



March 12, 2018

**Board of Finance - Monday, March 12, 2018 at 5:30 p.m. Contois Auditorium,
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 12 18.WMA

2. Public Forum

2.01 Public Forum

Type: Discussion, Information

The public is invited to speak.

3. Minutes

3.01 February 26, 2018

Type: Action

Recommended Action: Approve the minutes

 BURLbof22618.pdf

4. For Approval and Recommendation to City Council



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**4.01 Authorization to approve CY17 Street Reconstruction Project Contract and Budget
Amendment - DPW**

Type: Action

Recommended Action: 1. To recommend that the City Council that \$125,000 in Street Capital carry forward funds 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 approve the following changes to the Capital Project Budget for the CY17 Street Reconstruction Project be increased by \$125,000 from the Street Capital Carry forward and \$3,336.76 from the FY18 Street Capital Budget resulting in a change in the budget from \$2,458,917.85 to \$2,587,254.61; and change the \$239,651.70 in revenue funds previously approved to come from FY17 CIP to come from the approved FY18 Street Capital budget. 3. To recommend that the City Council authorize Chapin Spencer, Director of Public Works to execute an amendment to the construction contract with SD Ireland in the amount of \$88,336.76 for a total of \$2,547,254.61 to the CY17 Street Reconstruction Project, subject to the prior approval of the City Attorney and also authorize the use of an additional \$40,000 in contingency funds to increase the authorized amount if needed for the project, for a total of \$2,587,254.61.

 1-Memo - Street Capital Carry Forward -
Paving 3-8-18.pdf

 BoF_CC_Checklist CY17 Street
Reconstruction.pdf

**4.02 Authorization to enter into agreement with Hickok and Boardman, Inc. to provide risk
management services - HR**

Type: Action

Recommended Action: To approve and recommend City Council approval to enter into an agreement with Hickok and Boardman, Inc. to provide Risk Management Services.

 BOFCC Packet HBinsurance RM 03 01
2018.pdf

 Resolution BOF HBincRMS 03012018.pdf

 BOFCC Checklist Risk Management Services
Hickok and Boardman 03 01 18.pdf

**4.03 Authorization to approve reclassification of Stormwater and GIS Technician position - DPW,
HR**

Type: Action

Recommended Action: To approve and recommend City Council approval of reclassification of Stormwater and GIS Technician position.

 Full Packet Water Resources Infrastructure
Asset Manager March 2018.pdf

 Stormwater reclass.pdf



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4.04 Authorization to enter into a lease agreement with Green Mountain Power - Airport

Type: Action

Recommended Action: To approve and recommend that the City Council approve the attached lease agreement between the City of Burlington and Green Mountain Power Corporation and authorize the BTV Director of Aviation to execute said lease document.

 BIA - Green Mountain Power Ground Lease Agreement to Construct Substation.pdf

 13.2 - GMP Substation Lease - GMP Draft 2.18.18.pdf

 13.4 - BoF_CC_Checklist.fillable GMP Lease.pdf

 13.1 - Green Mountain Power Lease Memo 2.18.18.pdf

 13.2A - GMP-Boundary_Shamrock Road_South Burlington (11-27-17).pdf

4.05 Authorization to approve reimbursement for Waterfront and Downtown TIF District FY17 related costs - CEDO

Type: Action

Recommended Action: To recommended City Council approval of the attached resolution authorizing the Clerk Treasurer's Office to utilize accumulated tax increment from the Waterfront and Downtown TIF Districts in such manner as is prescribed by Vermont law to reimburse CEDO for the above related cost expenditures.

 Memo - TIF Reimbursement Resolution FY17_030518_c.pdf

 TIF FY17 reimbursement _BoF_City Council_Checklist.fillable pdf.pdf

 Treasurer, CEDO—Waterfront TIF District & Downtown TIF District – Reimbursement of FY 2017 Costs.pdf

4.06 Authorization to use bond proceeds for public improvements serving the Waterfront TIF district - C/T

Type: Action

Recommended Action: To approve and recommend City Council approval of the use of Bond proceeds for public improvements serving the Waterfront TIF District.

 031218_ Memo Unspent Funds_.pdf

 031218_BoF_City Council_Checklist.Bonds.pdf

 Treasurer—Waterfront TIF District – Use of Bond Proceeds for Public Improvements.pdf



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4.07 Authorization to approve the FY18 Standby Letter of Credit Workers Compensation - C/T

Type: Action

Recommended Action: To approve and recommend City Council approval of the FY 18 Standby Letter of Credit.

031218_ Memo LOC Workers Compensation.pdf

Treasurer – Worker's Compensation Program – Approving Obtaining Standby Letters of Credit.pdf

031218_BoF_City Council_Checklist.Water.pdf

5. Communication

5.01 Review January Financial Report - C/T

Type: Communication

Jan Financial run 2-27-18.xlsx

5.02 Board of Finance Open Items Tracking

Type: Communication

COB BOF Requests List March 2018.pdf

5.03 Review Fund Balance Policy

Type: Communication

<http://www.boarddocs.com/vt/burlingtonvt/Board.nsf/goto?open&id=9X4H9242E2C5>

6. Adjournment

6.01 Adjournment

Type: Action

Recommended Action: Adjourn the meeting