



April 16, 2018

Board of Finance - Monday, April 16, 2018 at 5:00 p.m. Conference Room 12, City Hall

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1. Agenda

1.01 Adopt/Amend the Agenda

Type: Action

Recommended Action: Adopt the Agenda

 BOF 4 16 18 part 1.WMA

 BOF 4 16 18 part 2.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 March 26, 2018

Type: Action

Recommended Action: Approve the minutes

 BURLbof32618.pdf

4. Board of Finance Approval

4.01 Authorization to execute a contract with Heritage Environmental, Inc. - DPW

Type: Action

Recommended Action: To approve and authorize the execution of a contract with Heritage Environmental, Inc. in the amount not to exceed \$65,470.00 including a 10% contingency 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 memo contract Heritage Environmental
4-16-18 mqk.pdf

 BoF_CC_Checklist Heritage Environmental.
pdf.pdf

5. For Approval and Recommendation to City Council



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5.01 Authorization to execute contracts and budget approvals for Appletree Park Courts Reconstruction project - Parks

Type: Action

Recommended Action: 1. To approve and recommend that the City Council approve and authorize the execution of a contract with Vermont Recreational Surfacing, Inc., for reconstruction of the tennis courts, resurfacing of the basketball courts, and associated site-work at Appletree Park, substantially consistent with its bid, in the amount of \$176,903.00, and to approve Cindi Wight, Director of Parks and Recreation execute the contract and any related documents needed to carry out the project, subject to final contract approval by the City Attorney's Office; 2. To further approve and recommend that the City Council approve the contingency amount of \$8,000, and authorize its expenditure by Director of Parks and Recreation Cindi Wight, if needed for the successful completion of the project.

 180410 Appletree Courts Memo.pdf

 180316 Appletree Courts Checklist.pdf

5.02 Authorization to execute a Memorandum of Understanding and a Construction Quality Control Plan with Champlain College for St. Paul Street construction - DPW, CEDO

Type: Action

Recommended Action: **note revised version of this agenda item to include a revised action per Kirsten Merriman Shapiro: To approve and recommend the City Council approve, subject to prior approval of the City Attorney's Office, the authorization of Chapin Spencer, Director of Public Works, to execute a Memorandum of Understanding and a Construction Quality Control Plan with Champlain College for restoration of a portion of the right-of-way as proscribed by the Great Street: St. Paul Street project in the amount of \$228,441.00 (which may include a contingency for up to \$55,000.00 for additional items and soil remediation in the right-of-way if so required by VTDEC) to be reimbursed with 2015 voter approved TIF funds approved for the project.

**updated and final documents added 4/16/18

 Memo BoF_CC_ Great Streets St. Paul Street
and 194 St Paul 04 16 18 2.pdf

 Great Streets St. Paul St 194 Block Pricing -
Revised 4-16-18a.pdf

 Memo BoF_CC_ Great Streets St. Paul Street
and 194 St Paul 04 11 18.pdf

 BoF_City Council_Checklist_ St. Paul &
Champlain College 041018.pdf

5.03 Authorization to award contract for Pavement Markings and Marking Removal - DPW

Type: Action

Recommended Action: 1. To recommend that the City Council authorize Chapin Spencer, Director of Public Works to execute a contract with L&D Safety Marking Corp. in the amount of \$175,960 for the calendar year 2018 pavement markings and marking removal, including non-appropriation terms and subject to the prior approval of the City Attorney, and also authorize the use of an additional \$17,596 in contingency funds at 10% of the contract cost, for a total of \$193,556; and 2. To authorize Chapin Spencer, Director of Public Works, to execute any contract amendments up to this contingency limit, subject to the review and approval of the City Attorney.

 BoF-CC_PavementMarkings2018-packet.pdf

 BoF_CC_Checklist_PavementMarkings2018.pdf



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5.04 Authorization to award contract for landscaping services - DPW

Type: Action

Recommended Action: 1. To recommend that the City Council authorize Chapin Spencer, Director of Public Works to execute a contract with Pinnacle Properties in the amount of \$148,224.62 for the calendar years 2018 □ 2020 planter landscaping services, including non-appropriation terms and subject to the prior approval of the City Attorney, and also authorize the use of an additional \$14,822.46 in contingency funds at 10% of the total cost over the life of the 3-year contract, for a total of \$163,047.08; and 2. To authorize Chapin Spencer, Director of Public Works, to execute any contract amendments up to this contingency limit, subject to the review and approval of the City Attorney.

BoF-CC_Landscaping2018-Packet.pdf

BoF_CC_Checklist_Landscaping2018.pdf

6. Communication

6.01 Livable Wage Rates for FY 2019 - C/T

Type: Action

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

LW memo to CC FY 19 draft.pdf

LW memo 3-18 (002) from Doug Hoffer.pdf

livable wage notice for 2019.pdf

BoF_City Council_Checklist.Livable Wage 2019.pdf

6.02 Response to resolution requesting evaluation of phasing out of the tax on business personal property - C/T

Type: Action

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

BPP phaseout_04132018 f.pdf

7. Executive Session

7.01 Authorization to enter into a contract for managed security services - IT

Type: Action

Recommended Action: 1. To Enter into Executive Session for the purposes of discussing municipal security measures, the disclosure of which could jeopardize public safety, and is appropriate for Executive Session. 2. To approve and authorize the Chief Innovation Officer to execute a one-year contract with a vendor to provide managed security services in an amount up to \$58,225, subject to approval by the City Attorney's Office.

BOF Memo_IT_MSSP public_0416.pdf

BoF_City Council_Checklist.IT MSSP.pdf



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7.02 Burlington International Airport Hotel Update

Type: Action

Recommended Action: 1. To find that discussion of agreements for which negotiations are still ongoing and are related to a real estate lease option where premature disclosure will place the city at a disadvantage is appropriate for Executive Session.2. To, based on the finding of premature disclosure placing the city at a disadvantage, go into Executive Session so that the Burlington International Airport can present the Site Plan, Option Agreement, and Ground Lease Agreement for the planned onsite hotel at the Burlington International Airport and invite all members in attendance from City Council, the Mayor and Mayor's Office, CAO's Office, City Attorney's Office, the Burlington International Airport. and consultants.

FY18 BTV Hotel Memo v.2.pdf

8. Adjournment

8.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting