Board of Finance - Monday, November 13, 2017 at 6:15 p.m.
Conference Room 12, City Hall
11/13/2017

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

November 13, 2017

APPROVED – 1/8/18

MEMBERS PRESENT: Mayor Weinberger [arrived 6:19 PM]

Jane Knodell

Kurt Wright

Sharon Bushor

Karen Paul

OTHERS PRESENT: Beth Anderson, Interim CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Lynn Regan, HR

Noelle MacKay, CEDO

Kirsten Shapiro, CEDO

Neale Lunderville, BED

Munir Kasti, BED

1.0 CALL TO ORDER and AGENDA

Until the arrival of Mayor Weinberger, Interim CAO Anderson called the meeting to order at 6:15 PM on November 13, 2017.

1.01 Agenda

MOTION by Councilor Knodell, SECOND by Councilor Bushor, to approve the agenda as presented. VOTING: unanimous [Mayor Weinberger not present for vote]; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 BOARD OF FINANCE APPROVAL

3.01 Grant Anticipation Note for Airport Improvement Projects – C/T

MOTION by Councilor Knodell, SECOND by Councilor Wright, to approve the issuance of grant anticipation notes to cover the costs of certain airport improvement projects. VOTING: unanimous [Mayor Weinberger not present for vote]; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Update Staffing and Report Structure – BED/HR

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval the updated staffing and reporting structure at BED.

DISCUSSION:

- **Neale Lunderville explained this is another step in the reorganization of BED and creating the tiered approach which is important to the employees and management.**
- **Councilor Bushor mentioned being in a dead-end position forces the employee to look elsewhere and the reorg helps avoid this.**

There were no further comments.

VOTING: unanimous [Mayor Weinberger not present for vote]; motion carried.

Mayor Weinberger arrived and assumed facilitation of the meeting.

4.02 EPA Assessment Grant - CEDO

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval the EPA assessment grant and that City Council authorize the CEDO Director or designee to apply for or sign any subsequent documents for EPA assessment grant applications. VOTING: unanimous; motion carried.

4.03 September Financial Report – C/T

Interim CAO Anderson reported the financials are basically on track. Expenses are slightly higher than revenues, but revenues are expected.

Councilor Bushor asked about revenues and expenses in the Water Department exceeding last year's figures. Interim CAO Anderson explained the department is catching up on projects not completed in the last fiscal year and the difference is the way the department bills for reimbursements. Also, multiple funding sources are shown.

There was mentioned of CEDO revenues and expenses relative to last year. Interim CAO Anderson noted CEDO has been watching their revenues and expenses.

There was mention of the amount of money relative to Ruggles House and Converse Home and any help the city can provide.

Mayor Weinberger announced there will be a press release on October 18, 2017 that will summarize progress in the first year of the capital plan (sidewalks, streets, and such).

5.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:34 PM.

RScty: MERiordan