

**BURLINGTON BOARD OF FINANCE
CITY HALL, CONTOIS AUDITORIUM *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING**

DRAFT

March 13, 2023

MEMBERS PRESENT:

Karen Paul
Ali Dieng
Joe Magee (via Zoom)
Miro Weinberger

OTHERS PRESENT:

Katherine Schad
Jordan Redell
Jared Pellerin
Lori Olberg
Ben Traverse
Alina Korsak

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the Board of Finance meeting to order at 5:35 PM.

MOTION by Councilor Dieng, SECOND by City Council President Paul, to adopt the agenda.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM (VERBAL)

2.01 Verbal Comments

Sharon Bushor spoke about the proposed Budget Manager position, was came from a recommendation from the Fiscal Year 2022 audit. She asked how this position would interact with the Chief Administration Officer and Financial Director positions, noting that redundancy could cause confusion and not be as helpful as intended.

3.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

3.01 Acceptance And Approval Of The FY2022 Audit – CT

Chief Administration Officer Schad noted that there are no major updates to the audit or progress on the recommendations within since the more substantive January update, but said that she would be presenting this to the City Council for their approval tonight.

MOTION by City Council President Paul, SECOND by Councilor Dieng, to recommend that the City Council approve the attached resolution.

DISCUSSION:

- **City Council President Paul recommended receiving more regular reports on due from and due to statistics, as well as more regular progress reports based on the recommendations within the management letter associated with the audit. Chief Administrative Officer Schad replied that it is the administration's intent to bring monthly updates to the Board of Finance.**

VOTING:

3.02 Creation of Budget Manager Position, and reclassification of one (1) Clerk/Treasurer Position - CT/HR

Chief Administration Officer Schad said that the reclassification is for a vacant accounting assistant position that that are seeking to turn into a customer service associate position as part of the overall Clerk/Treasurer Office reorganization. She said that merging those position fits better into the reorganization model. She said that for the Budget Manager Position, this arose from a recommendation in the management letter from the FY22 audit, and would be a dedicated resource to working with and helping to handle the budget.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to approve and recommend that City Council approve the creation of the Budget Manager position, a Regular, Full-Time, Non-Exempt, Non-Union, Grade 22, role in the Clerk/Treasurer's Office; and to approve and recommend that City Council approve the reclassification of the Accounting Assistant, a Regular, Full-time, Non-exempt, AFSCME, Grade 12, position to Customer Service Associate, a regular, Full-time, Non-exempt, AFSCME, Grade 14, position in the Clerk/Treasurer's Office.

VOTING: unanimous; motion carries.

3.03 Request to accept funding from Department of Mental Health for Crisis Team - Police **AGENDA ITEM HAS BEEN POSTPONED**

No discussion at this time; item postponed.

3.04 Use of Council Initiative Funds for Public Art Mural in the New North End - Parks, Arts, Culture Committee

Councilor Dieng said that this would be a project to beautify part of the New North End. He said that it came before the Parks, Arts, and Culture Committee, which set \$10,000 aside for the project. He said that there would be collaboration with Burlington City Arts on the project. Chief Administration Officer Schad noted that once this funding is drawn down, there will be \$40,000 remaining in Council Initiative Funds.

MOTION by Councilor Dieng, SECOND by City Council President Paul, to approve the use of \$10,000 of Councilor initiative funds to create a mural in the New North End.

VOTING: unanimous; motion carries.

4.0 ADJOURNMENT

4.01 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 5:57 PM.

RScty: AACoonrad