



Board of Finance

Monday, February 5, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

5:30 pm, Bushor Conference Room, 1st Floor City Hall OR Remotely via ZOOM:

Please click the link below to join the webinar:

<https://zoom.us/j/98900548545>

Or Telephone: +1 646 931 3860 US

Webinar ID: 989 0054 8545

****CCTV link: https://www.youtube.com/playlist?list=PLIjLFn4BZd2PwCge7lNoKug676jIf_iUA ****

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	February 5, 2024 - Board of Finance Meeting - Monday, February 5, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	February 5, 2024 - Board of Finance Meeting - Monday, February 5, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	2. Public Forum

Department	Council and Board
Type	Action Procedural
Recommended Action	open Public Forum close Public Forum

3. Consent Agenda

Subject	3.1. Motion to adopt the consent agenda and take the actions indicated
Meeting	February 5, 2024 - Board of Finance Meeting - Monday, February 5, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Council and Board
Type	Action (Consent)
Recommended Action	Motion to adopt the consent agenda and take the actions indicated
Subject	3.2. January 22, 2024 Board of Finance Meeting Minutes, Draft
Meeting	February 5, 2024 - Board of Finance Meeting - Monday, February 5, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Minutes
Recommended Action	approve the minutes
Subject	3.3. Request to (1) convey the so-called North Hangar building at Patrick Leahy Burlington International Airport to Beta Technologies, Inc. (Beta) by Bill of Sale, and (2) execute a Ground Lease Agreement with Beta to replace the existing building lease between the parties - Airport
Meeting	February 5, 2024 - Board of Finance Meeting - Monday, February 5, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Airport
Type	Action (Consent)
Recommended Action	1. "To approve and recommend that the City Council authorize the conveyance of the North Hangar building located at 1150 Airport Drive in South Burlington to Beta Technologies, Inc. and to authorize the Mayor of the City of Burlington to execute a bill of sale to effect the conveyance, subject to final review and approval by the City Attorney's Office."

2. To approve and recommend that the City Council authorize the leasing of certain identified space at the Patrick Leahy Burlington International Airport to Beta Technologies, Inc. and to authorize the Mayor of the City of Burlington to execute the ground lease agreement, subject to final review and approval by the City Attorney's Office."

Subject	3.4. BED Electrify Your Fleet Incentive Program grant - BED
Meeting	February 5, 2024 - Board of Finance Meeting - Monday, February 5, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Burlington Electric Department
Type	Action (Consent)
Recommended Action	move to approve and authorize the BED General Manager or their designee, to enter into and execute all necessary grant agreements with respect to accepting the State of Vermont's Electrify Your Fleet Incentive Program in the amount of \$5,000 towards the purchase of two plug-in electric Ford F-150 Lightning fleet vehicles included in BED's FY 2024 capital budget, subject to final review and approval of the City Attorney's Office
Subject	3.5. Motion to Authorize Chief Innovation Officer to enter into a contract for email services - I&T
Meeting	February 5, 2024 - Board of Finance Meeting - Monday, February 5, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Innovation & Technology
Type	Action (Consent)
Recommended Action	to approve and recommend to the City Council that it authorize the Chief Innovation Officer execute an agreement with GovConnection, Inc. and Microsoft for email services for a total amount not to exceed \$165,000 over three years, subject to final contract approval by the City Attorney's Office
Subject	3.6. CivicEngage (website engine) Purchase - I&T
Meeting	February 5, 2024 - Board of Finance Meeting - Monday, February 5, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Innovation & Technology
Type	Action (Consent)
Recommended Action	The approval and recommendation to the Board of Finance that the Chief Innovation Officer be authorized to execute a contract in an amount up to \$80,000 to purchase and install the CivicEngage module from CivicPlus, including \$16,286 per year beginning in year two and continuing through year three, subject to contract approval by the City Attorney's Office.
Subject	3.7. Request to Amend a Contract with Nelson\Nygaard Consulting Associates, Inc. for Consultant Services for the Citywide Transportation Study - Planning

Meeting	February 5, 2024 - Board of Finance Meeting - Monday, February 5, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Planning
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve and authorize the Director of City Planning to amend the maximum limiting amount for the CTOS study to a total of \$104,373.50 and to execute a contract amendment with Nelson\Nygaard Consulting Associates, Inc. for the revised amount and for the purposes of replacing the scope of work for Task 1A, subject to final review and approval of the City Attorney's Office

4. For Approval and Recommendation to the City Council

Subject	4.1. Authorization to Execute Contracts for two Great Street CityPlace Streetscape Public Art Projects - BCA/DPW
Meeting	February 5, 2024 - Board of Finance Meeting - Monday, February 5, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	City Arts
Type	Action
Recommended Action	to approve and recommend that the City Council approve and authorize the Director of Burlington City Arts to execute the following Artist Agreements for public art surrounding CityPlace Burlington, for contract values not to exceed \$182,500 in the aggregate, with additional approved contingency funds in the amount of \$17, 500 to fund any future necessary contract amendments or city scope related to the public art projects, for a total authorized expenditure not to exceed \$200,000, subject to review and approval by the City Attorney's Office and contingent upon City Council approval of Budget Amendment for BTC Public Improvements for Public Art Contracts and ARDA Amendment: - o A contract with Studio Projects, LLC in an amount not to exceed \$92,500 for final design, fabrication, and installation of artwork; and - o A contract with Studio KCA in an amount not to exceed \$90,000 for final design, fabrication, and installation of artwork
Subject	4.2. Budget Amendment and Contract Amendment for BTC Public Improvements and Associated Public Art Contracts - DPW
Meeting	February 5, 2024 - Board of Finance Meeting - Monday, February 5, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Public Works Department
Type	Action
Recommended Action	1. To approve and recommend that the City Council authorize the use of \$200,000 in Waterfront TIF funds towards the BTC Public Improvements, Public Art project budget, as further detailed in the amendments to the project budgets as described the above

table labeled "NW Budget- TIF Only" and subject to the attached Budget Amendment form; and

2. To approve and recommend that the City Council authorize the use of \$1,054,624 in Waterfront TIF funds towards the BTC Public Improvements, BTC Public Improvement TIF project budget, as further detailed in the amendments to the project budgets as described in the above table labeled "NW Budget- TIF Only" and subject to the attached Budget Amendment form; and

3. To approve and recommend that the City Council authorize the Chief Administrative Officer or designee to effectuate all necessary budget amendments and transfers of funds in substantial conformance with Attachment 1.

4. To approve and recommend that the City Council authorize the Director of Public Works to execute a second contract amendment with Stantec Consulting Services, Inc. for the development of an updated design for the Great Streets Bank & Cherry Street project in an additional amount up to \$85,716, and any necessary future amendments in furtherance of updating the current design using up to \$8,571.60 (10%) in available contingency funds, for a total authorized contract amount not to exceed \$1,340,003.32, subject to the review and approval of the City Attorney's Office.

Subject	4.3. RAISE Reconnecting Downtown Grant Acceptance associated with the BTC Public Improvements Project - DPW
Meeting	February 5, 2024 - Board of Finance Meeting - Monday, February 5, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Public Works Department
Type	Action
Recommended Action	1. To approve and recommend that the City Council authorize the Director of Public Works to execute the Amendment #1 to Cooperative Agreement CA0811 from the Vermont Agency of Transportation to accept an additional grant amount of \$22,384,000 for construction of the Reconnecting Downtown Project, for an authorized RAISE grant acceptance in the amount of \$22,384,000, resulting in a total authorized grant acceptance amount of \$37,384,000, including a previously authorized CDS local match in the amount of \$3,000,000, with project costs to be paid upfront by the City of Burlington and then reimbursed by the Vermont Agency of Transportation with no local match, subject to approval by the City Attorney's Office. 2. To approve and recommend that the City Council authorize the Director of Public Works to execute the U.S. Department of Transportation Grant Agreement under the Fiscal Year 2023 Raise Program to define the scope of work, project schedule, and City's reporting responsibilities, subject to approval by the City Attorney's Office. 3. To approve and recommend that the City Council approve the necessary amendments to the BTC Public Improvements Project Budget – Great Streets Bank and Cherry Street Project Budget by adjusting the accounts as described herein and in the attach draft budget amendment form and further authorize the Chief Administrative or designee to effect all necessary transfer of funds in furtherance of such amendments.
Subject	4.4. Budget Amendment for 130 Bank Street Sales Tax Reallocation Funds for the BTC Public Improvements Project - DPW
Meeting	February 5, 2024 - Board of Finance Meeting - Monday, February 5, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Public Works Department

Type	Action
Recommended Action	to approve and recommend that the City Council authorize the Director of Public Works or designee to request reimbursement in the amount of \$987,059 in 130 Bank Street Sales Tax Reallocation funds towards the BTC Public Improvements Project Budget and to accept the same, and to further authorize the Chief Administrative Officer or designer to effectuate all necessary budget amendments and transfers of funds in substantial conformance with Attachment 1 in furtherance of securing this reimbursable state funding
Subject	4.5. Approve Street Maintenance Worker/Working Foreperson Retention Bonuses - DPW
Meeting	February 5, 2024 - Board of Finance Meeting - Monday, February 5, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Public Works Department
Type	Action
Recommended Action	to approve and recommend that the City Council approve the attached Memorandum of Understanding between AFSCME Local #1343 and the City of Burlington Re: Retention Bonus for Department of Public Works Street Maintenance Employees, authorizing Public Works Director Chapin Spencer to execute the agreement and to further authorize the payment of retention bonuses to employees holding the positions of Street Maintenance Worker and Street Maintenance Working Foreperson for the periods described and amounts listed therein provided that such payments shall not exceed \$1500 per employee or \$28,500 in the aggregate, subject to review as necessary by the Chief Administrative Officer or designee
Subject	4.6. Van Purchase for Burlington CARES - Police
Meeting	February 5, 2024 - Board of Finance Meeting - Monday, February 5, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Police Department
Type	Action
Recommended Action	to approve and recommend that the City Council approve and authorize the Chief of the Burlington Police Department, to enter into a purchase agreement with New England Motor Car Company, to acquire a Ram ProMaster Van for use by the Burlington CARES team, in an amount not to exceed \$84,995, with review and approval of any agreements by the City Attorney's Office

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	February 5, 2024 - Board of Finance Meeting - Monday, February 5, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	5. Adjournment
Department	Council and Board

Type

Action
Procedural

Recommended Action

Motion to adjourn