



April 29, 2019

**Board of Finance - Monday, April 29, 2019 at approximately 5:40 PM
immediately following the BCDC meeting**

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

1. Agenda

1.01 Adopt/Amend the Agenda

Type: Action

Recommended Action: Adopt the Agenda

 BCDC BOF 4 29 19.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Board of Finance Approval

3.01 Authorization of BHS Owners Project Manager Contract - School District

Type: Action

Recommended Action: Authorize the Burlington School District to execute a contract with Peterson Consulting, Inc. for the services of Owner's Project Manager for the BHS Construction Contract, contingent upon BSD School Board approval.

****Documents to be posted soon**

Materials posted on 4/26/19 at 6:45 pm by Chief of Staff Jordan Redell

 OPM Recommendation to Board of Finance
from BHS-BCOC.pdf

 BSD Proposal Final.pdf

4. For Approval and Recommendation to City Council



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4.01 Authorization of Lease of Space and Cost Reimbursement for Transportation Security Administration (TSA) Security Checkpoint and Baggage Screening Areas - Airport

Type: Action

Recommended Action: To approve and recommend that the City Council authorize Burlington International Airport Director of Aviation Gene Richards to execute a Lease of Space and Reimbursement Agreement with the Transportation Security Administration, subject to approval by the City Attorney.

Memo_TSA Cost Reimbursement Lease
Amendment BOF CC.pdf

BTV OTA 70T01019T9NCKP061.pdf

TSA Utility Lease Ext BoF_City
Council_Checklist.fillable pdf.pdf

4.02 Authorization to approve the pledging of the credit of the City in anticipation of the receipt of revenue from the Electric Department - BED

Type: Action

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

BOF Memo 4.22.19.pdf

Treasurer - BED - Approving the Pledging of
the Credit of the City in Anticipation of the Receipt
of Revenue (\$5Million Anticipation Note).pdf

BoF_CC_Checklist_Credit Line.pdf

4.03 Authorization for execution and delivery of lease purchase agreement for equipment - BED

Type: Action

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

BOF Memo 4.22.19 (1).pdf

Treasurer – BED - Authorization for Execution
& Delivery of Lease Purchase Agreement for
Equipment.pdf

BoF_CC_Checklist_Credit Line (1).pdf

4.04 Authorization of Reclassification of the General Foreman position - Parks & Rec

Type: Action

Recommended Action: To approve and recommend to the City Council the reclassification of the General Foreman position within the Department of Parks, Recreation and Waterfront from Regular, Full-time, Exempt, NonUnion Grade 18 position to a Regular, Full-Time, Exempt, Non-Union Grade 20 position with titlechange to Grounds Maintenance Manager.

20190424 Memo Grounds Manager Final.pdf

Parks and Rec Parks Division April 2019 -
proposed.pdf

Grounds Maintenance Manager April 2019
DRAFT.pdf

Grounds Manager Checklist.pdf



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4.05 Authorization to amend the existing contract with Dore & Whittier for design and project management services at 645 Pine Street - DPW

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Director of Public Works to amend the existing contract with Dore & Whittier for design and project management services at 645 Pine Street subject to approval by the City Attorney by increasing the total contract amount from \$26,000 to \$171,255.

BoF memo contract amendment Dore
Whittier 4-29-19 final.pdf

Attachment A - Leddy Update Communication
for Council.pdf

BoF_CC_Checklist Dore & Whittier
4-29-19.pdf

4.06 Authorization to execute a contract with Alliance Mechanical & Temperature Controls of Vermont - DPW

Type: Action

Recommended Action: To approve and recommend that the City Council authorize the Director of Public Works to execute a contract with Alliance Mechanical subject to approval by the City Attorney for \$133,380.00, with an additional \$16,344 reserved for use as contingency funds, as needed.

BoF memo contract Alliance Mechanical -
Temp Controls of Vermont 4-29-19 final.pdf

BoF_CC_Checklist Alliance Mechanical
4-29-19.pdf

4.07 Authorization to sign contracts with vendors for the City-wide Reappraisal Project - Assessor's Office

Type: Action

Recommended Action: To approve and recommend that the City Council approve the following motions: That the City Assessor is authorized to execute the above-referenced proposed contract with Tyler Technologies to provide general reappraisal services for a cost of up to \$411,500; subject to the review and approval of the City Attorney; That the City Assessor is authorized to execute the above-referenced proposed contract with SOA to provide commercial valuations for a cost of up to \$95,000 and project monitoring for a cost up to \$84,000, subject to the review and approval of the City Attorney; That the City Assessor is authorized to execute the above-referenced proposed contract with Patriot Properties Inc. CAMA AP5 software upgrade, property data import for \$41,500 plus annual maintenance support \$10,950, subject to the review and approval of the City Attorney; That the City Assessor is authorized to execute authorize contracts for independent commercial property appraisals as necessary for the General Appraisal in a total amount not to exceed \$50,000, subject to the review and approval of the City Attorney.

Assessors Memo w Motions re Reappraisal
Contracts.pdf

Appendix A City-wide Reappraisal Project
Timeline and expenses.pdf

Appendix B Review of Reappraisal
Proposals.pdf

Reappraisal Project BoF_City
Council_Checklist.fillable pdf.pdf

5. Communication



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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.xlsx

6. Adjournment

6.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting