



May 11, 2020

Board of Finance Meeting - Monday, May 11, 2020, 5:30 pm, Remote and Virtual Access: The Board of Finance Meeting will be entirely remote and virtual. There are several ways to tune in: 1. CCTV YouTube Channel or on Burlington Telecom Channel 317. <https://>

 [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 amend/adopt agenda

2. Public Forum (Verbal)

2.01 Mayor Weinberger opened the PF at 5:36 pm Sharon Bushor spoke about budget items/process Mayor Weinberger closed the PF at 5:41 pm

Type: Action, Procedural

3. Communications

3.01 Communication on Recommendations in the FY19 Management Letter - C/TCAO Schad spoke to this agenda item.

Type: Discussion, Information

 011620_Management Letter.pdf

3.02 COVID - 19 Expenses Incurred Since April 8, 2020 - C/TCAO Schad spoke to this agenda item.

Type: Communication, Information

 COVID expense report May 11.pdf

3.03 Sweep Report - C/TDFO Goodwin spoke to this agenda item.

Type: Communication, Information

Recommended Action: accept the Sweep Report and have it as a consent communication item for the April 13, 2020 City Council Agenda

 March 31 Sweep Report.pdf

4. For Board of Finance Approval Only



May 11, 2020

Board of Finance Meeting - Monday, May 11, 2020, 5:30 pm, Remote and Virtual Access: The Board of Finance Meeting will be entirely remote and virtual. There are several ways to tune in: 1. CCTV YouTube Channel or on Burlington Telecom Channel 317. <https://>

4.01 Board of Finance Meeting Schedule through August, 2020 - C/T

Type: Action

Recommended Action: to approve the regular schedule of meetings of the Board of Finance as listed through August , 2020

 2020 bof schedule through August
042120LO.doc

4.02 Recommendation for a Paperless Automation Solution for Accounts Payable Services - C/T

Type: Action

Recommended Action: to approve and authorize the Chief Administrative Officer , to enter into a paperless software solution agreement with Symquest for a term of three years, for an amount up to \$50,000, subject to review by the City Attorney's Office

 1__Memo_Paperless Award Contract
+jsj+KS+RG_Final.doc

 1_ Checklist_Paperless.docx

 1_ Square-9-ROI-Calculators_.xlsx

5. For Approval and Recommendation to City Council

5.01 Recommendation for Municipal Advisory Services - C/T

Type: Action

Recommended Action: to approve and recommend that City Council authorize the Chief Administrative Officer to enter into a financial advisory services agreement with PFM for a term of one year, with the potential of two, one-year renewal terms, subject to the review and approval of the City Attorney's Office

 2__Municipal Advisor Recommendation_v2
+jsj +KS +RG.docx

 3_ Fee_Summary - Consolidated.xlsx

 4_PFM's Response to the City of Burlington's
RFP for Municipal Advisory Se....pdf

 1__Checklist_Municipal Advisor
Recommendation.docx



May 11, 2020

Board of Finance Meeting - Monday, May 11, 2020, 5:30 pm, Remote and Virtual Access: The Board of Finance Meeting will be entirely remote and virtual.

There are several ways to tune in: 1. CCTV YouTube Channel or on Burlington Telecom Channel 317. <https://>

5.02 Authorization to Accept VTrans Town Highway Class 2 Roadway Program Grant #P01920 and to Award Contract for the CY20 Street Reconstruction Program - DPW

Type: Action

Recommended Action: to approve and recommend that the City Council accept the Vermont Agency of Transportation Town Highway Class 2 Roadway Program Grant #P01920 for \$175,000 to reimburse the City for the CY20 Street Reconstruction Program, authorize \$17,500 (10% of the grant) for the local match, and authorize Chapin Spencer, Director of Public Works, to execute the grant agreement, subject to the prior review and approval of the City Attorney and to approve and recommend that the City Council authorize the Director of Public Works to execute and amend a construction contract with S.D. Ireland Brothers Corporation in the amount of \$1,690,297.50 with an additional \$140,000.50 (~8.3%) in contingency funds for the CY20 Street Reconstruction Program, subject to the final review and approval by the Office of the City Attorney

BOF_CC 5.11.2020 -CY20 Contract Award
VTrans Grant_FINAL.pdf

00 BOF_CC Checklist_CY20 Contract Award
& VTrans Grant.docx

5.03 Authorization to Award Construction Contract for CY20 Sidewalk Reconstruction Program - 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 SD Ireland Brothers Corporation for \$1,068,822.00 for the CY20 Sidewalk Reconstruction Program, subject to the final review and approval by the Office of the City Attorney and to approve and recommend that the City Council authorize the Director of Public Works to increase the authorized amount, if needed, for the CY20 Sidewalk Reconstruction Program to \$1,117,000.00 through the use of \$48,178.00 in contingency funds (4.5%), and to execute necessary contract amendments up to the contingency limit, subject to the final review and approval by the Office of the City Attorney

BOFCC_5.11.20_CY20Sidewalk_FINAL.pdf

BOF CC Checklist_Sidewalk.docx

5.04 Authorization to Replace the City's Enterprise Permitting System - IT

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Chief Innovation Officer to enter into a contract with OpenGov to implement a new enterprise permitting system for the City of Burlington with a total contract amount of \$212,800, subject to review by the City Attorney's Office

Enterprise Permitting Replacement - OpenGov
Contract for Council Authorization (Final).pdf

RFQ Permitting & Inspection.pdf

burlington_vt_rfq_for_enterprise_permitting_inspection - viewpoint_response 9-27-19.pdf

BoF-CC Checklist (AMANDA Permitting
System Replacement).pdf



May 11, 2020

Board of Finance Meeting - Monday, May 11, 2020, 5:30 pm, Remote and Virtual Access: The Board of Finance Meeting will be entirely remote and virtual. There are several ways to tune in: 1. CCTV YouTube Channel or on Burlington Telecom Channel 317. <https://>

5.05 Recommendation for MM Hayes for Timekeeping System Contract - C/T

Type: Action

Recommended Action: to approve and recommend that City Council authorize the Chief Administrative Officer to enter into a timekeeping services agreement with MM Hayes for a term of three years, not to exceed \$50,000 annually, with the potential of two, one-year renewal terms, subject to the review and approval of the City Attorney's Office

2_MM Hayes_Recommendation-Memo +jsj
+rgg+KS.docx

2__Checklist_MM Hayes.docx

2__City of Burlington RFP Time and Labor
Management SystemSupport Services - MM
Hayes Response.pdf

5.06 Authorization to Enter Into a Three Year Agreement with Northeast Delta Dental as Dental Insurance Program Administrator/Provider - HR

Type: Action

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

HR - Selection of Northeast Delta Dental 2020
- 2023.pdf

BOF CC Checklist_Selection of Northeast
Delta Dental 5_11_20.docx

BOF CC Delta Dental Memo May 11 2020.doc

6. Adjournment

6.01 Adjournment

Type: Action, Procedural

Recommended Action: motion to adjourn