



March 23, 2020

Board of Finance Meeting - Monday, March 23, 2020, 5:30 pm, Conference Room 12, City Hall

 [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 5.09 Emergency Measures Related to COVID-19 Resolution; note title change and written materials for this agenda item (per COS Redell)

Meeting

Recording: https://www.youtube.com/watch?v=cQsRiq_3ojA&list=PLIjLFn4BZd2PwCge7INoKug676jlf_iUA&index=4&t=0s

2. Public Forum (Verbal)

2.01 Public Forum

Type: Information, Procedural

3. Minutes

3.01 January 6, 2020

Type: Action, Information, Minutes

Recommended Action: approve the minutes

 [View Minutes from Board of Finance - Monday, January 6, 2020 at 5:00 p.m. Conference Room 12, City Hall](#)

3.02 January 21, 2020

Type: Action, Information, Minutes

Recommended Action: approve the minutes

 [View Minutes from Board of Finance - Tuesday, January 21, 2020 at 4:30 p.m. Conference Room 12, City Hall](#)

3.03 February 3, 2020

Type: Action, Information, Minutes

Recommended Action: approve the minutes

 [View Minutes from Board of Finance - Monday, February 3, 2020 at 5:30 p.m. Conference Room 12, City Hall](#)



March 23, 2020

Board of Finance Meeting - Monday, March 23, 2020, 5:30 pm, Conference Room 12, City Hall

3.04 February 18, 2020

Type: Action, Information, Minutes

Recommended Action: approve the minutes

 View Minutes from Board of Finance Meeting - Tuesday, February 18, 2020 at 5:30 pm, Contois Auditorium, City Hall

4. Board of Finance Approval Only

4.01 Rock Point Bridge Amendment - DPW -

Type: Action

Recommended Action: to authorize the Director of Public Works to execute Contract Amendment Number 2 with DuBois & King, Inc. for the Rock Point Bridge design, which will increase the existing contract amount by \$24,399.00 raising the total to \$67,228.00, and to further authorize the use of an additional \$27,772.00 in contingency funds, and to execute necessary contract amendments up to the total authorized amount of \$95,000.00, all of which is included in the amended project budget and proposed FY21 Capital budget

 BOF Memo Rock Point D&K Design Contract_FINAL.pdf

 01 Dubois & King Design Contract.pdf

 03 Dubois & King Design Contract Proposed Amendment # 2.pdf

 01 - BOF Checklist_2020-3-23 Design Contract Amendment .pdf

 02 DuBois & King Design Contract Amendment #1.pdf

 04 Capital Project Budget.pdf

5. For Approval and Recommendation to City Council

5.01 Request for approval of a budget neutral amendment - Fire

Type: Action

Recommended Action: to approve and recommend that City Council approve a budget neutral amendment to the FY 20 Burlington Fire Department budget to increase revenues by \$172,000 and increase overall expenditures by \$172,000 as outlined in Chief Locke's memo dated, March 6, 2020

 Fire Department memo of budget amendment final.docx

 BOF CC Checklist Fire - Budget Amendment.docx



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5.02 Request for creation of a reserve fund for fire alarm system replacement - Fire

Type: Action

Recommended Action: to approve and recommend that City Council approve the creation of a fire alarm system replacement reserve fund and assign the monies collected since July 1, 2018, that have been identified in general fund account 110-15-000.4435 for this purpose as well as system expansion

Fire Department memo for fire alarm reserve fund final.docx

BOF CC Checklist Fire - Alarm System Reserve Fund.docx

5.03 Shelburne Street Roundabout Sewer Relining - DPW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Public Works to execute Supplemental Agreement #2 to Utility Agreement UT0053 with the Vermont Agency of Transportation, authorizing an additional \$118,041.72 in reimbursable funds and raising the total agreement value to \$189,441.72, and allowing the City to utilize a contractor to rehabilitate existing municipal combined sewer infrastructure as is necessary prior to the start of the Shelburne Street Roundabout construction and to approve and recommend that the City Council authorize the Director of Public Works to execute an amendment to the existing contract with Green Mountain Pipeline Services, LLC to include cured in place pipe relining of combined sewers and manholes subject to Supplemental Agreement #2 to UT0053, with additional work not to exceed \$118,041.72, and raising the maximum limiting amount of the contract from \$255,268 to \$373,309.72

00 - DPW March 23 Sewer Relining Amendment Memo for the ShelburneStreet Roundabout_draft.pdf

01 - CC Checklist_2020-3-23 Shelburne Roundabout Utility AgreementAmendment .pdf

01 Shelburne Street Roundabout Utility Relocation AgreementUT0052.pdf

02 Shelburne Street Roundabout Utility Relocation AgreementUT0053.pdf

03 Shelburne Street Roundabout Supplemental Agreement #1.pdf

04 Shelburne Street Roundabout Supplemental Agreement #2.pdf

05 Contract with Green Mountain Pipeline Services.pdf

06 Amendment #1 to Contract with Green Mountain PipelineServices.pdf

5.04 Shelburne Street Roundabout - Finance and Maintenance Agreement FM0324 Amendment #1 - DPW

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Public Works to execute Amendment #1 to the Finance and Maintenance Agreement FM0324 with the Vermont Agency of Transportation, authorizing \$109,876 in reimbursable project expenses, which is intended to cover one hundred percent (100%) of the costs associated with providing technical, legal, and project management assistance to VTrans throughout the design and construction of the Shelburne Street Roundabout, subject to the final review and approval of the City Attorney's Office City

01 - CC Checklist_2020-3-23 Shelburne Roundabout Finance andMaintenance Agreement Amendment.pdf

02 - MEMO DPW March 23 Finance and Maintenance AgreementAmendment_FINAL.pdf

03 - Shelburne Street Roundabout Finance and Maintenance AgreementFM0324.pdf

04 - Amendment #1 to Finance and Maintenance Agreement FM 0324 forthe Shelburne Street Roundabout.pdf



March 23, 2020

Board of Finance Meeting - Monday, March 23, 2020, 5:30 pm, Conference Room 12, City Hall

5.05 Request for Authorization to Sell Airport/City Property to Preserve Residential Housing Associated with the Federal Aviation Administration's Noise Mitigation Program - Airport

Type: Action, Resolution

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

Airport - Sale of Kirby Cottages.pdf

1 - 3.23.20-BofF.CC.Sale of Lily Lane Properties_v2_TPD3.18.2020.pdf

4 - 3.9.20 - BOF CC Checklist_Airport3060Roof.docx

5.06 Creation of Position in Burlington Parks, Recreation, & Waterfront - Recreation Division - Parks

Type: Action

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

HR – Parks – Creation of Position – Recreation Division.pdf

Parks JD and Org Charts.pdf

Recreation Assistant I - Memo 20200318_final.pdf

BOF_CC Checklist Recreation Assistant I.pdf

5.07 Authorization for Drinking Water Loan and Contract - DPW

Type: Action

Recommended Action: motion to approve and recommend that Council adopt resolutions 5.071 and 5.072

5.071 Waterworks System - Supplemental Bond Resolution #4

5.072 Upgrade of Distribution Systems--Loan: Authorization for \$1,094,000 Construction Loan from Vermont Drinking Water State Revolving Fund for Upgrade of Distribution System

Note addition of 3.18.20 Draft Commission Minutes with summary table at 5:20pm on 3/23/20 - AB

1 - BOF CC 3.23.30 Memo Water Distribution Loan ApplicationApproval_FINAL_3.19.20.pdf

BOF CC Checklist_Nov2019_DWSRF.docx

DPW - Waterworks Supplemental Bond Resolution No. 4 (Drinking Water Loan).pdf

DPW - Authorize \$1,094,000 Construction Loan from Vt. Drinking Water State Revolving Fund for Upgrade of Distribution System.pdf

3.18.20 Draft Commission Minutes with summary table.pdf



March 23, 2020

Board of Finance Meeting - Monday, March 23, 2020, 5:30 pm, Conference Room 12, City Hall

5.08 Authorization for Clean Water Loans and Contracts - DPW

Type: Action

Recommended Action: motion to approve and recommend that Council adopt resolutions 5.081 through 5.085

5.081 Wastewater System - Supplemental Bond Resolution #5

5.082 Design and Construction-Loan and Contract with Hallam ICS: Authorization for \$425,000 Design and Construction Loan from Vermont Clean Water State Revolving Fund and Contract with Hallam ICS for \$400,000 for Upgrade of Main Plant SCADA/PLC System

5.083 Upgrade of Disinfection Systems - Loan and Contract with Wright Pierce: Authorization for \$2,673,440 Loan from Vermont Clean Water State Revolving Fund and Contract with Wright-Pierce for \$247,800 for Upgrade of Main, North and East Disinfection Systems

5.084 Wastewater Collection System - Loan: Authorization for \$2,872,427 Loan from Vermont Clean Water State Revolving Fund for Upgrade of Wastewater Collection System

5.085 Upgrade of Pump Stations - Loan and Contract with Hoyle Tanner Associates: Authorization for \$1,720,129 Loan from Vermont Clean Water State Revolving Fund for and Contract with Hoyle Tanner Associates

BOF CC Checklist_Nov2019_CWSRF.docx

CWSRF BOF_CC 3.23.20
packet_memo_Attachments A-C.pdf

DPW - Wastewater Supplemental Bond
Resolution No. 5 (Clean Water Loan).pdf

DPW - Authorize \$425,000 Design &
Construction Loan from Vt. Clean Water State
Revolving Fund & Contract with Hallam ICS for
SCADA.pdf

DPW - Authorize \$2,673,440 Loan from Vt.
Clean Water State Revolving Fund & Contract
with Wright-Pierce for Disinfection Systems.pdf

DPW - Authorize \$2,872,427 Loan from Vt.
Clean Water State Revolving Fund for Upgrade of
Wastewater Collection System.pdf

DPW - Authorize \$1,720,129 Loan from Vt.
Clean Water State Revolving Fund & Contract
with Hoyle Tanner re Pump Stations.pdf

5.09 Emergency Measures Related to COVID-19 Resolution

Type: Action

Recommended Action: to approve and recommend that the council adopt the resolution

****note title change:** Authorizations Related To COVID-19 Emergency and written materials for this agenda item per COS Redell, posted on Monday, March 23, 2020, at 1:59 pm, LO**

Resolution re Authorizations Related to
COVID-19 - FINAL.docx

3-23-20 COVID-19 Response Plan Memo.pdf

COVID budget for CC_revised.pdf

6. Adjournment



March 23, 2020

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6.01 Adjournment

Type: Action, Procedural

Recommended Action: motion to adjourn