



July 13, 2020

Board of Finance Meeting, Monday, July 13, 2020, 5:30 pm. Please click the link below to join the webinar: <https://us02web.zoom.us/j/81293767059> Or iPhone one-tap : US: +13017158592,,81293767059# or +13126266799,,81293767059# Or Telephone: Dial(for higher

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1. Agenda

1.01 Motion to amend/adopt agenda

Type: Action, Procedural

Recommended Action: motion to amend/adopt agenda

2. Public Forum (Verbal)

2.01 No Speakers

Type: Action, Procedural

3. For Approval and Recommendation to City Council

3.01 Reclassification of Clerk/Treasurer Accounting and Compliance Manager to CEDO Senior Finance Manager - HR

Type: Action

Recommended Action: To approve and recommend that the City Council approve the reclassification of the Accounting and Compliance Manager, a Regular, Full-time, Exempt, Non-union, Grade 20, position in the Clerk/ Treasurer to a Regular, Full-time, Exempt, Non-union, Grade 20, position with the title of Senior Finance Manager in the Community and Economic Development Office.

 2020.07.13 BOF CC CEDO Memo Packet
FINAL.pdf

3.02 Lease of Boathouse Concession Space to Splash Restaurant - BPRW

Type: Action

Recommended Action: To approve and recommend that the City Council approve and authorize the execution of a lease agreement with Big Splash Catering, Inc., d/b/a as Splash, to perform all restaurant services at the Burlington Community Boathouse, for Splash to compensate the City at a minimum of 15% gross receipts, with a minimum compensation of \$135,000 annually for the use of space to operate restaurant services, and to authorize Miro Weinberger, Mayor of City of Burlington, to execute the lease and any related documents needed to carry out the lease agreement, subject to the review of the City Attorney's Office.

 20200702 BOFCC Memo - Lease of
Boathouse Concession Space to
Splash20200709.pdf

 DRAFT LEASE for City Properties - Splash
20200709.pdf

 BOFCC Checklist - Splash Lease
Agreement.docx



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3.03 Request to Approve Acceptance of a Grant with the FAA for the Rehabilitation of the Airport's Access Security System - Airport

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Director of Aviation to execute an Airport Improvement Program grant with the Federal Aviation Administration and accept up to \$1,463,078.06 plus an additional contingency amount of \$219,461.70, for the rehabilitation of the Burlington International Airport's access security system, subject to the final review and approval by the City Attorney's Office. 2. To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with AECOM for \$94,493.04, plus an additional contingency amount of \$14,173.96, for construction inspection services as part of the Rehabilitation of the Airport's Access Security System, subject to final review and approval by the City Attorney's Office. 3. To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with MEI Electrical Contractors/MEI Systems Integrators for \$1,206,000.00, plus an additional contingency amount of \$180,900.00, for construction services as part of the Rehabilitation of the Airport's Access Security System, subject to final review and approval by the City Attorney's Office.

 07132020 Airport - Access Sec Rehab FAA Grant Acceptance.pdf

 BOF CC Checklist - FAA Grant Acceptance for the Rehabilitation of the Airport's Access Security System.pdf

3.04 Authorization to Sign a Property Lease with Ben's Sandwiches Inc. at 3060 Williston Road - Airport

Type: Action

Recommended Action: To approve and recommend the leasing of certain identified space at the Burlington International to Ben's Sandwiches Inc., and to authorize Mayor Weinberger to execute the lease, subject to final review and approval by the City Attorney's Office.

 07132020 Airport -Ben's Sandwiches Property Lease Memo for 3060Williston Road.pdf

 BOF CC Checklist - Authorization to Sign a Property Lease with Ben's Sandwiches Inc at 3060 Williston Road.pdf

3.05 Authorization to Sign a Short-Term Property Lease with Casella Waste Systems, Inc. for Staging of Materials in the Airport Quarry - Airport

Type: Action

Recommended Action: To approve and recommend the leasing of certain identified space at the Burlington International to Casella Waste Systems, Inc., and to authorize Mayor Weinberger, to execute the leases, subject to final review and approval by the City Attorney's Office.

 07132020 Airport - Authorization to Sign a Short-Term PropertyLease with Casella Waste Systems Inc. for Staging of Materials in the AirportQuarry.pdf

 BOF CC Checklist - Authorization to Sign a Short-Term PropertyLease with Casella Waste Systems Inc. for Staging of Materials in the AirportQuarry.pdf



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3.06 Request to Approve Acceptance of a Grant with the FAA for the Rehabilitation and Construction of Terminal Apron Phase 7 - Airport

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Director of Aviation to execute an Airport Improvement Program grant with the Federal Aviation Administration and accept up to \$9,040,635.00, plus an additional contingency amount of \$1,356,095.25 (15%), issued over multiple years, for the rehabilitation and construction of terminal apron phase 7, subject to the final review and approval by the City Attorney's Office. 2. To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Hoyle-Tanner and Associates for up to \$671,500.00, plus an additional contingency amount of \$100,725.00, issued over multiple years, for construction inspection services as part of the rehabilitation and construction of terminal apron phase 7, subject to final review and approval by the City Attorney's Office. 3. To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with S.D. Ireland Companies for up to \$7,963,814.00, plus an additional contingency amount of \$1,194,572.10, issued over multiple years, for construction services as part of the rehabilitation and construction of terminal apron phase 7, subject to final review and approval by the City Attorney's Office.

 07132020 Airport - Term Apron Ph 7 Rehab
FAA Grant Acceptance.pdf

 BOF CC Checklist - FAA Grant Acceptance for
the Rehabilitation and Construction of Terminal
Apron Phase 7.pdf

3.07 Authorization to Execute Amendments for Master On-Call Agreements for Engineering Services - DPW

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Director of Public Works to execute Amendments to the Master On-Call Agreements for professional engineering services in amounts not to exceed \$300,000.00 in FY 2021 per agreement with Clough, Harbour & Associates, DuBois & King, Hoyle Tanner & Associates, Resource Systems Group, Stantec Consulting Services, and VHB, subject to the prior review and approval of the City Attorney's Office. 2. To approve and recommend that the City Council authorize the Director of Public Works to execute individual work assignment contracts under the Master On-Call Agreements for professional engineering services with designated on-call consultants for amounts up to \$100,000 each, but not to exceed \$1,000,000 in aggregate over FY 2019, FY 2020 and FY 2021, without the need to obtain further approval from the Board of Finance and City Council, and subject to the prior review and approval of the City Attorney's Office.

 BOF-CC Memo Re On-Call Engineering
FY21-FINAL.pdf

 BOF CC Checklist_On-Call Engineering
FY21.pdf

3.08 Extension Of Due Date For First Installment Of Property Taxes To September 14 - CT

Type: Action

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

 Treasurer - Extension of Due Date for First
Installment of Property Taxes to September.pdf

 CC Memo Aug 2020 Prop Tax v3.docx



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3.09 Authorization For Paying Agent And Successor Bond Trustee For City Revenue Bonds And Certificates Of Participation - CT

Type: Action

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

 Treasurer - Authorization for Paying Agent and Successor Bond Trustee for Revenue Bonds & Certificates of Participation.pdf

 1_Trust Memo Draft_KS +jsj+RG+FINAL.docx

 1_Burlington VT - 2020 Trustee Paying Agent Matrix.xlsx

 1_Checklist_Recommendation Bond Trustee.docx

3.10 Recommendation for Banking and Cash Management Services - CT

Type: Action

Recommended Action: To recommend and approve that City Council authorize the Chief Administrative Officer to enter into a banking and cash management services agreement with Key Bank for a term of three years, and up to (2) additional 1-year terms based on the City's review and satisfaction with contract performance, subject to the review and approval of the City Attorney's Office.

 2_Award Primary Banker Recommendation FINAL.docx

 2_Checklist_Recommendation Banking and Cash Management Svc.docx

4. Board of Finance Approval Only

4.01 Request for approval to enter into a contract with Structural Preservation Systems, LLC Westlake Garage Concrete Repairs - DPW

Type: Action

Recommended Action: 1. To authorize the Director of the Department of Public Works to utilize fund balance from the 265 Parking Facilities fund for repairs to the Westlake Garage. 2. To authorize the Director of the Department of Public Works to enter into a contract with Structural Preservation Systems, LLC in the amount of \$89,996, plus \$10,000 in contingency funds, totaling \$99,996, subject to review and approval of the City Attorney's Office.

 Westlake Concrete Repairs - BOF - 2020 0713.pdf

 Westlake Concrete Repairs - BoF_City Council_Checklist.pdf



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4.02 Request Authorization to execute property rights acquisition agreement in support of re-establishing St. Paul Street Right of Way between Bank and Cherry Street - DPWMove 4.02 to 3.11

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Mayor to enter into the attached Agreement to Convey Real Property and Grant Easements with Milot 150 Burlington Properties, LLC, subject to the prior review and approval of the City Attorney.

BOF Memo St.Paul Street Property Rights
7_10_20.docx

Agreement to Convey Real Property and Grant
Easements - COB - Milot - 150 Bank St.
(00386057xA9531).pdf

BOF Checklist_St.Paul Property Rights
Request 7_10_20.docx

5. Communication

5.01 EOC/RRC Report - CAO

Type: Communication, Information

COVID expense report July 14 final.pdf

6. Adjournment

6.01 Motion to adjourn at 6:35 PM w/o objection

Type: Action, Procedural

Recommended Action: motion to adjourn