



April 12, 2021

Board of Finance Meeting, Monday, April 12, 2021, 5:30 pm ****VIRTUAL MEETING****

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

1. Agenda

1.01 Motion to adopt agenda

Type: Action, Procedural

Recommended Action: motion to adopt agenda

2. Public Forum (Verbal)

2.01 Verbal Comments - No public speakers

Type: Action, Information, Procedural

3. Consent Agenda

3.01 March 22, 2021 Board of Finance Minutes, Draft

Type: Action (Consent), Information, Minutes

Recommended Action: approve the minutes

 [View Minutes from Board of Finance Meeting, Monday, March 22, 2021, 5:30 pm ****VIRTUAL MEETING****](#)

4. For Approval and Recommendation to City Council

4.01 Request for Approval of a \$275,000 Budget Neutral Amendment to the FY2021 Burlington International Airport Budget - Airport

Type: Action

Recommended Action: to approve and recommend that the City Council approve a budget neutral amendment in the amount of \$275,000 to the Fiscal Year 2021 Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum

 2 - BOF-CC Memo Airport Budget Amendment.docx

 2 - Checklist - Airport - BOF CC - Airport Budget Amendment.docx



April 12, 2021

Board of Finance Meeting, Monday, April 12, 2021, 5:30 pm ****VIRTUAL MEETING****

4.02 Authorization to Execute a Contract for the Supply and Installation of Runway Pavement Markings on Runways 15 - 33 and 1 - 19 at the Burlington International Airport with Hi-Lite Airfield Services, LLC - Airport

Type: Action

Recommended Action: to approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to execute a contract with Hi-Lite Airfield Services, LLC, in the amount of \$132,818.25, plus a 20% contingency of \$26,563.65, totaling \$159,381.90, for the supply and installation of runway pavement markings on Runways 15 □ 33 and 1 □ 19 at the Burlington International Airport, subject to the final review and approval by the Office of the City Attorney

 1 -BOF-CC Memo RW's 15-331-19
PaintingMarkings.docx

 1 - Checklist - Airport - BOF CC -RW's
15-331-19PaintingMarkings.docx

4.03 Authorization to execute a Construction Contract for the GSI/CSO - South End Retrofits - DPW - Water Resources

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Public Works to execute a contract with SD Ireland for \$411,257.50 with a \$41,125 contingency, totaling \$452,382.50, for the construction of the South End Green Stormwater Infrastructure Combined Sewer Overflow Reduction Retrofits Project, subject to prior approval of the City Attorney□s Office

 1 - BOF CC Memo GSI-CSO Grant South End
RetrofitsConstruction.pdf

 BOF CC Checklist_GSI-CSO South End
Retrofits - 4.12.21.pdf



April 12, 2021

Board of Finance Meeting, Monday, April 12, 2021, 5:30 pm **VIRTUAL MEETING**

4.04 Shelburne Street Roundabout Budget Amendment, Cooperative Agreement Amendment, Finance and Maintenance Agreement Amendment, and A&E Contract Approval - DPW

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Director of Public Works to execute Supplemental Agreement #3 to Utility Agreement UT0053 with the Vermont Agency of Transportation, authorizing an additional \$78,586.00 in reimbursable funds and raising the total agreement value to \$268,028.33, subject to the final review and approval of the City Attorney's Office. 2. To approve and recommend that the City Council authorize the Director of Public Works to execute Amendment #2 to the Finance and Maintenance Agreement FM0324 with the Vermont Agency of Transportation, authorizing an additional \$231,930.61 in reimbursable project expenses, bringing the total agreement amount to \$341,806.70, subject to the final review and approval of the City Attorney's Office. 3. To approve and recommend that the City Council authorize the Director of Public Works to execute a contract with Aldrich & Elliott, PC, in the amount of \$89,800, with an additional \$9,310.00 (10.5%) in contingency funds for the Shelburne Street Roundabout Project, which will be 100% reimbursed under Utility Agreement UT0053, subject to the final review and approval of the City Attorney's Office. 4. To approve and recommend that the City Council authorize the Chief Administrative Officer to affect the budget amendments and transfers of funds as referenced in the accompanying memorandum and attachment (FY21 Budget Amendments and Project Budget Amendments) to pay the above-referenced project expenses in FY21 and Overall Project Budgets.

00 - Shelburne Street Roundabout Memo
DPW April 12 2021.pdf

11 SSR Draft Fact Sheet 210121_FINAL.pdf

01 Sewer - SHELBURNE Rd Roundabout
UT0053 AGREEMENT.pdf

03 Sewer - SHELBURNE Rd Roundabout
UT0053 - Supplemental Agreement#2
Executed.pdf

05 FM0324 - Burlington HES 5000(18) - City of
Burlington - Fully Executed.pdf

08 Aldrich & Elliott Draft Construction
Contract.pdf

10 SSR brochure 2021 FINAL March 2021.pdf

BOF CC Checklist_Shelburne Street
Roundabout 4.12.21.pdf

02 Sewer - SHELBURNE Rd Roundabout
UT0053 AGREEMENT - Amendment
#1060216.pdf

04 Supplemental agreement #3 UT0053 City
of Burlington Department of Public Works.pdf

06 FM0324 Amend 1 - Burlington HES
5000(18) - City of Burlington Executed.pdf

09 SSR Amended FY21_Project Budgets
Trans-Utility April 2021.pdf

4.05 Authorization to Execute Main On-Call Agreements for Professional Consulting Services - DPW

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Director of Public Works to execute Main On-Call Agreements for professional consulting services in amounts not to exceed \$500,000.00 per agreement with Clough, Harbour & Associates, DuBois & King, EIV Technical Services, Fuss & O'Neill, GPI, Green International Affiliates, Hoyle Tanner & Associates, John Turner Consulting, Lamoureux & Dickinson, Resource Systems Group, Stantec Consulting Services, Trudell Consulting Engineers, Vermont Survey and Engineering, VHB, and WSP USA, subject to the prior review and approval of the City Attorney. 2. To approve and recommend that the City Council authorize the Director of Public Works to execute individual work assignment contracts with these on-call consultants for amounts up to \$100,000 each, to complete the work identified in the Main On-Call Agreement, without the need to obtain further approval from the Board of Finance and City Council.

BOF-CC Memo Re On-Call Engineering.pdf

BOF CC Checklist_On-Call Agreements.pdf



April 12, 2021

Board of Finance Meeting, Monday, April 12, 2021, 5:30 pm **VIRTUAL MEETING**

4.06 Authorization To Execute An Easement at Leahy Center For Lake Champlain Leased Premises, 1-3 College Street, For Two Electrical Service Connections Installation And Maintenance - DPW

Type: Action

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

DPW - Easement at Leahy Center for Lake Champlain Leased Premises, 1-3 College St., for Electrical Service Installation & Maintenance (Echo SOVTransformer Conduits_040221).pdf

BOF CC Cover Memo Easement Rights to SOV for Electrical Services041221.pdf

Attachment 2_Easement COB-SOV.pdf

BOF CC Checklist_1-3College Easement.pdf

4.07 Approval for 2-year agreement for MuniCap, Inc. - C/T

Type: Action

Recommended Action: to recommend that City Council approve and authorize the Chief Administrative Officer to enter into an agreement with MuniCap for a 2-year contract not to exceed \$100,000, subject to review by the City Attorney's Office

04122021_MUNICAP_Memo for BOF_CC +jsj_FINAL_V3.doc

1_Checklist_Accounting Services Sole Source MuniCap.docx

4.08 Reclassification of one role and retitling/reclassification of one role within the Human Resources Department - HR

Type: Action

Recommended Action: To approve and recommend that the City Council approve the: ☐ Reclassification of the Human Resources Administrative Coordinator, a Regular, Full-time, NonExempt, Non-union, Grade 13, position to a Regular, Full-time, Non-Exempt, Non-union, Grade 15, position. ☐ Reclassification of the Human Resources Talent, Recruitment, and Training Specialist, a Regular, Fulltime, Non-Exempt, Non-union, Grade 18, position to Human Resources Talent, Development & Diversity Manager, a Regular, Full-time, Non-Exempt, Non-union, Grade 20, position.

2021.04.12 Final HR Reclassification Packet.pdf

BOF CC Checklist HR Reclass.pdf

4.09 Extending Employee Vacation Carryover Because Of COVID-19 - HR

Type: Action

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

HR – Extending Employee Vacation Carryover because of COVID-19 +EB & JSJ.pdf

2021.04.12 Final Vacation Balance Memo to BOFCC.pdf

BOF CC Checklist.pdf



April 12, 2021

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4.10 Lease of Vendor Space at A-Dog Skatepark - BPRW

Type: Action

Recommended Action: to approve and recommend that the City Council approve and authorize the execution of a lease agreement with Maven, to perform all food sales and skate board & product sales services at A-Dog Skate Park, for Maven to compensate the City at a minimum of 5% of gross receipts for the use of space to operate restaurant services, and to authorize Miro Weinberger, Mayor of City of Burlington, to execute the lease and any related documents needed to carry out the lease agreement, subject to the review of the City Attorney's Office

20210222 BOFCC Memo - Lease of A-Dog
Concession space Final.pdf

BOF CC Checklist A-Dog Skatepark.docx

Lease for City Properties A-Dog Skate Park
Final.pdf

4.11 Lease of Vendor Space at North Beach for 2021 Season - BPRW

Type: Action

Recommended Action: to approve and recommend that the City Council approve and authorize the execution of a lease agreement with AS Concessions, LLC, to perform food and beverage sales at North Beach for the 2021 season, and to authorize Mayor Miro Weinberger, to execute the lease and any related documents, subject to the review of the City Attorney's Office

BOFCC Memo - Lease of North Beach
Concession_Final.docx

North Beach Concession Lease 2021_one
year_Final.docx

BOF CC Checklist North Beach
Concession.docx

4.12 Concession and Lease Agreement for the Spirit of Ethan Allen III - BPRW

Type: Action

Recommended Action: to approve and recommend that the City Council approve and authorize the execution of a lease agreement with Green Mountain Boat Lines, to perform a passenger boat tour service at the Burlington Harbor Marina and for Green Mountain Boat Lines to compensate the City at the rates as stated in the lease annually for the use of space to operate a tour service, and to authorize Miro Weinberger, Mayor of City of Burlington, to execute the lease and any related documents needed to carry out the lease agreement, subject to the review of the City Attorney's Office

BOFCC Memo - Green Mountain Boat
Lines_Final.docx

2019-23 Green Mountain Boat Lines Contract
Final_2021.docx

Green Mountain Boat Lines Lease
Amendment_Final.docx

BOF CC Checklist Green Mountain Boat
Lines.docx



April 12, 2021

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4.13 Authorizing Police Commission To Enter Into Agreement With NACOLE For Training On Civilian Oversight Of Police - Police Commission

Type: Action

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

Police - Authorizing Police Commission to Enter into Agreement with NACOLE for Training on Civilian Oversight of Police .4 7 21.pdf

NACOLE Scope of Work and Proposal_Burlington_2021.pdf

5. Board of Finance Approval Only **City Council will vote regarding this agenda item on 4/26**

5.01 Authorization to Amend University Place UVM-City Agreement and Execute Non-Binding Memorandum of Understanding Regarding Boundary Line Adjustments Between UVM and the City - DPW

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Mayor to execute a Fourth Amendment to the ☐ Agreement Between the University of Vermont and The City of Burlington Regarding Participation In The City's Ten Year Capital Plan, ☐ substantially conforming with the draft submitted herewith, subject to final review and approval by the City Attorney's Office. 2. ☐ To approve and recommend that the City Council authorize the Mayor to execute a non-binding Memorandum of Understanding between the University of Vermont and The City of Burlington concerning the desired adjustment to property lines adjacent to the Colchester Avenue and Prospect Street intersection, substantially consistent with the draft submitted herewith, subject to final review and approval by the City Attorney's Office.

1 - Memo - Amend 4 UVM Agreement for University Place for BOF.pdf

3 - UVM Memorandum of Understanding.pdf

2 - Fourth Amendment to UVM_COB Agreement regarding 10 year Capital Plan.pdf

BOF CC Checklist_4th Amend UVM Agreement for BOF.pdf

6. Communications

6.01 Budget Performance and Projection Fund 264 - Traffic and Fund 265 - Traffic - Parking - DPW

Type: Communication, Information

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

2021 0412 - Parking and Traffic - FY21 Budget Performance Package - updated.pdf

2021 0412 BoF CC Checklist - Budget Performance.pdf

6.02 Calendar for FY22 Budget Process **material to be posted later

Type: Communication, Information

Calendar for FY22 Budget.pdf



April 12, 2021

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7. Adjournment

7.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn