

Ordinance Committee
Thursday, November 20, 2025
Bushor Conference Room Conference Room
or Remote via Zoom. Burlington, Vermont
DRAFT MINUTES

Members Present: Councilor Bergman (Chair), Councilor Carpenter, Councilor Barlow, Councilor Kane

Staff Present: Kim Sturtevant (Assistant City Attorney), Bill Ward (Director of DPI)

Public Present: Evan Litwin (City Councilor), Sharon Bushor

Meeting called to order at 2:02 PM.

1. Adopt the Agenda
1.1 Adopt the Agenda

Motion to Adopt Agenda.

Motion by Councilor Carpenter, Seconded by Councilor Barlow.

Final Resolution: Motion Passes

Yes: Unanimous

2. Adopt Draft Minutes
2.1 Adopt Draft Minutes from November 7th.

No minutes available to adopt.

3. Public Forum

Sharon Bushor: I am unsure about the financial disclosure ordinance. I think the information like employer could be helpful for the City Attorney's Office for helping decide on a conflict of interest. If disclosure is not put into the ordinance it could also go in the Council rules.

4. Fuel Purchase Ordinance Discussion

Move that the Ordinance Committee find that premature general public knowledge of legal advice regarding Agenda Items 4 and 5 would clearly place the City at a substantial disadvantage.

Motion by Councilor Barlow, Seconded by Councilor Carpenter

Final Resolution: Motion Passes

Yes: Unanimous

Based upon that finding, move that the Ordinance Committee go into executive session to receive confidential attorney-client communications for Agenda Items 4 and 5. 1 VSA §313(a)(1)(F).

Motion by Councilor Barlow, Seconded by Councilor Carpenter

Final Resolution: Motion Passes
Yes: Unanimous

Motion to come out of Executive Session.
Motion by Councilor Barlow, Seconded by Councilor Carpenter
Final Resolution: Motion Passes
Yes: Unanimous

Councilor Carpenter inquired who requires the debit card hold, the gas station itself, the bank, or the fuel company? Bill Ward (Director of DPI) said he can research the issue. He continued that there are 13 gas stations in the City and he could inform managers of a potential hearing about this issue and see if they have comments.

Councilor Barlow inquired if it might be a bank processor rather than the gas station itself. Evan Litwin (City Councilor) said that, from his understanding, the gas station sets the amount of the hold and the bank/processor determines the hold time for that amount. He continued that large banks usually process the transactions more quickly. Evan Litwin also said that if a customer prepays with a debit card with their PIN then there is no hold.

Councilor Bergman asked for an update on the legal matters discussed and set a date and time for a hearing in the future.

Evan Litwin said that Dave Hartnett, a previous City Councilor, was a gas station manager for a long time and was willing to discuss this issue.

Councilor Bergman moved to take up the issue again on December 18th.

5. Private Parking Lot Terms and Rate Discussion

This agenda item was discussed in executive session as noted above and not discussed otherwise in the meeting.

6. Financial Disclosure Ordinance Discussion

Councilor Barlow said his position is that the state legislator form given as an example is not right for the City and that the City could have a different form that asks for different information.

Councilor Carpenter said she was interested in having a candidate disclosure form that would have candidates declare any conflicts of interest they might have rather than being concerned only with financials.

The Committee will examine the draft form and make changes in a future meeting.

7. Adjournment

The meeting was adjourned at 5:26 PM.