



May 08, 2017

Board of Finance - Monday, May 8, 2017 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 as amended as follows: add to the agenda item 5.09 Update To Staffing Structure Of Burlington Electric Department

Note Addition of Document titled "Highlights of CAO Reviewed Budget Golden 5-8" handed out at meeting and attached to item 6.04 - added 5/9/17 at 4:26pm

 [BOF 5 8 17.WMA](#)

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 April 17, 2017

Type: Action, Minutes

 [View Minutes from Board of Finance - Monday, April 17, 2017 at 5:30 p.m. Conference Room 12, City Hall](#)

4. Board of Finance Approval



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4.01 Authorization for Contract Amendment with S.D. Ireland Brothers Corp. for Removal of Building Located at 1083 Airport Drive - Airport

Type: Action

Recommended Action: Authorize BTV to execute the amended contract with SD Ireland for the removal of the building located at 1083 Airport Drive and to remediate the site for a total amount of \$96,928.90

1.0 - BTV.AIP-SD Ireland Contract.1083
Airport Drive.BoffMemo.pdf

2.0 - 1083 Airport Change Order
FINAL-signed.pdf

3.0 - BoF_CC_Checklist.fillable 1083 Airport
Dr.pdf

4.02 Authorization to Enter into and Execute a Contract with Stantec Consulting Services, Inc. for Annual Underground Injection Control (UIC) Permit Management Services - Airport

Type: Action, Resolution

Recommended Action: Authorization to enter into and execute a contract with Stantec Consulting Services, Inc. for Annual Underground Injection Control (UIC) Permit Management Services - Airport

1 - Annual UIC Contract (Stantec) Agreement
Award Memo updated 20170503.pdf

2 - Annual UIC Contract (Stantec) Agreement
4-19-2017.pdf

BoF_CC_Checklist.fillable Stantec UIC
Contract.pdf

5. For Approval and Recommendation to City Council

5.01 Authorization to Execute Lease Agreement with United States of America, Vermont National Guard - Airport

Type: Action, Resolution

Recommended Action: Authorization to Execute Lease Agreement with United States of America, Vermont Air National Guard - Airport

1 - Air National Guard Lease - Valley West
Apron.pdf

2 - VTANG Lease - BTV Final.pdf

3 - ATT_3_Valley West Apron EBS 032117.pdf

4 -
BTV.Guard.LeaseAgreement.Resolution.Draft4.2
7.17.pdf

BoF_CC_Checklist.VTANG Lease 5.1.17.pdf



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5.02 Authorization to Award Construction Contract for Gazo Outfall Repair - DPW

Type: Action, Resolution

Recommended Action: Approve and recommend that the City Council approve awarding the bid to Courtland Construction Corp. and authorize Chapin Spencer, Director of Public Works, to execute a contract with Courtland Construction Corp. in the amount of \$240,819, with an additional authorization to amend the contract and expend contingency funds in the amount up to \$36,122 if contingency funds are needed to complete the project, provided that all these authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney and Chief Administrative Officer . Approve and recommend that the City Council approve and authorize the CAO to approve a budget amendment, if necessary, for the purpose of a carry-over of authorized but unexpended FY17 Gazo Outfall Repair project funds to the FY18 G/L 245-19-000.9500_110 Capital Outlay Capital Expenditures.

1 - BOF CC Memo - Authorization to Award Contract - Gazo Ave Outfall Repair.pdf

2 - Gazo Ave Recommendation of Award.pdf

3 - Draft Agreement.pdf

4 - BoF_CC_Checklist.pdf

5.03 Authorization for Contract with Aquarehab for Water Main Relining - DPW

Type: Action

Recommended Action: Approve and recommend that the City Council approve awarding the bid to Aquarehab and authorize Chapin Spencer, DPW Director, to execute a contract with Aquarehab in the amount of \$1,184,450, with an additional authorization to amend the contract and expend contingency funds in the amount up to \$ 115,550 (for a total project budget of \$1.3M) if contingency funds are needed to complete the project, provided that all these authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney and Chief Administrative Officer . Approve and recommend that the City Council approve and authorize the CAO to approve a budget amendment, if necessary, for the purpose of a carry-over of authorized but unexpended FY17 Water Main Relining funds to the FY18 G/L 460-19-400-411.9500 Water Distribution Capital Outlay Expenditures.

aquarehab_BOF_CC_memo_050417.pdf

aquarehab_checklist.pdf

5.04 BPRW Corrections Contract Approval

Type: Action

Recommended Action: Board of Finance recommends to City Council authority for the Burlington Parks, Recreation and Waterfront Director or designee to execute contracts for work with the State of Vermont Department of Corrections subject to legal review of final contract documents as outlined in this memo.

20170501 Corrections Contract BoF_CC_Checklist.fillable pdf.pdf

20170501 Corrections Contract DRAFT (pending legal review).docx

20170501 Corrections Contract Renewal BoF CC Memo.pdf



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5.05 BRPW Vermont Youth Conservation Corp Contract

Type: Action, Resolution

2017 Burlington Scope of Work DRAFT
(pending edit and legal review).pdf

2017 Burlington Service Agreement DRAFT
(pending legal review).pdf

20170501 VYCC Contract Approval BoF CC
Memo.pdf

20170501 VYCC Contract
BoF_CC_Checklist.fillable pdf.pdf

5.06 Authorization to Approve Standby Letter of Credit for the City's Worker's Compensation Program - C/T

Type: Action, Resolution

Recommended Action: Approve and Recommend City Council Approval

Resolution (2017) re Workers Comp Letter of
Credit.pdf

5.07 REMOVED - Review Monthly Financials as of March 31, 2017 - C/T

Type: Discussion, Information

Copy of Mar Financial run 4-26-17.xlsx

5.08 REMOVED - Review Sweep Account Reports for March 2017 - C/T

Type: Discussion, Information

03312017_ Sweep Report For BOF.xlsx

5.09 Update To Staffing Structure Of Burlington Electric Department - BED

Type: Action, Resolution

Recommended Action: Approve and Recommend City Council Approval

BoF_CC_Checklist_050517.pdf

BED_HR_Packet_050517_FINAL_f.pdf

6. BOF Discussion

6.01 FY18 General Fund Key Cost Drivers and Revenues to Address

Type: Discussion

key drivers to BoF 5-8 golden.xlsx



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6.02 Recommended Uses of FY16 Committed and Unassigned Fund Balance and Expected FY17 Surplus

Type: Discussion

Use of surplus to BoF 5-8 golden.xlsx

6.03 FY18 CAO Reviewed General Fund Lined Budget

Type: Discussion

Draft CAO reviewed GF 5-5 golden.xlsx

6.04 FY18 General Fund Departmental Assessment - Net Revenues Against Expenses

Type: Discussion

Note addition of document handed out at meeting titled "Highlights of CAO Reviewed Budget Golden 5-8" added 5/9/2017

departmental analysis to BoF 5-8 golden.xlsx

Highlights of CAO reviewed budget golden 5-8.pdf

7. Adjournment

7.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting