



April 11, 2016

Board of Finance - Monday, April 11, 2016 at 5:30 p.m. Conference Room 12, City Hall

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

1. Agenda

1.01 Adopt/Amend Agenda

Type: Action, Procedural

Recommended Action: Motion to Adopt the Agenda

 BOF 4 11 16.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The Public is invited to speak on . . .

3. Approval of the Board of Finance Minutes

3.01 March 21, 2016

Type: Action, Minutes

Recommended Action: Approve and Recommend for City Council Approval

 [View Minutes from Board of Finance - Monday, March 21, 2016 at 5:15 p.m. Conference Room 12, City Hall](#)

4. Presentation

4.01 VNA PowerPoint Presentation

Type: Information

5. For Approval and Recommendation to City Council



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5.01 Authorization for Reclassification and Title Change of the Marketing and Administrator Coordinator Position to a Marketing Assistant Position - CSM

Type: Action

Recommended Action: Approve and Recommend to City Council Approval

BOFCC Checklist CSM Reclass Marketing 03 28 16.pdf

BOFCC Packet for Reclassification Marketing Assistant 03 28 16.pdf

HR - Church St. Marketplace - Reclassify & Retitle Marketing & Admin. Coordinator to Marketing Asst.pdf

5.02 Authorization for Reclassification and Title Change of the Crime Prevention and Analysis Specialist Position to Crime Data Analyst Position - BPD

Type: Action

Recommended Action: Approve and Recommend to City Council Approval

HR - Police - Reclassification & Retitling of Crime Prevention & Analysis Specialist.pdf

BOFCC Checklist Reclassification Crime Prevention & Analysis Specialist 03 28 16.pdf

BOFCC Packet for Reclassification Crime Data Analyst 03 28 16.pdf

5.03 Authorization to Create an Opiate Policy Operations Manager - BPD

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

HR - Police - Creation of Opiate Policy Operations Manager Position.pdf

BOFCC Packet Creation Opiate Manager 04 11 16.pdf

BOFCC Checklist Creation Opiate Manager 04 11 16.pdf

5.04 Authorization for the Elimination of the Meter Shop Foreman and Creation of a Third Working Foreman, Water Resources Position - DPW

Type: Action

Recommended Action: Approve and Recommend to City Council Approval

HR - DPW Water Div. - Elimination of Meter Shop Foreman Position & Creation of Working Foreman Position.pdf

Full packet_Elimination Meter Shop Creation of Additional Working Foreman to BoF_revised.pdf

BoF CC Checklist.pdf



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5.05 Authorization to Amend the Budget to Transfer Funds from the Stormwater Fund Balance to the Stormwater Capital and Funds from the Stormwater Fund Balance to the Stormwater Vehicle/Equipment Repairs - DPW

Type: Action

Recommended Action: Recommend that the City Council authorize CAO Bob Rusten to execute budget amendments transferring up \$257,794 from the Stormwater fund balance to Stormwater Capital (G/L 245-19-000.9500_110) and up to \$17,313 from the Stormwater fund balance to Stormwater Vehicle/Equipment Repairs (G/L 245-19-000.8005).

BoF Memo Budget
Amendment_4-7-2016_packet.pdf

DPW - Fund Balance Appropriation & Budget
Amendment to FY 16 Stormwater Capital &
Vehicle & Equipment Repair Budget.pdf

Checklist_BudgetAmendment.pdf

5.06 Authorization to Execute Contract with Green Mountain Pipeline Services in the Amount of \$145,876 for Stormwater Pipe Relining - DPW

Type: Action

Recommended Action: Recommend that, contingent upon the concurrent budget amendment request for use of Stormwater fund balance, the City Council approve the execution of a contract by Chapin Spencer, Director of PublicWorks with Green Mountain Pipeline Services for Stormwater pipe relining in the amount of \$145,876, pending final review by the City attorney.

Checklist_Reline.pdf

BoF
Memo_CIPP_Stormwater_Contract_Authorization
packet_4-7-16.pdf

DPW - Stormwater Pipes - Contract with
Green Mountain Pipeline Services for Relining.pdf

5.07 Authorization to Award Construction Contract with Frank W. Whitcomb Construction Corp. in the Amount of \$433,054.97 for FY16 Street Reconstruction Mill/Fill Spring 2016- DPW

Type: Action

Recommended Action: DPW respectfully requests the Board of Finance approve the following motion: To recommend that the City Council authorize Chapin Spencer, Director of Public Works to execute a construction contract with Frank W. Whitcomb Construction Corp. in the amount of \$433,054.97 for the FY16 Street Reconstruction Mill/Fill Spring 2016, subject to the prior approval of the City Attorney and the Chief Administrative Officer, and also authorize the use of an additional \$51,945.03 in contingency funds to increase the authorized amount if needed for the project.

A2-Spring 2016 Mill and Fill - Bid
Tabulation.pdf

Checklist for BOF and Council Approval -Mill
Fill Spring 2016.pdf

DPW - FY16 Spring Paving - FWW Contract
Award.pdf

A1-Jan 2016 FY17 Paving Commission
Memo.pdf

1-Memo - Contract Award FY16 Street
Reconstruction Mill Fill Spring 2016 revised.pdf



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5.08 Authorization for Reorganization to Create a HR Generalist/Training and Recruitment Specialist, Create a HR Administrative Coordinator, Retitle of Human Resources Administrator to Human Resources and HR Information Systems Administrator and Transfer Half of Retirement Administrator Position Duties and Personnel - HR

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

 BoF_CC_Checklist HR Reorganization
1242016.pdf

 Full packet HR Reorg Memo January 2016 v3
(002).pdf

 HR - HR Reorganization - Human Resources
Department.pdf

5.09 Authorization to Create an Associate Parks Project Coordinator Position - P&R

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

 HR - Parks - Creation of One Additional
Associate Parks Project Coordinator.pdf

 20160329 BoF_CC_Checklist.fillable - Parks
Project Coordinator Position Request.pdf

 Full packet Creation of Additional Associate
Parks Project Coordinator to BoF.pdf

5.10 Authorization for the BTV to Contract with Stantec Consulting Services, Inc in the Amount of \$584,869 for the Design Engineering for Rehabilitating Taxiway Gulf and to Provide Environmental Permitting and Bidding Services - Airport

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

 BoF_CC_Checklist.fillable TW Gulf-
Stantec.pdf

 1.1_Airport_Memo_TW Gulf - Stantec.pdf

 1.3_Airport_Contract_BTV TW Golf Scope
Fee . Stantec 2.20.2016.pdf

 BIA - Taxiway Gulf - Engineering Contract with
Stantec Consulting for Design & Environmental
Permitting.pdf



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5.11 Authorization for the BTV to Contract with Stantec Consulting Services, Inc. in the Amount of \$311,180 to Provide Engineering Design of a New Taxiway Layout and to Provide Environmental Permitting and Bidding Services - Airport

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

 BIA - Taxiway Alpha - Contract with Stantec Consulting for Engineering Services re Design & Environmental Permitting.pdf

 1.0_Airport_Memo_TW Alpha - Stantec.pdf

 1.3_BTV TW Alpha Scope Stantec 2.20.2016.pdf

 BoF_CC_Checklist.fillable TW Alpha - Stantec.pdf

5.12 Authorization for Reclassification and Title Change of the Senior Programmer/Analyst Position to a Senior Software Engineer Position - IT

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

 BOFCC Checklist IT Reclass Sr Engineer 03 28 16.pdf

 BOF Packet Reclassification Senior Software Engineer 04 11 16 3.pdf

 Resolution - Reclassification Senior Engineer 04 04 16.pdf

5.13 Authorization for CAO to Execute Contract with ACS/Xerox for a Land Records Management System - C/T

Type: Action

Recommended Action: Motion to recommend that the City Council authorize the Chief Administrative Officer to execute a contract, in substantial conformance with the bid, with ACS/Xerox subject to review and approval of the City Attorney and the Chief Administrative Officer.

 Burlington VT - 2020 System Agreement 5yrs - Final - 3.2.16.pdf

 Checklist for Submissions to Board of Finance Council 1482016.pdf

 Land Records Memo to BOFCC FINAL.pdf

5.14 February Financials - C/T

Type: Action

Recommended Action: Approve and Recommend to City Council Approval

 _February Financial FINAL 3-30-16.xlsx



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5.15 February Sweep Report - C/T

Type: Action

Recommended Action: Approve and Recommend to City Council Approval

022916_ Sweep Report For BOF_v2.xlsx

6. For Board Action

6.01 Authorization for the BTV to Contract with Stantec Consulting Services, Inc. in the Amount of \$81,934 for the Management of the Underground Injection Control Permits During Calendar Year 2016 - Airport

Type: Action

Recommended Action: Approve and Recommend for City Council Approval

1.0_Airport_Memo_UIC Permit Assistance - Stantec.pdf

1 2_Airport_Resolution_Stantec_UIC Permitting Contract.pdf

1.3_Airport_BTV UIC Permit Assistance 2016 Proposal-signed.pdf

7. Discussion

7.01 re: Response to Councilor Knodell's Questions

Type: Discussion

8. Communication

8.01 re: Allocation of FY16 Special Projects - Emerging Needs Funds - Mayor's Office

Type: Communication

03-22-16 BOF memo.pdf

8.02 re: Process and Plan to Implement a Consistent Door Access and Security System for all Municipal Buildings - DPA

Type: Communication

Communication door access and city security 4-7-16_FINAL.pdf



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8.03 re: Livable Wage - C/T

Type: Communication

 livable wage notice for 2017.pdf

 LW final 3-21-16 (003).pdf

9. Adjournment

9.01 Adjournment

Type: Action, Procedural

Recommended Action: Adjourn the meeting