



April 30, 2018

**Board of Finance - Monday, April 30, 2018 at 5:00 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 4 30 18.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 April 9, 2018

Type: Action

Recommended Action: Approve minutes

 BURLbof4918.pdf

4. Board of Finance Approval



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4.01 Authorization to execute contract with Sealcoating Inc. for FY19 Street Reconstruction-Pavement Preservation project - DPW

Type: Action

Recommended Action: To approve and recommend City Council approval to authorize Chapin Spencer, Director of Public Works, or designee, to execute any necessary documents with Sealcoating Inc. for up to \$89,999.09; and the use of contingency funds up to an additional \$8,000.91 for the FY19 Street Reconstruction □ Pavement Preservation project to be paid by the CIP Budget for a total of \$98,000.00; subject to the prior approval of the City Attorney, with the additional approval and authorization for any contract amendments up to the contingency limit to be signed by Chapin Spencer, Director of Public Works or his designee, all of which is further subject to and made contingent on the appropriation in the FY19 CIP Budget of an amount necessary to provide this level of funding.

1-Memo - FY19 Pavement Preservation - Sealcoating.pdf

2 - FY'19 Street Priority List.pdf

3 - FY19 Pavement Preservation - Bid Tabulation.pdf

4 - BoF_CC_Checklist FY19 Pavement Preservation Project.pdf

4.02 Authorization to execute a contract with VHB, Inc. for the Waterfront Park Regrading & Utilities Upgrade project - Parks & Rec

Type: Action

Recommended Action: To approve and authorize the execution of a contract with VHB, Inc., for a price not to exceed \$56,352 for the conceptual design development and completion of 100% bid documents and oversight of bid process for the Waterfront Park Regrading & Utilities Upgrade project, plus a project contingency of \$5,635.20, and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office.

20180426 Waterfront Park Regrading and Utilities Upgrade BOF final 042718.pdf

20180426 Waterfront Park Regrading & Utilities Upgrade Checklist.pdf

20180426 Waterfront Regrading Contract Final - TIF.pdf

5. For Approval and Recommendation to City Council

5.01 Authorization of Appointment of Chief Administrative Officer - Mayor's Office

Type: Action

Recommended Action: To recommend that the City Council make a finding that because of the particular circumstances and her specific qualifications, Beth Anderson be compensated outside the limits of the City's compensation plan, pursuant to Section 5.4(a) of the Personnel Policies, by placing her at Step 7 of the CAO pay scale with an FY 18 salary of \$131,187.

04-27-18 Mayor Weinberger Memo Regarding Beth Anderson CAO Appointment.pdf

04-27-18 HR Memo Regarding Step Placement for CAO Beth Anderson.pdf

05-14-15 CIO Beth Anderson Mayor appointment memo.pdf

Beth Anderson Resume 2018.pdf



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5.02 Authorization to change the reporting structure of the Safety Manager position from Human Resources to the Director of Public Works - DPW, Parks & Rec, HR

Type: Action

Recommended Action: Recommendation and support from the Board of Finance to the City Council to change the reporting structure of the Safety Manager position from Human Resources to the Director of Public Works .

 Full Packet Safety Manager April 2018.pdf

5.03 Authorization to amend contract and project budget for Calendar Year '17 Sidewalk & Curb Reconstruction RE Services - DPW

Type: Action

Recommended Action: 1. DPW respectfully requests the Board of Finance approve the following motion: To recommend the City Council authorize Chapin Spencer, Director of Public Works or his designee to reduce the previously approved FY 18 capital project budget with SD Ireland Brothers Corporation (SDI) in the amount of \$50,000 for the Calendar Year (CY17) Sidewalk & Curb Reconstruction Project to be used towards the RE Services for the remaining work. 2. DPW respectfully requests the Board of Finance approve the following motion: To recommend the City Council authorize Chapin Spencer, Director of Public Works or his designee to amend the contract with Staff Sterling Management, LLC. Up to \$50,000.00 for the Calendar Year (CY17) Sidewalk & Curb Reconstruction RE Services as part of the FY18 capital budget, subject to the review and approval of the City Attorney, for a total maximum contract amount of \$119,294.00.

 1-Memo - Contract Amendmet Staff Sterling RE Services 04.23.18 - final.pdf

 2 - Revised Sidewalk & Curb List 04.10.18.pdf

 3 - Staff Sterling Approval BOF & CC 06.06.17.pdf

 4 - SD Ireland Approval BOF & CC 06.06.17.pdf

 5 - Staff Sterling - Amendment #2 - Burlington 2017 Sidewalks and Curbs Cost Proposal (23-Jan-2018) - Page 1.pdf

 6 - BoF_CC_Checklist CY17 Staff Sterling Amendment #1.pdf

5.04 Authorization to execute a contract with R. Parker Enterprises, Inc. for the replacement of the Truck Storage floor - DPW

Type: Action

Recommended Action: To approve and recommend that City Council authorize the execution of a contract with R. Parker Enterprises, Inc. for the replacement of the Truck Storage floor in the amount \$263,568.90 with a contingency of 10% bringing the total to \$289,925.79, with the authorization for this contract to be negotiated and executed by Chapin Spencer, Director of Public Works, subject to the review and approval of the City Attorney .

