



March 09, 2020

Board of Finance Meeting - Monday, March 9, 2020 at 5:00 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: note revised version of draft lease for agenda item 3.07 (per Assistant City Attorney St. James)

 BOF 3 9 20.WMA

2. Public Forum (Verbal)

2.01 Public Forum=no spoke=

Type: Information, Procedural

3. For Approval and Recommendation to City Council

3.01 Creation of Tiered Progression Program for Lineworkers - BED -

Type: Action

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

 HR - BED Creation of Tiered Progression Program for Lineworkers.pdf

 Packet 3 9 2020 R V2.pdf

 BOF CC Checklist_3.9.20.docx

3.02 Elimination of Maintenance Worker and Creation of Event Manager/Development Specialist - CSM -

Type: Action

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

 HR - Church St. Marketplace - Elimination of Maintenance Worker & Creation of Event Manager-Development Specialist.pdf

 BoF CC pakcet 03.09.20 v2.pdf

 BOF CC Checklist_CSM_Re-org.docx



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3.03 Authorization to Award the Contract for Construction Oversight of Distribution and Collection System Improvements to DuBois & King, Inc.

Type: Action

Recommended Action: to approve and recommend that the City Council approve awarding the contract for Construction Oversight of Distribution and Collection System Improvements to DuBois & King, Inc. and to authorize Chapin Spencer, Director of the Department of Public Works, to execute a contract with DuBois & King with a maximum limiting amount of \$141,678 subject to the final review and approval of the City Attorney's Office

BOF CC Memo 3-9-2020 Distribution and Collection System Construction Oversight.pdf

BOF CC Checklist_Distribution and Collection System Construction Oversight.docx

3.04 Authorization to Extend Master Services Agreement with VHB Through FY22 - DPW -

Type: Action

Recommended Action: to approve and recommend that the City Council authorize Chapin Spencer, Director of the Department of Public Works, to execute an updated Master Agreement with Vanasse Hangen Brustlin, Inc. (VHB), which will run through Fiscal Year 2022 and increase the maximum limiting amount an additional \$261,562.00, for a total of \$472,220.00, subject to the final review and approval of the City Attorney's Office; to approve and recommend that the City Council authorize Chapin Spencer, Director of the Department of Public Works, to execute a Work Assignment Agreement for Manhattan Outfall (WAA #4) with a maximum limiting amount of \$100,000 subject to the final review and approval of the City Attorney's Office and to approve and recommend that the City Council authorize Chapin Spencer, Director of the Department of Public Works, to execute a new Work Assignment Agreement with a maximum limiting amount to \$173,406.97 for GSI-CSO Retrofits (WAA #5) subject to the final review and approval of the City Attorney's Office

SW On-Call Renewal FINAL 3-4-20.pdf

3.05 Request for Approval for Department of Public Works' Water Resources to Execute a Multi-Year Contract for Janitorial Services with Cleantech Building Maintenance, Inc. - DPW -

Type: Action

Recommended Action: to approve and recommend that the City Council approve awarding the contract to Cleantech Building Maintenance, Inc., and authorize Chapin Spencer, Director of the Department of Public Works, to execute a contract with Cleantech Building Maintenance, Inc. in the amount of \$101,680 subject to the final review and approval of the City Attorney's Office

Water Janitorial Services_Final Package 3-4-20.pdf

3.06 Request for approval to sign agreement for Trash Removal Services - C/T -

Type: Action

Recommended Action: approve and recommend that City Council authorize the Chief Administrative Officer, Katherine Schad, to execute a 3-year agreement with Myers Container Services Corporation for trash and recycling services for up to \$175,000 annually, subject to change based on volume and also subject to review by the City Attorney's Office

030920_Trash Removal Recommendation+Rgg.doc.pdf

030920_Checklist -Trash Removal.docx



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3.07 Request for approval to execute a lease with the Sara Holbrook Community Center (SHCC) to operate a teen center at the Miller Community Recreation Center - Parks -

Type: Action

Recommended Action: to approve and recommend a lease with the Sara Holbrook Community Center on the terms provided in and substantially in conformance with the attached lease, and to authorize Mayor Weinberger to execute the leases, subject to final approval by the City Attorney's Office

note revised version of draft lease for this agenda item per Assistant City Attorney St. James, posted on Monday, March 9, 2020, at 3:09 pm, LO

SHTC Lease Memo for BOF CC
20200303.pdf

SHTC 2019-2023 Draft 20200309.pdf

BOF_CC Checklist Miller.docx

SHTC 2019-2023 Draft 20200303.pdf

3.08 Request for approval to execute a contract with Local Motion for Valet Bicycle Parking - Parks -

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of Parks, Recreation and Waterfront to execute a five-year contract with Local Motion for valet bicycle parking services, subject to City Attorney's office approval

Local Motion bike parking Memo
20200305.pdf

ATTACHMENT C- Burlington Standard Vendor
Conditions.pdf

ATTACHMENT C- CITY OF BURLINGTON
VENDOR AGREEMENT_LocalMotion_Final
20200305.pdf

BOF CC Checklist_Local Motion.docx

3.09 FY 20 Budget Amendment - Salary - Police -

Type: Action

Recommended Action: to approve and recommend approval of an amendment to the Police Department budget decreasing GL account 5000_100 Salaries by \$95,193 and increasing GL accounts 6015 Computer Software by \$42,570, 6017 Computer Licensing by \$12,623, 6700_105 Special Training by \$30,000, and 9500_100 Capital Outlay-Construction by \$10,000

BOF and CC memo - Salary BA FY20 - to
Mayor.doc

BOF CC Checklist-Police FY 20 BA from
Salary to Operations Accounts - Misc
Projects.docx

4. Communications

4.01 Investment Performance Summary: FYTD 12/31/19 - C/T -

Type: Communication, Information

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

031120_Investment Memo + RGG
+KS_FINAL.pdf

123119_Burlington_VT_Quarterly
InvestmentSummary+RGG+KS_FINAL.pdf



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4.02 Sweep Report for January - C/T -

Type: Communication, Information

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

07 - 01312020_ Sweep Report.pdf

5. Communication - Board of Finance Approval Only -

5.01 Request for approval to sign a contract with A.C. Hathorne Company for the 3060 Williston Road Building Roof Replacement in South Burlington - Airport -

Type: Action

Recommended Action: to approve that the Director of Aviation, Gene Richards, be authorized to execute a contract with A.C. Hathorne in the amount \$72,950.00 with a total contingency of 15% or \$83,893.00 for roof replacement construction at 3060 Williston Road detailed in the January 13, 2020 proposal for construction services subject to the final review and approval by the Office of the City Attorney and to approve a budget neutral amendment for \$83,893.00 to increase the Airport Other Property cost center Repair and Maintenance Building Expenditure account, consistent with the associated memorandum

1 - BOF Memo 3060 Williston Road Roof Replacement -AC BOFMemo.pdf

2 - 20200228 3060 Williston Road Roof Replacement Contract3.2.2020.pdf

3 - 3060 Williston Rd. Hathorne Roofing Proposal.pdf

4 - 3.9.20 - BOF CC Checklist_Airport3060Roof.docx

5.02 Regular Schedule of Board of Finance Meetings through August, 2020 - C/T -

Type: Action (Consent), Information

Recommended Action: to approve the regular schedule of meetings of the Board of Finance as listed through August , 2020

2020 bof schedule through August 030620LO.doc

6. Adjournment

6.01 Adjournment

Type: Action, Procedural

Recommended Action: motion to adjourn