



March 26, 2018

## Board of Finance - Monday, March 26, 2018 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 the Agenda

**Type:** Action

**Recommended Action:** Adopt the Agenda

 BOF 3 26 18.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 to execute all contracts and budget approvals related to 311 North Ave Trail Design - Parks & Rec

**Type:** Action

**Recommended Action:** 1. To approve and authorize the execution of a contract with Civil Engineering Associates , Inc., for construction-ready design of a multi-use pathway at 311 North Ave, substantially consistent with its bid, in the amount of \$53,956.00, 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 Office2. To further approve a contingency amount of \$5,400, and authorize its expenditure by Director of Parks and Recreation Cindi Wight, if needed for the successful completion of the project3. To further approve the budget adjustment detailed below .

 20180320 311 BOF 100%Design Memo.pdf

 20180321 311 BOF 100% Design Checklist.pdf

### 4. For Approval and Recommendation to City Council



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### 4.01 Authorization to execute contract and budget approvals related to the Schmanska Park Courts Reconstruction Project - Parks & Rec

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 basketball and tennis courts at Schmanska Park, substantially consistent with its bid, in the amount of \$147,396.00, 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 stormwater and contingency amounts of \$10,000 and \$15,740.00, respectively, and authorize its expenditure by Director of Parks and Recreation Cindi Wight, if needed for the successful completion of the project.

 180316 Schmanska Courts Memo.pdf

 180316 Schmanska Courts Checklist.pdf

### 4.02 Authorization to award contracts for 2018 Waterline Rehabilitation Work - DPW

Type: Action

**Recommended Action:** 1. To approve and recommend that the City Council approve awarding the bid to Aquarehab and authorize Chapin Spencer, DPW Director, to execute a contract with Aquarehab in the amount of \$649,700.00, with an additional authorization to amend the contract and expend contingency funds in the amount up to \$130,000.00 if contingency funds are needed to complete the project, provided that all these authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney and Chief Administrative Officer. 2. To approve and recommend that the City Council approve awarding the bid to Don Weston Excavating and authorize Chapin Spencer, DPW Director, to execute a contract with Don Weston Excavating in the amount of \$607,545.00, with an additional authorization to amend the contract and expend contingency funds in the amount up to \$61,000.00 if contingency funds are needed to complete the project, provided that all these authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney and Chief Administrative Officer. 3. To approve and recommend that the City Council approve awarding the contract to Staff Sterling Management and authorize Chapin Spencer, DPW Director, to execute a contract with Staff Sterling Management in the amount of \$125,787, provided that all these authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney and Chief Administrative Officer. 4. To approve and recommend that the City Council approve and authorize the CAO to approve a budget amendment, if necessary, for the purpose of a carry-over of authorized but unexpended FY18 Waterline Distribution Capital funds to the FY19 G/L 460-19-400-411.9500 and G/L 461-19-700-708.9500\_110 Water Distribution Capital Outlay Expenditures necessary for the projects' completion.

 1 - BOF CC Memo 3-19-18.pdf

 2 - Waterline Relining Bid Tab.pdf

 3 - 2018 Waterline Replacement Bid Tab.pdf

 4 - Draft Relining Contract.pdf

 5 - Draft Replacement Contract.pdf

 6 - Draft Construction Oversight Contract.pdf

 7 - Water Main - Calendar Year 2018 Funding Analysis.pdf

 BoF\_CC\_Checklist CY18 Waterline Capital Work.pdf



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### 4.03 Authorization to execute a contract for upgrades to the Traffic Signal and Sidewalk replacement at the intersection of Battery & Maple Streets - DPW

Type: Action

**Recommended Action:** To approve and recommend that City council authorize Chapin Spencer, Director of Public Works, execute a contract with All Seasons Excavation in the amount of \$107,499.00 subject to prior approval of the City Attorney's Office and also authorize the use of an additional \$10,744.90 in contingency funds to increase the authorized amount if needed for the project, for a total of \$118,243.90 for Traffic Signal and Sidewalk replacement at the intersection of Battery and Maple Streets. The draft contract is attached.

Battery and Maple Council Contract Award  
3-22-18 (00000009) PBM Edits.pdf

Draft Contract.GB(1).pdf

Invitation for Bids - Traffic Signal at Battery  
Maple (002) Attachment B.pdf

BoF\_City Council\_Checklist.fillable pdf Battery  
Maple A.pdf

Contractor's Bid Form responding to  
Addendum dated 11-8-17 Attachment A.pdf

Invitation for Bids Addendum  
2017-11-08 Attachment B.pdf

### 4.04 Authorization to execute CY18 Street Reconstruction Program Contract - DPW

Type: Action

**Recommended Action:** 1. To recommend that the City Council approve up to \$1,455,185.80 in Street Capital carry forward funds to be made available for use in the FY18 Street Capital budget under G/L 709-19-150-700.8040 (Street Paving). 2. To recommend that the City Council authorize Chapin Spencer, Director of Public Works to execute a construction contract with Frank Whitcomb in the amount of \$3,257,967.45 for the CY18 Street Reconstruction Project, subject to the prior approval of the City Attorney and also authorize the use of an additional \$325,796.75 in contingency funds to increase the authorized amount if needed for the project, for a total of \$3,583,764.20.

