BURLINGTON BOARD OF FINANCE
SPECIAL MEETING
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
September 23, 2024

MEMBERS PRESENT:	Mark Barlow Ben Traverse Joe Kane Emma Mulvaney-Stanak
OTHERS PRESENT:	Katherine Schad Jessica Brown Erik Ramakrishnan Chapin Spencer Lee Perry Cindi Wight Brad Kukenberger Erin Moreau Joe Magee

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1.0 CALL TO ORDER and AGENDA

1.1 Motion to amend/adopt the agenda
Mayor Mulvaney-Stanak called the Board of Finance meeting to order at 5:31 PM

MOTION by Councilor Barlow, SECOND by City Council President Traverse, to adopt the agenda.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM

2.1 Verbal Comments
None.

3.0 CONSENT AGENDA

3.1 Motion to adopt the consent agenda and take the actions indicated.

3.2 Renewal of Tax Increment Financing (TIF) District consulting services contract with White+Burke – CEDO – approve and recommend that the City Council approve and authorize the Director of the Community & Economic Development Office to execute the proposed contract with White+Burke Real Estate Advisors for TIF consulting services regarding the Waterfront and Downtown TIF districts with a maximum limiting amount of $65,000, to be paid out of TIF-related costs, pursuant to the final review of the City Attorney's Office.

MOTION by City Council President Traverse, SECOND by Councilor Barlow, to adopt the consent agenda and take the actions indicated for items 3.1-3.12.

VOTING: unanimous; motion carries.

4.0 DELIBERATIVE AGENDA

4.1 201 Flynn Avenue Purchase and Sales Agreement, Between the City of Burlington and Chittenden Solid Waste District – DPW
Director Spencer noted that this relates to the purchase of 201 Flynn Avenue by the City for purposes of soil management and improving and unifying the City's management of soils. He said that the purchase price is $375,000, and it would allow the City to use the $101,000 of options payments to be applied toward this purchase. He said that they are proposing financing this through a lease, two-thirds of which would be covered by the General Fund through the Solid Waste Generation tax, and one-third being covered by Water Resources. He noted that there is enough funding in the FY25 budget to cover any payments for this fiscal year.

City Council President Traverse asked for more detail about why the City chose to pursue purchasing just 201 Flynn Avenue, rather than both 195 and 201 Flynn Avenue. Director Spencer replied that interests have shifted over the last several years for both parties. He said that CSWD was interested in retaining the back parcel for a potential drop-off center (but this remains an open question). City Council President Pine asked if CSWD will be expanding their operations at 339 Pine Street, as there is a desire in the community for that to happen. Director Spencer noted that it is a potential option, as the needs of the Railyard Enterprise project may shift, but CSWD's expansion is an option.

MOTION by Councilor Barlow, SECOND by Councilor Kane, to 1. Approve and recommend that the City Council authorize the Mayor to execute a purchase and sale agreement between the City of Burlington and Chittenden Solid Waste District for the property located at 201 Flynn Avenue in the amount not to exceed $375,000.00, substantially in the form included in the agenda packet and subject to minor modifications approved by the City Attorney or designee; and 2. Recommend that the City Council authorize the Mayor and Director of Public Works to take such further actions and execute such further instruments approved as to form by the City Attorney or designee as may be necessary or convenient to effectuate the transactions contemplated hereby.

VOTING: unanimous; motion carries.

4.2 Creation of Chief Accountant in the Clerk/Treasurer's Office – C/T
Finance Director Kukenberger noted that this item relates to the creation of a new chief accountant position in the Clerk/Treasurer's Office, given the City's growing and complex budgetary and accounting needs. He noted that previously, there was a senior accountant reporting to the capital programs director, which remain intact, but they are proposing to consolidate that with the other senior accountant position, which would be under a chief accountant. He noted that there is budget available through vacancy savings to cover the cost of creating this position. He noted that in future fiscal years, he would anticipate a decreased reliance on outside accounting firms than is currently being experienced, which would offset the cost of this position.

MOTION by City Council President Traverse, SECOND by Councilor Barlow, to approve and recommend that the City Council approve the creation of a Chief Accountant, a Regular, Full-Time, Exempt, Non-Union, Grade 23 position.

VOTING: unanimous; motion carries.

4.3 Approval of Marina Slip and Mooring Fees – BPRW
Waterfront Superintendent and Harbormaster Moreau noted that this relates to a fee increase for the marina, including both residential and non-residential rate increases, as well as a new special overnight rate for certain prime slips during the summer concert series and a special day rate slip fee for boat shows. They said that the increased rates go to support labor costs, including increased costs for overnight security, as well as reinvestment in the waterfront.

Councilor Barlow spoke about the comparison between the resident rate, non-resident rate, and rate of increase for each. He noted that the increase for the resident rate is higher and asked why the increase wasn't the same for the non-resident rates. He also asked how the rates compare to private marinas next to the public marina. Superintendent Moreau said that they were reluctant to go to a higher rate for the non-resident rate because it had been going up year-over-year for the last number of years and they have less room for growth potential to remain competitive year over year.

MOTION by Councilor Barlow, SECOND by City Council President Traverse, to approve and recommend that the City Council approve the 2025 Marina fees as recommended by the Parks and Recreation Commission, acting as the Harbor Commission, during its September 19, 2024 meeting, as detailed in the rate table herein.

VOTING: unanimous; motion carries.

4.4 Contingent Settlement Agreement – City Attorney's Office
City Attorney Brown said that this is the settlement agreement for Mabior Jok for $215,000, $140,000 of which is being issued by the insurance carrier and $75,000 of which is being contributed by the City.

MOTION by City Council President Traverse, SECOND by Councilor Kane, to approve, ratify, and authorize the Mayor or her designee to enter into the Contingent Settlement Agreement in the litigation matter captioned Mabior Jok v. City of Burlington, Brandon del Pozo, and Joseph Carrow, Docket No. 2:19-cv-00070.

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT
5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:01 PM.

RScty: AACoonradt