



**Board of Finance Meeting, Monday, November 14, 2022, 5:00 pm**  
**\*\*Bushor Conference Room, Room 102, 1st Floor, City Hall OR**  
**remotely via ZOOM**  
**11/14/2022**

**BURLINGTON BOARD OF FINANCE**

**REMOTE MEETING WITH CALL-IN NUMBER**

**\*OR\***

**CITY HALL, 1ST FLOOR: SHARON BUSHOR CONF. ROOM**

**BURLINGTON, VERMONT**

**MINUTES OF MEETING**

.

**November 14, 2022**

**MEMBERS PRESENT:** Ali Dieng (via Zoom)

Zoraya Hightower (via Zoom)

Joe Magee

Miro Weinberger

**OTHERS PRESENT:** Katherine Schad

Rich Goodwin

Jordan Redell

Chapin Spencer

Megan Moir

Tony Berry

Kim Carson

**1.0 CALL TO ORDER and AGENDA**

Mayor Weinberger called the Board of Finance meeting to order at 5:03 PM.



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**MOTION by Councilor Magee, SECOND by Councilor Hightower, to adopt the agenda.**

**VOTING: unanimous; motion carries.**

**2.0 PUBLIC FORUM (VERBAL)**

2.01 Verbal Comments

None.

**3.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL**

3.01 Approval to enter into a contract with Cargill, Inc. for FY23 road salt procurement – DPW

Director Spencer said that this contract is for road salt for the upcoming winter. He noted that the City uses around 4,000 tons of salt per winter. He noted that there were two bids submitted for salt procurement and that Cargill was the cheaper bid. He noted that because prices have increased by 13%, they are requesting both the contract expenditure amount of \$285,000, but also \$43,000 of contingency funding for DPW use for unanticipated salt costs for winter maintenance activities.

**MOTION by Councilor Hightower, SECOND by Councilor Dieng, to approve and recommend that City Council authorize the Director of Public Works enter into a contract with Cargill to supply the City of Burlington with rock salt for winter maintenance of roads and sidewalks at a unit price of \$86.00/ton, for a total authorized expenditure of \$285,000 plus \$43,000 in contingency for Fiscal Year 2023, subject to review and approval of the City Attorney's Office.**

**VOTING: unanimous; motion carries.**

3.02 Reclassification of Customer Care and Finance Manager and creation of two financial and administrative positions - DPW/Water Resources/HR

Director Spencer said that DPW manages three regulated utilities and a number of capital grants and there is a real need for financial capabilities within the department. Division Director Moir noted that other enterprise funds have dedicated accounting staff and that the time has come to add that resource for DPW.

**MOTION by Councilor Magee, SECOND by Councilor Dieng, to recommend that City Council approve the creation of a Senior Financial and Administrative Analyst, a Regular, Full-time, Exempt, Non-Union, Grade 19, position in the**



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**Department of Public Works; the creation of an Accounting and Administrative Assistant, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16, position in the Department of Public Works; and the reclassification and Re-titling of the Customer Care and Finance Manager, a Regular, Full-time, Exempt, Non-Union, Grade 22, position to Director of Finance and Administration, a Regular, Full-time, Exempt, Non-Union, Grade 24, position in the Department of Public Works.**

**VOTING: unanimous; motion carries.**

**3.03 Juneteenth Donation Acceptance and Budget Amendments – REIB**

Councilor Hightower noted that this donation acceptance and budget amendments are retroactive and asked why it is being added to last year's budget rather than this year's budget. Chief Administration Officer Schad replied that this was an issue that was known prior to 2022 Juneteenth and it had taken some time to gather all of the information regarding costs. She said that now that the information is available, this request is being made for the FY22 budget and funding.

**MOTION by Councilor Magee, SECOND by Councilor Hightower, to approve and recommend that the City Council retro-actively authorize the Director of Racial Equity, Inclusion and Belonging to accept the following donations from the following community partners to support the 2022 Juneteenth Celebration, for a total donation acceptance amount totaling \$103,019, subject to review and approval by the Chief Administrative Officer:**

- **Mascoma Bank \$7,500.00**
- **Main Street Landing \$1000.00**
- **Northfield Savings Bank \$19,019.19**
- **VT Federal Credit Union \$10,000.00**
- **City Market \$3,500.00**
- **Fidelity Charitable \$5,000.00**
- **National Group Life \$10,000.00**
- **Switchback Beerworks \$10,000.00**
- **Ernest Pomerleau LLC \$15,000.00**
- **Vermont Housing Finance Agency \$500.00**
- **VT Agency of Agriculture \$1,500.00**
- **Cox Auto \$10,000.00**
- **VT State Employees Credit Union \$10,000.00**

**VOTING: unanimous; motion carries.**

**4.0 ADJOURNMENT**

**4.01 Motion to Adjourn**





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With no further business and without objection the meeting was adjourned at 5:15 PM.

*RScty: AACoonrad*