 BoF_CC_Checklist R Parker Enterprises 4-30-18 pdf (003).pdf

 BoF memo contract R Parker Enterprises 4-30-18 .pdf



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5.05 Authorization to execute a contract for resident engineering/construction inspection services and modify the FY18 capital project budget for the Great Street: St. Paul Street Project - CEDO, DPW

Type: Action

Recommended Action: To approve and recommend to the City Council to authorize Chapin Spencer, Director of Public Works the authority to execute a contract with EIV Technical Services in the amount of \$229,733.00, with additional approval of authorization for any contract amendments up to the contingency limit of an additional \$35,000.00 (for a total maximum limiting amount of \$264,733.00) for the resident engineering/construction inspection services for the Great Street: St. Paul Street Project subject to prior approval of the City Attorney's Office.

Memo BoF_CC_ Great Streets St. Paul Street
RE Services 042518_f.pdf

St Paul RE services contract award April 30
2018 BoF_CC_Checklist.fillable pdf.pdf

5.06 Authorization to enter into Sidewalk Cafe License Agreements - Church Street Marketplace

Type: Action

Recommended Action: To recommend that the City Council authorize the Church Street Marketplace District Commission to enter into sidewalk cafe license agreements, May 1, 2018 to April 30, 2021, subject to the prior approval of the Office of the City Attorney.

**Revised documents added 4/30/18

REVISED 04-30-18
BoF_Memo_JustCafeAgreement_CafeAgreement
with Awning 4-30-18.pdf

Church St. Marketplace – Sidewalk Café
License Agreements (2018).pdf

Checklist CSM Cafe Agreements.pdf

REVISED Church St. Marketplace - Sidewalk
Cafe License Agreements (2018).pdf

04-30-18
BoF_Memo_JustCafeAgreement_CafeAgreement
with Awning 4-25-18.pdf

5.07 Authorization to enter into a contract with Casella for trash removal compaction and removal - Airport

Type: Action

Recommended Action: To approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to enter into a contract with Casella for trash compaction and removal, including compost, and recycling services, subject to the final review and approval by the Office of the City Attorney, for a term commencing on execution and terminating on April 30, 2023.

2.0a 4.27.18 Trash Agreement Motion v.2.pdf

1.0 BoF_CC_Checklist.fillable pdf -Trash.pdf

3.0 BTV DRAFT Trash Contract 3.19.18 - ADC
- 4.10.18.pdf



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5.08 Authorization to execute option agreement and ground lease agreement with BTV Hotel, LLC for property located at Burlington International Airport to construct a hotel - Airport

Type: Action

Recommended Action: To approve and recommend that the City Council approve the attached lease agreements between the City of Burlington and BTV Hotel, LLC and authorize the BTV Director of Aviation to execute said lease documents.

1.0 Hotel Checklist_.pdf

2.0 - Memo Hotel Option and Ground Lease.pdf

3.0 - Ground Lease BTV Airport Hotel (00283049-15xA9531).pdf

4.0 - Option Agreement BTV Airport Hotel (00281640-13xA9531).pdf

BIA - Option Agreement and Ground Lease Agreement with BTV Hotel, LLC for Construction of a Hotel.pdf

5.09 Authorization to amend Airport Budget related to Airline Surplus - Airport

Type: Action

Recommended Action: To approve and recommend that the City Council adopt the resolution as presented.

FY18 Budget Airport Budget Amendment Surplus Memorandum - 4.27.18.pdf

BIA - Airline Surplus Budget Amendment & Critical Improvements to Airport Infrastructure.pdf

NICOM Contract-RW crackfill-jointseal 4.23.18.pdf

SDIRELAND Contract Apron Patch Repair 4.23.18 (002).pdf

Surplus BoF_City Council_Checklist.fillable.pdf.pdf

5.10 Authorization to execute lease with Pine Street Studios LLC - BCA

Type: Action

Recommended Action: To approve the lease and recommend that the resolution be adopted by the City Council.

BoF_City Council_Checklist.fillable pdf - Copy.pdf

MEMORANDUM-4.27 - Copy.pdf

City Arts – Lease Agreement with Pine Street Studios, LLC for Workshop Space in a Portion of the Old City Garage at 339 Pine St.pdf

2018 CC draft resolution approving Pine St artists leases (003) (4).pdf

Draft Lease(4)2018_Amendment_4.27.18 - Copy.pdf

Grant of Environmental Restrictions Rights of Access to EPA.pdf

Plan View 17_1103_A1.1_HalfSize.pdf

Site Plan view 17_1103_A1.1.pdf



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6. Communication

6.01 Open Items List - C/T

Type: Action, Communication

Recommended Action: waive the reading, accept the communication and place it on file

COB BOF Requests List.pdf

6.02 Report - December 18, 2017 City Council Resolution - C/T

Type: Action, Communication

Recommended Action: waive the reading, accept the communication and place it on file

Seniors Resolution Report_04132018 f.pdf

6.03 Credit Reports - C/T

Type: Action, Communication

Recommended Action: waive the reading, accept the communication and place it on file

041818_Final Credit Opinion - Burlington VT.pdf

041818_Final Credit Opinion - Burlington Water Enterprise VT.pdf

6.04 Sweep Report - March 2018 - C/T

Type: Action, Communication

Recommended Action: waive the reading, accept the communication and place it on file

Sweep Report - March 2018.pdf

7. Adjournment

7.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting