



April 13, 2020

Board of Finance Meeting - Monday, April 13, 2020, 5:30 pm, Remote and Virtual Access:1. CCTV YouTube Channel or on Burlington Telecom Channel 317. <https://www.youtube.com/channel/UCJkWMLSqRNKLoyUZQiNoAcQ> 2. Join via Zoom: <https://zoom.us/j/794415430> Plea

 [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 as follows: add to the agenda item 3.09 Asset Management Program - Award Asset Management Consultant Contract - DPW

2. Public Forum (Verbal)

2.01 Public Forum

Type: Information, Procedural

3. For Approval and Recommendation to City Council

3.01 Burlington Greenway Rehabilitation Phase 2 Pause Place Construction - North Shore - Parks

Type: Action

Recommended Action: to approve and recommend that City Council authorize the payment of \$3,680 from within the project's budget to Church Hill Landscapes, Inc. for the Burlington Bike Path Rehabilitation Phase 2 North Shore Pause Place Construction Project's completion, and to authorize Cindi Wight, Director of Parks and Recreation, to execute any related documents needed to carry out the project, subject to City Attorney's Office review

 20200318 BP2 Northshore Pause Place BOF
FINAL.docx

 20200317 Northshore
PausePlace_Checklist.docx



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3.02 Colchester Avenue Sidepath Project - Authorization to Amend Project Budget & Award Construction Contract - DPW

Type: Action

Recommended Action: to approve and recommend that the City Council approve the transfer from the Capital Improvement Program of \$33,000 to the Colchester Avenue Sidepath Project for additional construction expenses, resulting in an increase in the overall project budget to \$705,437.00 and to approve and recommend that the City Council authorize the Director of Public Works to execute a construction contract, subject to final approval of the City Attorney's Office, with All Seasons Excavating, Inc. for \$476,910.00 to complete the Colchester Avenue Sidepath Project, and to authorize the use of an additional \$40,090.00 of the above amended project budget as contingency funds (8.5%) and to authorize the Director of Public Works to execute a resident engineering contract, subject to final approval of the City Attorney's Office, with Greenman-Pedersen, Inc. for \$55,725.00 to complete the Resident Engineering Services for the Colchester Avenue Sidepath Project, and to authorize the use of an additional \$2,775.00 of the above amended project budget as contingency funds (5%)

00 BOF_CC Checklist_2020-4-13 Colchester Avenue Construction and RE Award.docx

02 Amended Project Budget.pdf

04 Draft Construction Contract with All Seasons Excavating.pdf

01 REVISED MEMO_DPW Memo Colchester Ave Construction_RE_Contract_FINAL.pdf

03 Recommendation of Award, Bid Analysis, and Tabulation_Executed.pdf

05 Draft Resident Engineering Services Contract with GPI.pdf

3.03 Approving the Issuance of Grant Anticipation Notes for the Costs of Certain Airport Improvement Projects - C/T

Type: Action

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

Treasurer – Grant Anticipation Notes for the Costs of Certain Airport Improvement Projects.pdf

2__GAN Memo draft #1 MF+NL+TM+RG.docx

2_ Checklist_Grant Anticipation Note.docx

3.04 Approving Pledging of the Credit of the City in Anticipation of the Receipt of Revenue from the Airport Department - C/T

Type: Action

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

Treasurer – Pledging the Credit of the City in Anticipation of Receipt of Revenue from the Airport Department.pdf

1_RAN_Airport_Memo.MJF_NL+RG.DOCX

1_Checklist_Revenue Anticipation Note.docx



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3.05 Authorization for up to \$49,791 Planning Loan from Vermont Clean Water State Revolving Fund for asset Management Application, Assessment, Procurement and Implementation - DPW

Type: Action

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

DPW - Authorize \$49,791 Planning Loan from Vt. Clean Water State Revolving Fund for Asset Management.pdf

Attachment A - RFQ.pdf

Attachment C - Scope of Work.pdf

Memo Checklist - Asset Management Consultant Contract & SRF Loans - 04.13.2020.docx

Asset Management Consultant Contract & SRF Loans Memo 04.13.2020.docx

Attachment B - Draft of proposed contract with KCI Technologies, Inc..pdf

Attachment D - Level of Effort.pdf

3.06 Authorization for \$44,321 Planning Loan from Vermont Drinking Water State Revolving Fund for Asset Management Application Assessment, Procurement and Implementation - DPW

Type: Action

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

DPW - Authorize \$44,321 Planning Loan from Vt. Drinking Water State Revolving Fund for Asset Management.pdf

Attachment A - RFQ.pdf

Attachment C - Scope of Work.pdf

Memo Checklist - Asset Management Consultant Contract & SRF Loans - 04.13.2020.docx

Asset Management Consultant Contract & SRF Loans Memo 04.13.2020.docx

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3.07 Approving the Pledging of the Credit of the City in Anticipation of the Receipt of Revenue from the Water Division of The Public Works Department - C/T

Type: Action

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

 Treasurer - Pledging the Credit of the City in Anticipation of Receipt of Revenue from the Water Div. of the Public Works Department.pdf

 3_CheckList_RAN_Water.docx

 3_Memorandum _ Water Division-mjm.docx

3.08 Approving the Pledging of the Credit of the City in Anticipation of the Receipt of Revenue from the Wastewater Division of The Public Works Department - C/T

Type: Action

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

 Treasurer - Pledging the Credit of the City in Anticipation of Receipt of Revenue from Wastewater Div. of Public Works.pdf

 4_CheckList_RAN_Waste Water.docx

 4_Memorandum _ Waste Water Division_mjm.docx

3.09 Asset Management Program - Award Asset Management Consultant Contract - DPW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Public Works to execute an Engineering Services Agreement with KCI Technologies, Inc. for the Computerized Maintenance Management System and Enterprise Asset Management Application Assessment, Procurement, & Implementation Guidance project for a total contract amount of up to \$124,750, subject to approval by the Chief Administrative Officer and City Attorney

 Asset Management Consultant Contract & SRF Loans Memo 04.13.2020.docx

 Attachment B - Draft of proposed contract with KCI Technologies, Inc..pdf

 Attachment D - Level of Effort.pdf

 Attachment A - RFQ.pdf

 Attachment C - Scope of Work.pdf

 Memo Checklist - Asset Management Consultant Contract & SRF Loans - 04.13.2020.docx

4. Communications



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4.01 Sweep Report - C/T

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

7_02292020_Sweep Report.xlsx

4.02 COVID 19 Expenses - Emergency Management Director

Type: Communication, Information

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

COVID 19 Expense Report 4.13.20 Meeting.docx

5. Adjournment

5.01 Adjournment

Type: Action, Procedural

Recommended Action: motion to adjourn