



May 13, 2019

Board of Finance - Monday, May 13, 2019 at 5:30 p.m. Conference Room 12, City Hall

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

1. Agenda

1.01 Adopt/Amend the Agenda

Type: Action

Recommended Action: Adopt the Agenda

 BOF 5 13 19.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 March 11, 2019

Type: Action

Recommended Action: Approve the minutes

 BURLbof31119.pdf

3.02 March 25, 2019

Type: Action

Recommended Action: Approve the minutes

 BURLbof32519.pdf

4. For Approval and Recommendation to City Council



May 13, 2019

Board of Finance - Monday, May 13, 2019 at 5:30 p.m. Conference Room 12, City Hall

4.01 Authorization to Execute Right of Entry Agreement with New England Central Railroad - DPW

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Mayor, or his designee, to execute a Right of Entry Agreement with New England Central Railroad to allow the Department of Public Works to conduct necessary outfall repairs, subject to approval by the City Attorney's Office.

BOF-CC Memo ROE NECRR Final 5-7-19.pdf

4.02 Authorization to execute Continuum of Care Planning Grant Contract - CEDO

Type: Action

Recommended Action: To approve and move to City Council to authorize David White, Acting CEDO Director to execute the U.S Department of Housing and Urban Development (HUD) Continuum of Care Grant Agreement and all documents necessary to accept the funding of \$34,202 from HUD, subject to the review and approval of the City Attorney.

BOF.CC Memo CoC Planning Grant.pdf

COC Planning Grant BoF_City
Council_Checklist.fillable pdf.pdf

4.03 Authorization to submit 2019 Burlington One-Year Action Plan - CEDO

Type: Action

Recommended Action: To recommend that the City Council adopt the Resolution.

CEDO – Authorization to Submit 2019 One
Year Action Plan.pdf

Draft 2019 Action Plan 5.6.2019.pdf

Completed Checklist for 5 13 19 BoF CC
Action Plan Approval.pdf

4.04 Authorization to execute Short-term Marketing Contract with Hagan Associates for Marketing and Promotional Services for the Burlington International Airport - Airport

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Burlington International Airport Director of Aviation to execute a short term contract with Hagan Associates for marketing and promotional services, in an amount not to exceed \$160,000, subject to approval by the City Attorney's Office.

Memo_marketing contract interim BOF CC
FINAL.pdf

Marketing Contract FY2019 -draft.pdf

BoF_City Council_Checklist Marketing.pdf



May 13, 2019

**Board of Finance - Monday, May 13, 2019 at 5:30 p.m. Conference Room 12,
City Hall**

**4.05 Authorization to execute Lease Amendment of Office Space within the Terminal for
Transportation Security Administration - Terminal office space, conference room & storage space -
Airport**

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Burlington International Airport Director of Aviation to execute a Lease Amendment with the United States Transportation Security Administration to extend the current lease for an additional 5 years, subject to approval by the City Attorney's Office.

****LEASE AMENDMENT DOCUMENT ADDED 5/13 PER MARIE FRIEDMAN****

 Memo_TSA Terminal 5-year Lease
Amendment BOF CC Final.pdf

 BoF_City Council_Checklist TSA Terminal.pdf

 LVT04980 Lease Amendment 1 _ 30 Day
Notice for 5YR Renewal REVISED 25APR19.pdf

**4.06 Authorization of creation of Tiered Progression Program for Administrative and Environmental
positions and additional position reclassifications and updates - BED**

Type: Action

Recommended Action: To recommend that the City Council adopt the Resolution.

 BOF CC Packet 05.19_R 05.08.19.pdf

 HR - BED - Creation of Tiered Progression
Program for Administrative, Environmental &
Position Updates.pdf

**4.07 Authorization to enter into renewal agreement with Northeast Delta Dental as FY 2020 Dental
Insurance Program Administrator/Provider - HR**

Type: Action

Recommended Action: To authorize the Director of Human Resources, or their designee, to enter into a one-year contract with Delta Dental for provision of dental plan administration services for FY20, subject to review by the City Attorney's Office.

 Delta Dental Memo May 13 2019 Final
Version_HR (1).pdf

 HR - Northeast Delta Dental Agreement re
Dental Insurance Program Administrator-Provider
FY 2020.pdf

 July 2019 Delta Dental renewal for the City of
Burlington revised 5-6-19 with 2 year admin fee
guarantee (002).pdf

 BoF_CC_Checklist Delta Dental.pdf



May 13, 2019

Board of Finance - Monday, May 13, 2019 at 5:30 p.m. Conference Room 12, City Hall

4.08 Authorization to approve the Clean Water Resiliency Plan - DPW

Type: Action

Recommended Action: To approve and recommend that the City Council adopt the attached resolutions .

 BOF CC Memo 5-13-19 Clean Water Resiliency Plan Work.pdf

 DPW – Authorize Loan from Vt. Clean Water Revolving Fund & Contract with Hallam ICS for SCADA-PLC System for Design & Construction.pdf

 DPW – Authorize Loan from Vt. Clean Water Revolving Fund & Contract with Hoyle Tanner for Industrial Pretreatment Program for Wastewater.pdf

 DPW – Authorize Loan from Vt. Clean Water Revolving Fund & Contract with Hoyle Tanner for Upgrade to Wastewater Pump Stations.pdf

 DPW – Authorize Loan from Vt. Clean Water Revolving Fund & Contract with Wright Pierce for Upgrade of Wastewater Plant Infrastructure.pdf

 DPW - Authorize Loan from Vt. Clean Water Revolving Fund & Contract with Wright Pierce for Wastewater Disinfection Systems.pdf

 BoF_CC_Checklist CWSRF Wastewater.pdf

4.09 Authorization for \$538,020 Amendment to Planning Loan from Vermont Clean Water State Revolving Fund and execution of an amended Consultant Agreement for a City Wide Integrated Water Quality Management - DPW

Type: Action

Recommended Action: To recommend that the City Council approve the attached resolution related to a \$538,020 Amendment to the Integrated Planning Project Loan and Engineering Services Agreement .

 BOF_CC_Memo_IntegratedPlanning_Loan_Amendment FINALPACKET(withoutResolution).pdf

 DPW – Amend Vt. Clean Water Revolving Fund Planning Loan & Consultant Agreement re Water Quality Management Plan.pdf

 BoF_City Council_Checklist.fillable_IP Amendment.pdf



May 13, 2019

Board of Finance - Monday, May 13, 2019 at 5:30 p.m. Conference Room 12, City Hall

4.10 Authorization to approve Burlington Bike Path Rehabilitation Phase 3a Construction - Parks & Rec

Type: Action

Recommended Action: To approve and recommend that the City Council approve and authorize the execution of separate contracts with Engineers Construction, Inc. for a price not to exceed \$1,797,449, with EIV Technical Services, Inc. for a price not to exceed \$191,877, and with Vanasse Hangen Brustlin Inc. for a price not to exceed \$95,521 for the Burlington Bike Path Rehabilitation Phase 3a Construction project, plus a project contingency of \$312,727, 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 City Attorney's Office review.

20190513 BP 3a Construction BOF CC Memo
-- Updated.pdf

20190426 BP3a Construction Proposal
ECi.pdf

20190513 BP 3a Construction BOF CC
Checklist-- Updated.pdf

20190208 BP3 Construction RE Proposal -
EIV.pdf

QEP Services_Burl_Bike Path Phase 3a
construction.pdf

5. Communication

5.01 Annual Update for On-Call Engineering Services Agreements - DPW

Type: Communication, Information

DPW April 2019 BOF Update On-Call
Engineering.pdf

BoF_Checklist April 2019 Update.pdf

5.02 March Sweep Report - C/T

Type: Communication, Information

03 - 09302018_ Sweep Report For BOF_v2
(2).xlsx



May 13, 2019

Board of Finance - Monday, May 13, 2019 at 5:30 p.m. Conference Room 12, City Hall

5.03 Budget Overview - Beth Anderson

Type: Communication, Information

1 Highlights of FY20 CAO Reviewed Budget f.pdf

3 Use of FY19 Surplus FY20 f.pdf

5_CAO Reviewed General Fund Budget_FY20_050519f.xlsx

7 FY20 Departmental Analysis v2.xlsx

2 Proposed Use of Fund Balance FY20 f.pdf

4 Key Challenges within FY20 CAO reviewed budget f.pdf

6_CAO Reviewed FY20 GF rollup with FY21-22 projections_050519f.xlsx

8 FY20 tax rates master projected 050519.pdf

6. Adjournment

6.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting