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
October 7, 2024

MEMBERS PRESENT:	Mark Barlow Sarah E Carpenter Ben Traverse Joe Kane Emma Mulvaney-Stanak
OTHERS PRESENT:	Katherine Schad Erin Jacobsen Jessica Brown Gene Bergman Mary Danko Will Clavelle Joanna Schneider Helen Reed

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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 City Council President Traverse, SECOND by Councilor Barlow, to amend and adopt the agenda as follows:

- **Move Item 4.3 to be 4.1, and move items 4.1 and 4.2 to be items 4.2 and 4.3, respectively.**

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM

2.1 Verbal Comments
Sharon Bushor thanked staff for providing the org charts for the library.

3.0 CONSENT AGENDA

3.1 Motion to adopt the consent agenda and take the actions indicated.
3.2 September 9, 2024 Board of Finance Meeting Minutes, Draft – approve the minutes.
3.3 September 23, 2024 Special Board of Finance Meeting Minutes, Draft – approve the minutes.
3.4 National League of Cities (NLC) Grant Acceptance for Training Underserved Arabic-speaking Burlington residents to become Personal Care Assistants (PCAs) – CEDO – approve the acceptance of the National League of Cities (NLC) Grant for $20,000 and authorize Brian Pine, CEDO Director, to execute all pertinent documents necessary to carry out the requirements of the grant funding.

MOTION by City Council President Traverse, SECOND by Councilor Carpenter, to adopt the consent agenda and take the actions indicated for items 3.1-3.4.

VOTING: unanimous; motion carries.

4.0 DELIBERATIVE AGENDA

4.1 ONE Graffiti-to-Mural Project Proposal (building at the Elmwood-Intervale Intersection) – Ward Two City Councilor Gene Bergman
Councilor Bergman began by noting that the building in question is at 1 Intervale Avenue and that it has had a problem with graffiti for a very long time, despite many attempts to work on it. He said that this is a great pilot project for renovation and business support. He noted that this would be funded using Council Initiative Funds, and said that he would be happy to work with other Councilors to help develop a process with criteria for using this fund source in the future. Helen Reed, a resident in the Old North End, spoke about how she has worked to obtain buy-in from the Vermont Paint Company, volunteers, and the City Council to try and convert the building in question's graffiti to a public mural. Johanna Schneider, a Small Business Support Specialist in the City's Business Development Department spoke about the department's involvement in terms of communicating with the owners of the building and determining what kind of mural to do.

Councilor Barlow expressed support for the mural and for setting up a process for the use of these funds for future projects as well. He asked for further detail about the budget and funding. Councilor Bergman replied that the $5,500 is for 50% of the cash costs of the project, which would cover paint and supplies, a coordinator, and muralists.

MOTION by Councilor Carpenter, SECOND by City Council President Traverse, to authorize the expenditure of $5,500 in Council Initiative Funds to pay for costs of an owner-community graffiti-to-mural project on 1 Intervale Avenue.

VOTING: unanimous; motion carries.

4.2 Creation of two (2) Library Patron Specialist positions – Library/HR
Director Danko said that this item relates to bringing security in-house at the Library, which has many benefits (such as overseeing the training and cultural competency of security staff, ensuring that the staff have access to buildings, and ensuring that staff are able to log into the City's network for communication purposes).

Councilor Carpenter asked whether these need to be permanent positions and whether the need for them will continue into the future. Director Danko replied that given that there is a large effort to right-size departments for the future, she would be open to thinking about the future of the positions. Councilor Carpenter requested that the Mayor and her staff put together a public safety "budget" of all the initiatives the City is undertaking in the public space, what is paid for through state dollars, and what is paid for through the General Fund. Mayor Mulvaney-Stanak agreed that this would be a valuable exercise, and can help the City determine other areas to be brought in-house, as well as show how much Burlington is disproportionately funding to address systemic failures.

Councilor Barlow said that this does not line up with the budget proposal and is about $50,000 more than that. He said he is supportive of it, given the acute need to address security concerns at the Library, but expressed concern that this will be an ongoing cost. He said he hopes that the security conditions improve and that there is no longer a need for these positions in the long term. He agreed with Councilor Carpenter's suggestion for an inventory of funding put toward public safety concerns and initiatives in the City, both public and private.

City Council President Traverse asked about the existing contracted security services, whether they are aware of this proposal, and what the plan is for wrapping up their contract and services. Director Danko replied that there is currently a six-month contract in place and that contract also has a 60-day escape clause for both parties. She said that the plan is to begin in-house security at the end of the current six-month contract.

MOTION by Councilor Barlow, SECOND by Councilor Carpenter, to recommend that the City Council approve the 1. Creation of Library Patron Specialist Lead, a Regular, Full-time (40 hours), non-exempt, AFCSME, Grade 15 position in the Fletcher Free Library; and 2. Creation of Library Patron Specialist, a Regular, Part-time (28 hours), non-exempt, AFCSME, Grade 14, position in the Fletcher Free Library.

VOTING: unanimous; motion carries.

4.3 Creation of a Library Outreach Specialist Position and approval for a contract with Howard Center, Inc. – Library
Director Danko said this item relates to another innovative idea for addressing the needs at the Library, which entails a collaborative effort with the Howard Center for a social worker/library outreach specialist position. She said that this position would help library guests navigate to other services, if needed, and would help build relationships. She noted that this type of intervention has worked well at other municipal public libraries in the country.

MOTION by City Council President Traverse, SECOND by Councilor Carpenter, to approve and recommend that the City Council approve the execution of a contract and any related documents needed to carry out said contract with Howard Center, Inc., for a 12-month contract of Library Outreach Specialist services for the Fletcher Free Library for $103,210.08 for which the City will be responsible for $78,210.08 and with $25,000 being supplied by the Friends of the Fletcher Free Library and to execute the contract and any related documents needed to carry out said contract, upon final review and approval of the City Attorney's Office and to authorize Mary Danko, Director of the Fletcher Free Library, to effect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to support the proposed Fletcher Free Library's project budget for FY25.

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT

5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:04 PM.

RScty: AACoonradt