1-Memo - Street Capital - Paving Final.pdf

3-CY18 Street Reconstruction - Bid  
Tabulation.pdf

2-Paving Maps CY18.pdf

4-BoF\_CC\_Checklist CY18 Street  
Reconstruction.pdf

### 4.05 Authorization of reclassification of Traffic Foreman position - HR, DPW

Type: Action

**Recommended Action:** To approve and recommend City Council approve the reclassification of the regular, full-time, grade 18, non-exempt AFSCME Traffic Foreman position to be reclassified to a regular, full-time, grade 18, exempt, non-union position.

Full packet Traffic Foreman to BoF-CC.pdf

HR - DPW - Reclassification of Traffic  
Foreman Position.pdf

### 4.06 Authorization to execute Street Franchise Agreement with Mobilitie - C/T

Type: Action

**Recommended Action:** To approve and recommend that the City Council approve the use of the City's Right of Way by RNTVT (Mobilitie) under the terms of the attached agreement and authorize Interim CAO Beth Anderson to execute it, or one substantially similar to it, subject to the prior review and approval of the City Attorney.

Mobilitie.pdf



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### 4.07 Authorization to approve issuing \$2 million Water Improvement Revenue Bonds - C/T

**Type:** Action

**Recommended Action:** To approve and recommend that the City Council approve the attached resolution related to the Revenue Bonds for the Water Department not to exceed \$2,000,000 for Capital Improvements for the reasons stated in the resolution and the memo from Thomas Melloni Esq. dated March 26, 2018.

031818\_ \$2M\_Memo Water Bonds.pdf

Treasurer – Water System Supplemental Bond Resolution No. 2.pdf

\$2M BondChecklist.fillableV2 pdf.pdf

### 4.08 Authorization to approve issuing \$6.1 million Capital Public Improvement Bonds - C/T

**Type:** Action

**Recommended Action:** To approve and recommend that the City Council approve the attached resolution related to the General Obligation Bonds not to exceed \$6,100,000 for Capital Improvements for the reasons stated in the resolution and the memo from Thomas Melloni Esq. dated March 26, 2018.

031818\_ \$6.1M\_Memo Capital Improvement Bonds.pdf

Treasurer - Approve Issuing \$6.1 Million Capital Improvement Bonds (March 2018 Voter Authorization).pdf

\$6.1M BondChecklist.fillable pdf.pdf

### 4.09 Authorization to approve issuing \$9 million Capital Public Improvement Bonds - C/T

**Type:** Action

**Recommended Action:** To approve and recommend that the City Council approve the attached resolution related to the General Obligation Bonds not to exceed \$9,000,000 for Capital Improvements for the reasons stated in the resolution and the memo from Thomas Melloni Esq. dated March 26, 2018.

Treasurer - Approve Issuing \$9 Million Capital Improvement Bonds (Nov 2016 Voter Authorization).pdf

\$9M BondChecklist.fillable pdf.pdf

092618\_ \$9M\_Memo Capital Improvement Bonds mqk adds.pdf

## 5. Communication



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### 5.01 Water Billing Briefing - DPW

AttA.DPW Billing Briefing to Council 12-1-17  
Final\_v2.pdf

AttC.KPMG Final Report (Feb2018).pdf

AttE.Billing Corrections Policy-FINAL.pdf

AttB.Billing Briefing to Council Commission  
Mayor 12-29-17.pdf

AttD.Unbilled Consumption Analysis by  
Meter\_Final\_Council-3-22-18.pdf

03-23-18 - Billing Briefing to Council  
Commission Mayor.pdf

### 5.02 Early Learning Initiative (ELI) Program Update - CEDO

Type: Communication

BoF\_CC\_Checklist ELI 3.22.2018. pdf.pdf

03-23-18 - City Council Communication from  
CEDO Final.pdf

### 5.03 Sweep Report-February 2018 - C/T

Type: Communication

02282018\_ Sweep Report For BOF.xlsx

### 5.04 TIF Report - C/T

Type: Communication

BOF TIF Update\_032218\_F.pdf

BoF Checklist \_ TIF\_ Mar 2018.pdf

### 5.05 Debt Policy - C/T

Type: Communication

032618\_ Debt Policy City of Burlington\_V6.pdf

BoF Checklist \_ Debt Policy\_ Mar 2018.pdf

031918\_Debt\_Policy\_Intro\_PFM\_Memo.pdf

## 6. Adjournment

### 6.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting



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