingency of \$156,055.50, totaling up to \$1,196,425.50, for building construction upgrades to the National Weather Service Leased Area in the Burlington International Airport Terminal, subject to review and approval of the City Attorney's Office. 2. To authorize the Director of Aviation to execute a contract with Freeman French and Freeman Architects in the amount of up to \$65,850.00 with a 15% contingency of \$9,877.50, totaling up to \$75,727.50, for design, bidding and construction inspection services for the building construction upgrades to the National Weather Service Leased Area in the Burlington International Airport Terminal, subject to review and approval of the City Attorney's Office.

1 - 20210809 NOAA-NWS FFF ECI
AC-BOF-CC Memo.docx

1 - Checklist - Airport - NOAA NWS FFF.docx



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5.08 Acceptance of Grant - Fire

Type: Action

Recommended Action: to approve and recommend that the City Council approve and authorize Chief Locke to accept a FEMA Assistance to Firefighters Grant in the amount of \$203,636.36 for the purpose of providing paramedic certification with the additional use of 10% match (\$20,363.64) from the Fire Department general fund budget, bringing the total to \$224,000.00, as outlined in Chief Locke's memo dated, August 3, 2021, subject to the review and approval of the City Attorney's Office

Fire AFG Grant Acceptance Memo.docx

BoF_City Council_Checklist Fire Act Grant.pdf

Fire Act Grant Paramedic Education.pdf

5.09 FY 22 Budget Motorola Portable Radios - Police

Type: Action

Recommended Action: to approve a Fiscal Year 2022 Capital expenditure totaling \$107,484.50 with \$97,484.50 from FY 22 Capital budget, account number 809-19-700.9500_800 and \$10,000 from Police General budget; And to authorize the Acting Chief of Police to purchase twenty five (25) portable radios from Motorola through approved fulfillment partner Burlington Communications for \$107,484.50, and to execute any necessary documents, subject to final approval by the City Attorney

BOF-CC memo - 2022 Portable Radio DRAFT
rev 8-5-2021-Signed.pdf

BPD - APX Portables with Multikey 2021 -
BCSQ9500.pdf

BOF CC Checklist-Police FY 22 - Portable
Radios rev 8-5-2021.docx

**5.10 Amended Construction Phase Loan Applications and Construction Contract for Distribution
and Collection System Improvements - DPW Water Resources Division**

Type: Action

Recommended Action: to approve and recommend that the City Council authorize execution of a contract with Granite Inliner for a value of \$6,744,196 as well as to authorize contingency funding of an additional \$736,935.13 for a maximum limiting amount of \$7,481,131.13 and to authorize the Director of Chapin Spencer to execute such a contract and any necessary related change orders and amendments, subject to the prior review and approval of the City Attorney

1 - BOF CC Memo 8.9.21 Dist and Coll
Contract Award and Loanamendments.pdf

AttA-2021-08-02 Supplemental Memorandum
re Voter Authorized Debtand DWSRF Loan
Forgiveness Projects.DOCX

AttE-Draft Notice of Intent to Award
7-15-21.pdf

BOF CC
Checklist_8.9.21_CitywideWaterSewerStorm_mai
ns.docx

**5.11 Authorization For \$1,571,022 Construction Loan From Vermont Drinking Water State Revolving
Fund For Upgrade Of Distribution System - DPW Water Resources Division**

Type: Action

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

PDW - City Council - Resolution-Step III
construction_DWSRF_august2021 (FINAL).pdf

1 - BOF CC Memo 8.9.21 Dist and Coll
Contract Award and Loanamendments.pdf



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5.12 Supplemental Resolution No. 5 - DPW Water Resources Division

Type: Action

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

PDW - City Council - Supplemental Bond
Resolution No. 5 WaterSystem Revenue Bonds
(FINAL).pdf

1 - BOF CC Memo 8.9.21 Dist and Coll
Contract Award and Loanamendments.pdf

**5.13 Authorization For \$3,336,189 Amended Loan From Vermont Clean Water State Revolving Fund
For The Upgrade Of The Wastewater Collection System - DPW Water Resources Division**

Type: Action

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

PDW - City Council - Resolution Wastewater
Step III CWSRF (WW) LoanAmendment_PFC
(FINAL).pdf

1 - BOF CC Memo 8.9.21 Dist and Coll
Contract Award and Loanamendments.pdf

**5.14 Seeking authorization for the Director of Public Works to execute a Finance and Maintenance
Agreement with the Vermont Agency of Transportation in support of the Passenger Rail Project -
DPW**

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Public Works to execute an agreement in substantial conformity with the attached finance and maintenance agreement with the Vermont Agency of Transportation for the Bike Path Relocation/Passenger Rail Project within the rail right of way corridor of LaValley Lane , subject to final review and approval by the City Attorney's Office

BOF CC Memo LaValley Lane Finance and
Maintenance Agreement FM0413.pdf

FM0413 Burlington VTRY (52)
updated_08.05.2021.pdf

BOF CC Checklist_Lavalley Lane Finance and
Maintenance Agreement FM0413.pdf



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**5.15 Seeking City Council authorization for the Director of Public Works to execute Three
Easement Agreements with the Vermont Agency of Transportation, Vermont Rail System, in support
of the Passenger Rail Project - DPW**

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Mayor of the City of Burlington to execute an Easement Agreement, in substantial conformance with the attached easement, from the City of Burlington granting the State of Vermont rights through portions of the City-owned parcels of 53 Lavalley Lane and 1 Maple Street to facilitate the realignment of Lavalley Lane, subject to the final review and approval by the City Attorney's Office. 2. To approve and recommend that the City Council accept and authorize the Mayor of the City of Burlington to execute an Easement Agreement, in substantial conformance with the attached easement, from the State of Vermont granting the City of Burlington rights through a portion of the Stateowned parcel of 101 Lavalley Lane, which supersedes any previous easement rights granted to the City on this parcel, in order to facilitate the realignment of Lavalley Lane, subject to the final review and approval by the City Attorney's Office. 3. To approve and recommend that the City Council authorize the Mayor of the City of Burlington to execute an Easement Agreement, in substantial conformance with the attached easements, from the City of Burlington granting the State of Vermont rights through a portion of the City-owned parcel of 53 Lavalley Lane to provide permanent and temporary easement rights to develop and maintain shore power in support of Passenger Rail Overnighting in the railyard, subject to the final review and approval by the City Attorney's Office.

BOF CC Cover Memo Lavalley Lane
Passenger Rail Easement Authorizations.pdf

Attachment B - Shore Power Easement
Agreement v5.pdf

Attachment D - Lavalley Lane Easement
Agreement to State from City v4.pdf

Attachment A - Passenger Rail Plat
7.30.21.pdf

Attachment C - Lavalley Lane Easement
Agreement to City from State v4.pdf

BOF CC Checklist_Lavalley Lane
Easement.pdf

**5.16 Authorization To Resolve Litigation, Execute First Amendment To Amended And Restated
Development Agreement With BTC Mall Associates, And Execute Agreement For Easements With
100 Bank LLC - Office of Planning**

Type: Action

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

note presentation slides for this agenda item per Laura Wheelock, posted on Monday, August 9, 2021, at 2:44 pm, LO

Planning - City Council - Resolution re
Authorization to ResolveLitigation, Agreements,
and Easements.pdf

Agreement to Grant Easements - 100
Bank.pdf

Planning - City Council - First Amendment to
ARDA.PDF

CityPlace - 100 Bank Presentation 080921.pdf



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5.17 First Amendment to the Ground Lease between Burlington Harbor Marina and City of Burlington - CEDO

Type: Action

Recommended Action: to recommend that City Council authorize the Mayor to execute the attached First Amendment to the Ground Lease between Burlington Harbor Marina, LLC, and the City of Burlington, subject to the prior review and approval of the City Attorney

Memo and Motion re First Amendment to the Ground Lease between BHM and City - Final 080921 (002).doc

First Amendment to Lease - BHM - 080921.docx

BoF_CC_Checklist First Amendment to BHM Ground Lease.pdf

5.18 Burlington Town Center aka CityPlace Burlington Third Extension (one month) of Project Management Services Contract - Jeffry D. Glassberg - Renaissance Development Company - CEDO

Type: Action

Recommended Action: to approve and recommend the City Council approve, the one month contract extension (retroactively) for Jeffry D. Glassberg ☐ Renaissance Development Company who provided project management services to the City, in connection with Burlington Town Center, aka CityPlace Burlington, for an amount up to \$8,837.50, for the term July 1, 2021 to July 31, 2021, and up to a cumulative, maximum limiting amount of \$246,837.50

CEDOMemoContractExt #3 Memo 08.5.21.docx Final Version.docx

BoF_CC_Checklist - RDC - JG - BTC Contract Amendment #3 - Final08.05.21.pdf

5.19 Use of Council Initiative Funds for Downtown Safety Escort Program - Councilor Barlow

Type: Action

Recommended Action: to approve and recommend approval to the City Council the proposal to use \$2,400.00 of the budgeted City Council Initiative funds for four weeks of Safety Ambassadors through the Downtown Safety Escort Program

Councilor_Initiative_Fund_Request_for_Downtown_Safety_Escort_Program(FINAL).pdf

DT Safety Survey Results Spring 2021.pdf

Safety Escort Program Press Release - July 20, 2021 (1).pdf

6. Adjournment

6.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn