



June 28, 2021

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 **

 [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 14, 2021 Draft BOF Minutes

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

Recommended Action: approve the minutes

 [View Minutes from Board of Finance Meeting, Monday, June 14, 2021, 5:00 pm **VIRTUAL MEETING**](#)

3.03 Communication: C/T Office, re: Regular Schedule of Meetings of the Board of Finance through August 2022

Type: Action (Consent), Communication, Information

Recommended Action: approve the regular schedule of meetings of the Board of Finance through August 2022 as listed

 [2021-2022 BOF Schedule through August 2022 LO.doc](#)

4. For Approval and Recommendation to City Council



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4.01 Approving The Issuance Of Grant Anticipation Notes For The Costs Of Certain Airport Improvement Projects - CT/Airport

Type: Action

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

2021 Resolution - APPROVING THE
ISSUANCE OF GRANT ANTICIPATIONNOTES
FOR THE COSTS OF CERTAIN AIRPORT
IMPROVEMENT PROJECTS.pdf

1_Checklist_Grant Anticipation Note.docx

2_Airport GAN Memo +jsj.docx

4.02 Request to Accept FAA Grant Execute Contracts for the Construction and Inspection Services, and Amend existing Engineering and Bid Services Contract for the Hot Spot Remediation Projects - Guard Lights and Markings - Airport

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Director of Aviation to accept and execute a grant from the Federal Aviation Administration in an amount up to \$1,055,230.00, with an 15% contingency of \$158,284.50 as allowed under the grant for the Hot Spot Remediation Project (Guard Lights and Markings), totaling up to \$1,213,514.50, subject to review and approval of the City Attorney's Office. ☐ 2. ☐ To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with SD Ireland in the amount of up to \$845,880.00, with an 15% contingency of \$126,882.00, totaling up to \$972,762.00, for the construction of the Hot Spot Remediation Project (Guard Lights and Markings), subject to review and approval of the City Attorney's Office. ☐ 3. ☐ To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with CHA Consulting, Inc. in the amount of up to \$73,350.00 with an 15% contingency of \$11,002.50, totaling up to \$84,352.50, for construction oversight of the Hot Spot Remediation Project (Guard Lights and Markings), subject to review and approval of the City Attorney's Office. ☐ 4. ☐ To approve and recommend that the City Council authorize the Director of Aviation to execute an amendment to the contract with CHA Consulting Inc. for the Hot Spot Remediation Project design and construction bidding, raising the maximum limiting amount from \$317,761.16 to \$399,261.16, subject to review and approval of the City Attorney's Office, and to authorize a 15% contingency of \$59,889.17, totaling up to \$459,150.33 for this contract, with this increase entered into the Federal Aviation Administration grant applications for the Hot Spot Remediation Project. ☐

1 - 20210524 HSR
(GuardLights-Markings)AC-BOF-CC Memo.docx

1 - Checklist - Airport - 20210524
HSR(GuardLights-Markings).docx

4.03 Request Acceptance of a FAA Grant for Reimbursement for Design of the Runway 1 Precision Approach Path Indicator Relocation Related to the Construction of Taxiway K and the Hot Spot Remediation Project - Airport

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Aviation to accept and execute a grant from the Federal Aviation Administration in an amount up to \$47,973.69, with an 15% contingency of \$7,196.05, totaling up to \$55,169.75, as allowed under the grant for a reimbursable agreement with FAA Technical Operations for the design of the Runway 1 Precision Approach Path Indicator relocation related to the Taxiway K Construction and Hot Spot Remediation Projects, subject to review and approval of the City Attorney's Office

2 - 20210524 HSR (RW 1 PAPI) AC-BOF-CC
Memo.docx

2 - Checklist - Airport - 20210524 HSR (RW 1
PAPI).docx



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**4.04 Request to Accept FAA Grant for Taxiway C Mill and Overlay and Taxiway K Design, Execute
Contracts for Construction and Inspection Services for Hot Spot Remediation Projects - Airport**

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Director of Aviation to accept and execute a grant from the Federal Aviation Administration in an amount up to \$818,486.16 with a 15% contingency of \$122,772.92, totaling up to \$941,259.08, as allowed under the grant for the design and construction of a Mill and Overlay of a portion of taxiway C and the design and bidding of construction of taxiway K related to the Hot Spot Remediation Project, subject to review and approval of the City Attorney's Office. ☐ 2. ☐ To approve and recommend that the City Council authorize the Director of Aviation execute a contract with SD Ireland in the amount of up to \$431,725.00 with a 15% contingency of \$64,758.75, totaling up to \$496,483.75, for construction of the mill and overlay of a portion of taxiway C, subject to review and approval of the City Attorney's Office. ☐ 3. ☐ To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with CHA in the amount of up to \$83,350.00 with a 15% contingency of \$12,525.00, totaling up to \$95,852.50, for construction oversight of the mill and overlay of a portion of taxiway C, subject to review and approval of the City Attorney's Office. ☐

 3 - 20210524 HSR (TW C M&L TW K
Engineering) AC-BOF-CC Memo.docx

 3 - Checklist - Airport - 20210524 HSR (TW C
M&L TW K Engineering).docx

**4.05 Request Accept FAA Grant Execute Contract for Planning, Design, Outreach and Construction
Oversight for the 10 House Sound Insulation and 50 House Outreach Project - Airport**

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Director of Aviation to accept and execute a Grant from the Federal Aviation Administration in an amount up to \$1,329,539.00 with an 15% contingency of \$199,430.85, totaling up to \$1,528,969.85, for the planning, design, outreach, construction and construction oversight for the ten-house pilot program and for the review and outreach for the future fifty-house program, of the Sound Insulation Pilot Program, subject to review and approval of the City Attorney's Office. ☐ 2. ☐ To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Jones Payne Group in the amount of up to \$744,530.00 with an 15% contingency of \$111,680.85, totaling up to \$856,212.85, for the planning, design, outreach and construction oversight for the ten-house pilot program and for the review and outreach for the future fifty-house program, subject to review and approval of the City Attorney's Office. ☐

 4 - 20210524 Sound Insulation Pilot
AC-BOF-CC Memo.docx

 4 - Checklist - Airport - 20210524 Sound
Insulation Pilot.docx

**4.06 Request to Accept an Other Transaction Agreement with the Transportation Security
Administration and Execute Engineering Contract for the Review, Evaluation and Design of the
In-Line Baggage Screening Project - Airport**

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Director of Aviation to accept and execute an Other Transaction Agreement from the Transportation Security Administration in an amount up to \$635,273.50 with a 15% contingency of \$95,291.03, totaling up to \$730,564.52, for the review, evaluation and design of an updated in line baggage screening system at Burlington International Airport, subject to review and approval of the City Attorney's Office. ☐ 2. ☐ To approve and recommend that the City Council authorize the Director of Aviation to execute a contract with Passero Associates in the amount of up to \$658,050.00, with a 15% contingency of \$98,707.50, totaling up to \$756,757.50, for the review, evaluation and design of the in line baggage screening system at Burlington International Airport, subject to review and approval of the City Attorney's Office. ☐

 5 - 20210524 TSA InLineBagOTA AC-BOF-CC
Memo.docx

 5 - Checklist - Airport - 20210524 TSA
InLineBagOTA.docx



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4.07 Request to Accept Easements for the placement of sound monitoring equipment with the City of Winooski, Chamberlin School-South Burlington and the Town of Williston consistent with the previously approved FAA Sound Monitoring Grant - Airport

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council accept an easement in substantial conformance with the attached easement from the City of Winooski for the temporary placement of sound monitoring equipment related to the ongoing sound program with Burlington International Airport, to be located at Winooski City Hall, subject to review and approval of the City Attorney's Office. ☐ 2. ☐ To approve and recommend that the City Council accept an easement in substantial conformance with the attached easement from the Chamberlin School in the City of South Burlington for the temporary placement of sound monitoring equipment related to the ongoing sound program with Burlington International Airport, to be located at Chamberlin School, subject to review and approval of the City Attorney's Office. ☐ 3. ☐ To approve and recommend that the City Council accept an easement in substantial conformance with the attached easement from the Town of Williston for the temporary placement of sound monitoring equipment related to the ongoing sound program with Burlington International Airport, to be located at the DPW, subject to review and approval of the City Attorney's Office ☐

6 - 20210524 AcceptEasements AC-BOF-CC Memo.docx

6A - 2021-05-21 Winooski Noise Monitoring Easement-Signed.pdf

6C -Noise Monitoring Easement_Williston.pdf

6 - Checklist - Airport - 20210524 AcceptEasements.docx

6B -Noise Monitoring Easement_South Burlington.pdf

4.08 Authorization to Renew Cooperative Service Agreement with the United States Department of Agriculture Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS) - Airport

Type: Action

Recommended Action: to approve and recommend the renewal of the Cooperative Service Agreement between Burlington International Airport and the United States Department of Agriculture Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS), and to authorize the Director of Aviation, to execute the agreement, subject to final review and approval by the City Attorney's Office

7 - USDA Cooperative Service Agreement Memo.docx

7 - Checklist - Airport - USDA Cooperative Service Agreement.docx

4.09 Authorization to Execute a Contract for Airfield Mill and Overlay Asphalt Repairs at the Burlington International Airport with Pike Industries, Inc. - Airport

Type: Action

Recommended Action: to approve and recommend to the City Council authorize the Director of Aviation to execute a contract with Pike Industries, Inc. in an amount up to \$261,360.65 for airfield mill and overlay asphalt repairs at Burlington International Airport, subject to the final review and approval by the Office of the City Attorney

8 - 20210628 AC-BOF-CC Memo RW Mill and Overlay.docx

8 - Checklist - Airport - RW Mill and Overlay.docx



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**4.10 Authorization to Execute a Lease Amendment to the Airline Lease Agreement for a One Year
Extension - Airport**

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Mayor of Burlington, Miro Weinberger, to execute amendments to Airline Lease Agreements with American Airlines, Delta Air Lines, JetBlue Airways, United Airlines, and Frontier Airlines, extending the leases one year, subject to the final review and approval by the Office of the City Attorney

9 - 20210628 AC-BOF-CC Memo Airline
Lease Extension_.docx

9 - Checklist - Airport - Airline Lease
Extension.docx

**4.11 Authorization To Apply To Downtown Sales Tax Reallocation Program Re Nedde Real Estate
Development Project - 79 Pine Street - CEDO**

Type: Action

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

CEDO - Resolution re Sales Tax Reallocation
79 Pine Street -2021.06.28.docx

CEDO
Memo_Sales_Tax_Reallocation_Application_
06.28.21.doc

BOFCC Checklist - Sales Tax Reallocation re
79 Pine Street.pdf

**4.12 Department of Corrections Grant Amendment: "Safer Communities" (Grant # 03520-1482) -
CEDO/CJC**

Type: Action

Recommended Action: to recommend to City Council to: 1) authorize Mayor Weinberger to accept and execute an amendment to State Grant #03520-1482 in the amount of \$300,000 for FY22, and 2) authorize CEDO Director Pine or his designee to sign all other documents necessary to implement the grant, subject to the review and approval of the City Attorney, and 3) authorize the CAO to effect any budget amendments necessary to reflect the changes to the FY 22 budget associated with the grant

Memo to BoF re Safer grant amendment
FY22_FINAL.DOCX

BOF CC Checklist_Safer Approval June
2021_FINAL.docx

4.13 Court Diversion Grant Amendment #02100-FY2021-CN - CEDO/CJC

Type: Action

Recommended Action: to recommend to City Council to approve the acceptance of Grant Amendment #02100-FY2021-CN, in the amount of \$510,896, which will extend the court diversion and pretrial services grant to June 30, 2022, for a total grant amount of \$905,496 for FY21 and 22, and to authorize Rachel Jolly to sign the grant amendment, and all other documents to implement the grant, subject to the review and approval of the City Attorney

Memo to BoF re Court Diversion Grant
Amendment FY22.docx

BOF CC Checklist_June 2021.docx

CN FY21 Amend 2 for FY22.pdf



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4.14 2020-DJ-BX0948 2020 Byrne JAG Grant Acceptance - CEDO/CJC

Type: Action

Recommended Action: to approve and recommend that the City Council approve the acceptance of the Edward Byrne Memorial Justice Assistance Grant, 2020-DJ-BX-0948 and authorize Mayor Miro Weinberger or his designee to sign all necessary documents to effect same

 Memo JAG Byrne Grant Acceptance_28 June 2021.doc

 BOF CC Checklist_FY20 JAG_June 2021.docx

4.15 Retitling and Reclassification of Three CEDO Positions - CEDO/HR

Type: Action

Recommended Action: To recommend that City Council approve the: ☐ Retitling and reclassification of the Senior Lead Program Specialist, a Regular, Full-time, Exempt, Non-union, Grade 18, position to Lead Program Manager, a Regular, Full-time, Exempt, Non-union, Grade 19, position. ☐ Retitling and reclassification of the Senior Community Development Specialist ☐ Homelessness and Equity, a Regular, Full-time, Exempt, Non-union, Grade 18, position to Homelessness and Equity Manager, a Regular, Full-time, Exempt, Non-union, Grade 19, position. ☐ Retitling and reclassification of the Senior Community Development Specialist ☐ Public Engagement, a Regular, Full-time, Exempt, Non-union, Grade 18, position to Public Engagement Manager, a Regular, Full-time, Exempt, Non-union, Grade 19, position.

 2021.06.28 BOF CC CEDO Reclassification Memo Final Packet.pdf

 BOF CC Checklist.pdf

4.16 Creation of Four Limited Service Racial Equity Trainer Positions - REIB/HR

Type: Action

Recommended Action: to recommend that the City Council approve the creation of four (4) Racial Equity Trainer positions, Limited Service, Full-time, Non-exempt, Non-Union, Grade 17, positions in the Office of Racial Equity, Inclusion and Belonging

 BOF CC Checklist REIB.pdf

 2021.05.24 Final REIB Trainer Memo.pdf

4.17 Authorization To Enter Into Agreement To Convey Real Property And Grant Easements With Two Burlington Square Condominium Association, Inc. Nedde/Bank LLC And Nedde Pine LLC - DPW

Type: Action

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

 DPW - Resolution AUTHORIZATION TO ENTER INTO AGREEMENT TO CONVEY REAL PROPERTY AND GRANT EASEMENTS WITH TWO BURLINGTON SQUARE CONDOMINIUM ASSOCIATION, INC., NEDDE BANK LLC AND NED.pdf

 BOFCC Memo 77-79 Pine St Real Property and Easement Agreements 062821.pdf

 Agreement to Convey Real Property and Grant Easements - COB - Nedde- 77 Pine St..pdf

 BOF CC Checklist_Nov2019 - 77 Pine.pdf



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4.18 FY22 Long Line Painting, Contract Award Request - DPW

Type: Action

Recommended Action: to approve and recommend that City Council authorize the Director of Public Works to execute a contract with L&D for a maximum limiting amount of \$138,420.30 for long line pavement marking, subject to approval by the City Attorney's Office

1 - FY22 Long Line Painting - Memo.pdf

2 - FY22 Long Line Painting - BoF CC Checklist.pdf

4.19 Authorization For Up To \$565,000 Step II Loans From Vermont Clean Water State Revolving Fund And Contract With Vanasse Hangen Brustlin, Inc. For Up To \$565,000 For Planning And Design Of Stormwater Upgrades - DPW/Water Resources

Type: Action

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

Resolution-AUTHORIZATION FOR UP TO \$565,000 STEP II LOANS FROM VERMONT CLEAN WATER STATE REVOLVING FUND AND CONTRACT WITH VAN.pdf

Stormwater Design Funding_CWSRF Loan_BOF-CC Memo_6-23-2021.pdf

BOF CC Checklist_CWSRF_\$565000_SW Designs.docx

4.20 Authorization to execute 3 year contract for Print to Mail services with Harris Computers - 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 execute a three year agreement with Harris Computers in an amount up to \$229,650 for print to mail services subject to the final review and approval of the City Attorney's Office

BOF CC Checklist_WR_Print_to_Mail.docx

6-28-21_BOF-CC_Print_to_Mail_Memo.pdf

4.21 Penny for Parks and Bike Path Projects Year End Budget Amendments - BPRW

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect the necessary budget amendment and transfer of \$151,920 in funds from the Penny for Parks Projects (GL 830-23-700-701. 4720) as outlined on the Budget Amendment Request form to BPRW's unallocated restricted fund balance (GL 830-23-700-701.9500_200). 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 of \$106,382 in funds from the Bike Path Contingency (GL 831-23-700 9500_800) to both the Bike Path Realignment Project and the Bike Path 3B Oakledge Project.

20210623 Penny for Parks_Budget Amendments_BOF-CC MEMO_FINAL.docx

20210622 Penny for Parks_Budget Amendments_BOF-CC CHECKLIST.docx

FY21 Budget amendment PFP Projects 6-18-24_final updated.xls

20210527_Bike Path BA requests.xlsx



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4.22 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 the Janet S. Munt Family Room to utilize office/clinic space at Room 219 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

20210618 BOFCC Memo - Family Room Lease FINAL.pdf

BOF CC Checklist_Family Room FINAL.docx

Family Room 2021 FINAL.pdf

Memorandum of Lease Family Room 2021 FINAL.pdf

4.23 Annual Appropriation And Budget For Fiscal Year Beginning July 1, 2021 And Ending June 30, 2022 - Mayor

Type: Action

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

<https://www.burlingtonvt.gov/CT/Budgets/Fiscal-Year-2022-Budget>

Treasurer - Annual Appropriation and Budget for Fiscal Year Beginning July 1 2021.Mayor's Recommended Budget.final.docx

Changes to FY22 Budget- to BOF 062521.pdf

6-12-21 Mayor's Proposed Budget FY 22.pdf

MOU City Marketplace re small business support services for FY22.final 6 25 21.docx

FY22 Fee Charge and Rate Schedules Water Wastewater Stormwater.pdf

4.24 Annual Tax Assessments On The Property Grand List Of The City For The Fiscal Year Beginning July 1, 2021 And Ending June 30, 2022 - Mayor

Type: Action

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

Treasurer - Annual Tax Assessments on the Property Grand List of the City for the Fiscal Year Beginning July 1 2021 (Tax Assessment).FINAL 3.pdf

3. General Tax Rate and Property Tax Revenue FY22.pdf

5. Adjournment



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5.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn