Board of Finance
10/19/2015

MINUTES SUBJECT TO CORRECTION BY BURLINGTON BOARD OF FINANCE. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE BOARD.

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

October 19, 2015

APPROVED – 11/9/15

MEMBERS PRESENT: Mayor Miro Weinberger

Jane Knodell

Karen Paul

Sharon Bushor

Kurt Wright

OTHERS PRESENT: Bob Rusten, CAO

Rich Goodwin, Assistant CAO

Jenifer Kaulius, Mayor’s Office

Darlene Kehoe, Clerk/Treasurer Office

Eileen Blackwood, City Attorney

Susan Leonard, HR Director

Julie Hulburd, HR

Ben Pacy, HR

Peter Owen, CEDO

Martha Keenan, DPW

Neale Lunderville, BED

Ken Nolan, BED

Munir Kasti, BED

David White, Planning & Zoning Director

Lise Veroneau, Police & Fire

Adam Roof, City Councilor

[Note: Minutes reflect the order of the published agenda.]

1.0 CALL TO ORDER and AGENDA

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

1.01 Agenda

MOTION Jane Knodell, SECOND by Karen Paul, to approve the agenda with the amendment to renumber Item 4.02 (Planning & Zoning Reorganization) to Item 4.08 and discuss following Item 5.01. VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 APPROVAL OF BOARD OF FINANCE MINUTES

3.01 Minutes of October 5, 2015

MOTION by Sharon Bushor, SECOND by Karen Paul, to approve the minutes of 10/5/15 as presented.

<u>DISCUSSION</u>: Sharon Bushor commented the minutes reflect the request and discussion to put the fiscal stability bond on the Deliberative Agenda, not on the Consent Agenda which was done. Mayor Weinberger will discuss the matter with Council President Knodell when doing the City Council meeting agenda. There were no further comments.

VOTING: unanimous; motion carried.

4.0 APPROVAL/RECOMMENDATION TO CITY COUNCIL

4.01 Authorize FY16 Budget Amendments for CDBG Entitlement 2013 and 2014 Awards

MOTION by Jane Knodell, SECOND by Sharon Bushor, to approve and recommend to City Council for approval FY16 budget amendments for CDBG Entitlement 2013 and 2014. VOTING: unanimous; motion carried.

4.02 Authorize Planning & Zoning Reorganization (renumbered to 4.08 and discuss following Item 5.01)

4.03 Authorize Creation of Police Emergency Communications Supervisor Position

MOTION by Sharon Bushor, SECOND by Karen Paul, to approve and recommend to City Council for approval creation of a Police Emergency Communications Supervisor position.

<u>DISCUSSION</u>: Sharon Bushor spoke in support of the position as necessary to put forward. There were no further comments.

VOTING: unanimous; motion carried.

4.04 Authorize Reorganization of Burlington Electric Department

MOTION by Karen Paul, SECOND by Jane Knodell, to approve and recommend to City Council for approval reorganization of Burlington Electric Department.

<u>DISCUSSION</u>: Neale Lunderville, BED Director, noted the following:

- **This is the first part of a multi-part effort to transform BED into a utility of the future and set up for the rapidly changing energy market and changes that will flow to the utility in the future.**
- **The appendices show reorganization into three centers of excellence (Center for Safety & Reliability; Center of Innovation; Center for Customer Care) to streamline the organization and management.**
- **With voluntary buy-out and no layoffs and with process improvement 133 positions have been decreased to 120 authorized positions. The endeavor was positive overall and employees have responded well.**
- **Savings on an annual basis due to the reorganization will be $1.1 million. Further savings are expected as a result of changes to the utility.**
- **There are 14 positions up for reclassification to be competitive with the market. Five supervisory positions need market rate adjustments for the Vermont market.**

Additional comments were made:

- **Sharon Bushor observed there are 13 fewer positions driven by the (re)org chart of which seven are nonunion positions and six are union positions. Ms. Bushor also observed some positions changed pay grade without reclassification. Neale Lunderville said the changes in pay grade without reclassification is an error that will be corrected. There are a couple of positions being "redlined", but will remain at the same pay level while the incumbent remains in the position. Sharon Bushor suggested the HR policy be amended to address when an entire department is reorganized there could be an exception to the "redline" policy.**
- **Kurt Wright asked if the $1.1 million savings with restructuring avoids a rate increase in the immediate future. Neale Lunderville said there are many factors with a rate increase. The last increase was in 2009 and there is an internal department goal to go a decade without a rate increase. This is part of the larger strategy to reduce**

operating costs and control expenses, moderate power supply costs and be creative in finding ways to keep costs down.

· **Jane Knodell said the resolution should reflect that the policy is being waived. Ms. Knodell spoke in support of changing the HR policy so compensation is not done on a discretionary basis.**

· **Mayor Weinberger said staff will clarify the resolution and look at broader revision of the policy if appropriate.**

There were no further comments.

VOTING: unanimous; motion carried.

4.05 Authorize Chittenden Solid Waste District Agreement for Clean Wood

MOTION by Sharon Bushor, SECOND by Jane Knodell, to approve and recommend to City Council for approval the CSWD agreement for clean wood. VOTING: unanimous; motion carried.

4.06 Authorize New England Central Railroad Contract Amendment

MOTION by Sharon Bushor, SECOND by Karen Paul, to approve and recommend to City Council for approval the New England Central Railroad contract amendment. VOTING: unanimous; motion carried.

4.07 Authorize Paymentus Contract Amendment

MOTION by Karen Paul, SECOND by Jane Knodell, to approve and recommend to City Council for approval the Paymentus contract amendment. VOTING: unanimous; motion carried.

4.08 Authorize Planning & Zoning Reorganization

David White, Planning & Zoning Director, explained the changes proposed in the development review function to have better cross-pollination between comprehensive planning and the development review process, and the focus on public communication, customer service, and to ensure the review process is efficient and as effective as possible. The proposal eliminates the Assistant Director position and distributes responsibilities and management of the development review process between the two Senior Planners in the office who are very familiar with the process and know how to do a better job of educating the public, applicants, and volunteers on the various boards to make the process work better. The two individuals work very well together and understand the need for consistency and predictability with the decision making process. An Assistant Planner will be hired to handle day-to-day permit application work.

Sharon Bushor said it is not clear who reports to whom and the delineation of responsibility. The planner is the visionary and the administrator is the task master responding to questions on the zoning ordinance and at DRB meetings. That knowledge base is needed at DRB meetings. David White said the responsibilities of the Senior Planners will be the day-to-day operations of the office and the development review process as well as staffing the various boards. It is important for the office to have a unified voice. The project manager develops projects in concert with other staff members and brings the projects to the DRB. Mr. White further reviewed staff reporting and roles.

Jane Knodell said she would like to discuss a personnel issue in Executive Session.

MOTION by Jane Knodell, SECOND by Kurt Wright, pursuant to the section of the Executive Session law allowing for evaluation of public officers or employees, to go into Executive Session and invite the Mayor, Mayor's Office staff, Planning & Zoning Director, City Attorney, CAO, and City Council members in attendance to attend. VOTING: unanimous; motion carried.

Executive Session was convened at 5:50 PM and adjourned at 6:20 PM. The regular meeting resumed.

MOTION by Sharon Bushor, SECOND by Karen Paul, to approve and recommend to City Council for approval the Planning & Zoning reorganization. VOTING: 3 ayes, 2 nays (Knodell, Wright); motion carried.

Mayor Weinberger said the concerns expressed will be taken under advisement.

5.0 BOARD ACTION

5.01 Amend Contract with FW Whitcomb

MOTION by Jane Knodell, SECOND by Karen Paul, to approve the amendment of the contract with FW Whitcomb. VOTING: unanimous; motion carried.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:20 PM.

RScty: MERiordan