



March 08, 2021

Board of Finance Meeting, Monday, March 8, 2021, 5:30 pm **VIRTUAL MEETING**

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

1. Agenda

1.01 Motion to adopt agenda

Type: Action, Procedural

Recommended Action: motion to adopt agenda

2. Public Forum (Verbal)

2.01 Verbal Comment - only one speaker Lisa and Traver Bergstrom

Type: Action, Information, Procedural

3. Consent Agenda

3.01 February 8, 2021 Board of Finance Meeting Minutes, Draft

Type: Action (Consent), Information, Minutes

Recommended Action: approve the minutes

 [View Minutes from Board of Finance Meeting, Monday, February 8, 2021, 5:00 pm **VIRTUAL MEETING**](#)

3.02 February 16, 2021 Board of Finance Meeting Minutes, Draft

Type: Action (Consent), Minutes

Recommended Action: approve the minutes

 [View Minutes from Board of Finance Meeting, Tuesday, February 16, 2021, 5:30 pm **VIRTUAL MEETING**](#)

4. For Approval and Recommendation to City Council



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4.01 Request for Airport to Accept Two Airport Coronavirus Response Grant Program Grants Totalling \$4,004,430 and the Approval of a \$307,515 FY 2021 Budget Neutral Amendment - Airport

Type: Action

Recommended Action: 1. ☐ To approve and recommend that the City Council authorize the Mayor of Burlington to execute the Airport Coronavirus Response Grant Program - Primary Airport Grant with the Federal Aviation Administration in an amount up to \$3,857,199, subject to final review and approval of the City Attorney's Office. ☐ 2. ☐ To approve and recommend that the City Council authorize the Mayor of Burlington to execute the Airport Coronavirus Response Grant Program - Concession Relief Grant with the Federal Aviation Administration in an amount up to \$147,231, subject to final review and approval of the City Attorney's Office. ☐ 3. ☐ To approve and recommend that the City Council approve a budget neutral amendment in the amount of \$307,515 to the Fiscal Year 2021 Burlington International Airport budget by increasing the accounts as set forth above. ☐

1 - BOF-CC Memo Care-Act-Airport Grant
CRRSA.docx

1 - Checklist - Airport - BOF CC
-Cares-Act-Airport GrantCRRSA.docx

4.02 Authorization to Sign Property Lease with Passero Associates at 1252 Airport Drive, Suite 123 - Airport

Type: Action

Recommended Action: to approve and recommend the leasing of certain identified space at the Burlington International Airport to Passero Associates, and to authorize the Mayor of Burlington to execute the lease, subject to final review and approval by the City Attorney's Office

2 -BOF-CC - Airport Passero Associates
Lease Memo.docx

2 - Checklist - Airport - BOF CC - Passero
Associates Lease.docx

4.03 Request to Authorize Signing a Five-Year Contract with KAS Environmental Science & Engineering for Underground Injection Control Permit Management/Compliance Assistance Services - Airport

Type: Action

Recommended Action: to approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to execute a contract with KAS Environmental Science & Engineering for \$311,404.50 plus a 15% Contingency of \$46,710.68 for a total of \$358,115.18 for UIC Permit Management/Compliance Assistance Services, subject to the final review and approval by the Office of the City Attorney

3- 20210308 AC-BOF-CC Memo UIC Permit
Mgt-ComplianceAssitance.docx

3 - Checklist - Airport - BOF CC - UIC Permit
Mgt-ComplianceAssitance.docx

4.04 Request to Authorize Signing a Five-Year Contract for Stormwater Permit Management/Compliance Assistance Services with EIV Technical Services - Airport

Type: Action

Recommended Action: to approve and recommend to the City Council that the Director of Aviation, Gene Richards, be authorized to execute a contract with EIV Technical Services for \$299,455.00, plus a 15% contingency of \$44,918.25, for a total of \$334,373.25 for stormwater permit management and compliance assistance services, subject to the final review and approval by the Office of the City Attorney

4 - 20210308 AC-BOF-CC Memo Stormwater
Permit Mgt-ComplianceAssitance_.docx

4 - Checklist - Airport - BOF CC - Stormwater
Permit Mgt-ComplianceAssitance_.docx



March 08, 2021

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4.05 Request to Authorize the Signing of a Stormwater System Agreement and License Agreement with the City of South Burlington Enabling the Construction and Maintenance of a Stormwater Treatment System on a Parcel Owned by the Airport - Airport

Type: Action

Recommended Action: to approve and recommend to the City Council that the Mayor of Burlington be authorized to execute agreements in substantial conformance with the attached Stormwater System Agreement and License Agreement with the City of South Burlington enabling the construction and maintenance of a stormwater treatment system on a parcel owned by the Airport, subject to the final review and approval by the Office of the City Attorney

5 - 20210308 AC-BOF-CC Memo SB SW
System Agreement-LicenceAgreement.docx

5 - Attachment A -
StormwaterSystemAgreement.pdf

5 - Attachment B -License Agreement between
the City of Burlingtonand the City of South
Burlington, Re Airport DriveAirport Road
StormwaterTreatment System.pdf

5 - Attachment C - Illustration of Proposed
Airport DriveInfiltration System.pdf

5 - Checklist - Airport - BOF CC - SB SW
System Agreement-LicenceAgreement.docx

4.06 Request to Authorize the Signing of a Contract with the American Association of Airport Executives for the Development, Delivery and Maintenance of a Digital Interactive Employee Training Service Package for 5 Years in the Amount of \$113,915 - Airport

Type: Action

Recommended Action: to approve and recommend to the City Council that the Director of Aviation be authorized to execute a contract with the American Association of Airport Executives for five years in the amount of \$76,100 for the development and delivery of a Digital Interactive Employee Training Service package, plus a 15% contingency of \$11,415, and \$26,400 for ongoing maintenance costs, for a total amount of \$113,915, subject to the final review and approval by the Office of the City Attorney

6 - 20210308 AC-BOF-CC Memo IETS
Interactive Employee Trainingsolution.docx

6 - Checklist - Airport - BOF CC - Interactive
Employee TrainingSolution.docx

4.07 Central Services Reorganization - BPRW/DPW/CT/HR

Type: Action

Recommended Action: To recommend that City Council approve the: ☐ Reclassification of the Superintendent of Parks Operations and Maintenance, Department of Parks, Recreation & Waterfront, a Regular, Full-time, Exempt, Non-union, Grade 21, position to Superintendent of Parks and Central Facilities, Department of Parks, Recreation & Waterfront, a Regular, Full-time, Exempt, Non-union, Grade 23, position. ☐ Reclassification of the Facility Coordinator, Department of Parks, Recreation and Waterfront, a Regular, Full-time, Non-exempt, AFSCME, Grade 14, position to Central Facilities Foreman ☐ Custodian, Department of Parks, Recreation and Waterfront, a Regular, Full-time, Non-exempt, AFSCME, Grade 16, position. ☐ Reclassification of the Capital Projects Coordinator, Department of Public Works, a Regular, Full-time, Exempt, Non-union, Grade 17, position to Central Facilities Manager, Department of Parks, Recreation and Waterfront, a Regular, Full-time, Exempt, Non-union, Grade 20, position. ☐ Creation of the Capital and Special Projects Director, Clerk Treasurer's Office, a Regular, Full-time, Exempt, Non-union, Grade 23, position.

Final Reorg memo Central Facilities.docx

Final Packet Reorg Central Facilities.pdf



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4.08 Creation of Accounting Assistant, a Regular, Part - Time position - CT/HR

Type: Action

Recommended Action: to approve and recommend that the City Council approve the creation of an Accounting Assistant , a Regular, Part-Time, Non-Exempt, AFSCME, Grade 12, position in the Clerk Treasurer's Office

1_CT 3.8.21 Final Memo Approved Packet PT
Accounting Asst.docx

1_BOF CC Checklist.docx

4.09 Acceptance And Approval Of The FY 2020 Audited Comprehensive Annual Financial Report - C/T

Type: Action

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

Treasurer - Acceptance and Approval of FY
2020 Audited Comprehensive Annual Financial
Report (CAFR).pdf

5. Adjournment

5.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn