Board of Finance - Monday, December 17, 2018 at 5:00 p.m.
Conference Room 12, City Hall
12/17/2018

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

December 17, 2018

APPROVED – 3/11/19

MEMBERS PRESENT: Mayor Weinberger

Council President Kurt Wright

Councilor Jane Knodell

Councilor Karen Paul

Councilor Sharon Bushor

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Olivia LaVecchia, Mayor's Office

Jordan Redell, Mayor's Office

Eileen Blackwood, City Attorney

Brian Lowe, IT

Cindi Wight, Parks & Rec

Dan Cahill, Parks & Rec

Ernie Pomerleau, resident

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 5:04 PM on December 17, 2018.

1.01 Agenda

MOTION by Councilor Knodell, SECOND by Councilor Paul, to approve the agenda as amended and with the addition of an update on budget planning as Item 4.04. VOTING: unanimous [Council President Wright not present for vote]; motion carried.

2.0 PUBLIC FORUM

- Ernie Pomerleau announced the donation by the Pomerleau family of approximately three acres of land at Apple Tree Point in honor of their father plus a $50,000 donation for walking paths and to offset the minor loss of taxes. Mr. Pomerleau noted other recent donations by the family including an accessible boat to a handicap group in Florida and the trailer park land in Shelburne to the residents.

3.0 APPROVE AND RECOMMEND TO CITY COUNCIL

3.01 Forested Conservation Land Donation (2.93 acres) – Parks & Rec

MOTION by Councilor Paul, SECOND by Council President Wright, to approve and recommend to City Council to authorize the Parks & Rec Director to accept 2.93 acres of forested land from the Pomerleau family along with the donation of $50,000 for long term maintenance and land transfer related costs for the site subject to the City Attorney's approval.

DISCUSSION:

- **Thanks were extended to the Pomerleau family for their many donations to the city.**
- **There was discussion of posting a plaque to immortalize the donation.**

VOTING: unanimous; motion carried.

3.02 Approve City-BT Contract – IT

MOTION by Council President Wright, SECOND by Councilor Knodell, to accept the proposal for ongoing services from BT and authorize the interim Chief Innovation Officer to execute the BT Service Agreement effective at the closing of the sale of BT to Champlain Broadband, LLC.

DISCUSSION:

- **Councilor Bushor asked why BED was removed. Staff explained BED will negotiate needed services separately.**
- **Councilor Bushor asked why Traffic and the Marketplace have a constant rate while all others are subject to annual adjustments. Staff explained there was a change in the contract that reduced the rate paid by the marketplace.**

VOTING: unanimous; motion carried.

3.03 Investment Policy Statement – C/T

CAO Anderson explained the investment policy will provide parameters for investing city cash including investment vehicles, guidelines on the amount in each, credit ratings on investments, investment manager, investment return guidance, and regular review of the policy. Examples were given of investment under the policy that cannot be done today. The old policy limited investments to T-bills which provide a small return. With the new policy nearly twice that amount on investments can be realized. The city's cash position and liquidity have improved significantly so more can be invested at only slightly more risk.

Council President Wright asked about investment of surpluses in the enterprise funds. CAO Anderson said the investment policy is across all fund balances.

Councilor Bushor asked why the airport is not listed under the scope. CAO Anderson said the city does investments for the airport. Councilor Bushor asked about the language in the policy as to who gets notified and when and who makes the decision. CAO Anderson said the language is standard for fiduciary responsibility. The Investment Officer is the term used and allows delegation (one year this could be the CAO, the next year could be an assistant). An RFP will be done for the Investment Manager.

Councilor Paul said the policy is well written. Having an Investment Manager is critical. Regarding maturities, there could be investments with no maturities.

MOTION by Council President Wright, SECOND by Councilor Knodell, to approve and recommend to City Council to approve the redrafted Investment Policy.

DISCUSSION:

- **Councilor Bushor said there are some areas that need more specific clarity.**

AMENDMENT by Councilor Knodell, SECOND by Councilor Bushor, to continue to define the process around implementation of the policy. VOTING on amendment: unanimous; motion carried.

VOTING on motion as amended: unanimous; motion carried.

4.0 COMMUNICATION

4.01 Grant Anticipation Note Backup Information – C/T

Additional information on grant anticipation notes was provided to the Board.

4.02 October Sweep Report – C/T

4.03 October Financial Report – C/T

The Board requested the reports from October, November, December be combined and presented at the next meeting.

4.04 Budget Planning Process

CAO Anderson reported not much growth in the grand list is anticipated. Staff is looking at revenue sources and working with department heads on where to expect changes and expenses. Building permits are trending down. The budget has to be cognizant of collective bargaining needs. Staff is looking to find efficiencies. A summary of changes in revenues and expenses will be provided.

Councilor Bushor requested information on what departments are asking for and what is moving forward (i.e. "must have" versus "would like to have").

5.0 EXECUTIVE SESSION

5.01 Collective Bargaining

MOTION by Councilor Knodell, SECOND by Council President Wright, to find that premature public knowledge of contract negotiations relative to collective bargaining would place the city at a substantial disadvantage. VOTING: unanimous; motion carried.

MOTION by Councilor Knodell, SECOND by Council President Wright, based on the finding of premature knowledge of negotiations relative to collective bargaining placing the city at a disadvantage to go into Executive Session and to invite the City Attorney, the Mayor, and Mayor's Office to attend. VOTING: unanimous; motion carried.

Executive Session was convened at 5:52 PM and adjourned at 6:05 PM.

MOTION by Councilor Knodell, SECOND by Council President Wright, to recommend to City Council to adopt the resolution to execute the Collective Bargaining Agreement between the City of Burlington and AFSCME effective July 1, 2018 – June 30, 2022. VOTING: unanimous; motion carried.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:06 PM.

RScty: MERiordan