Board of Finance - Monday, October 2, 2017 at 5:30 p.m.
Conference Room 12, City Hall
10/2/2017

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

October 2, 2017

APPROVED – 1/29/18

MEMBERS PRESENT: Mayor Miro Weinberger

Jane Knodell

Karen Paul [arrived 5:40 PM]

Kurt Wright [arrived 5:42 PM]

MEMBERS ABSENT: Sharon Bushor

OTHERS PRESENT: Beth Anderson, Interim CAO

Rich Goodwin, DFO

Katie Vane, Mayor's Office

Steve Locke, BFD

Martha Keenan, DPW

Gene Richards, Airport

Nic Longo, Airport

Ron Redmond, Church Street Marketplace

Adam Roof, City Council

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 5:37 PM on October 2, 2017.

1.01 Agenda

MOTION by Councilor Knodell, SECOND by Councilor Paul, to approve the agenda as presented. VOTING: unanimous [Councilor Wright 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 Contract with Temperature Controls of Vermont - DPW

MOTION by Councilor Knodell, SECOND by Councilor Paul, to approve the contract with Temperature Controls of Vermont. VOTING: unanimous [Councilor Wright not present for vote]; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Contract with A. Marcelino & Co., Inc. for Snow Removal on Church Street Marketplace (FY18-FY20) – CSM

Ron Redmond explained operations will be between 6 AM and 6 PM which has been the practice since 2000 and helps keep costs down.

MOTION by Councilor Knodell, SECOND by Councilor Paul, to approve and recommend to City Council for approval the contract for FY18-FY20 with A. Marcelino & Co., Inc. for snow removal on the Church Street Marketplace. VOTING: unanimous [Councilor Wright not present for vote]; motion carried.

4.02 Engineering Contract with Stantec Consulting Services and Construction Contract with S.D. Ireland Brothers Corp. for Building Removal - Airport

MOTION by Councilor Paul, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the engineering contract with Stantec Consulting Service and the construction contract with S.D. Ireland for building removal as part of the Noise Compatibility Program at the airport.

<u>DISCUSSION</u>:

- **Aviation Director, Gene Richards, explained the houses to be removed have already been approved. The contract is for the engineering and removal. No additional houses are being removed. The housing removal program is moving closer to ending. Residents have been told the last day of the airport offer to purchase their house will be December 31, 2017 and then houses will go into the next round which is an insulation program.**

VOTING: unanimous; motion carried.

4.03 Contract with Tyler Technologies – BFD

Fire Chief Locke explained the new computer aided dispatch system will show the risk hazard and the closest unit to respond to the scene. Costs will be reduced because the number of units moved will be reduced and the dispatcher can do a more thorough job of tracking time. Tyler Technologies is the preferred bidder. The department is getting $1 million worth of software at no cost with the hardware.

MOTION by Councilor Knodell, SECOND by Councilor Wright, to approve and recommend to City Council for approval the contract with Tyler Technologies for purchase of a computer aided dispatch system. VOTING: unanimous; motion carried.

4.04 Contract with MHQ for Police Vehicles - BPD

Removed.

4.05 Refund Zero Gravity for Water Bill Error – City Attorney

It was explained Zero Gravity was being billed at a higher rate for higher volume flow until the error was discovered. The significant overpayment was reimbursed, but should have had Board of Finance approval first. There is a process in place to ensure this does not happen again.

MOTION by Councilor Paul, SECOND by Councilor Knodell, to approve and recommend to City Council for approval the refund to Zero Gravity for a water bill error. VOTING: unanimous; motion carried.

4.06 August Sweep Report – C/T

DFO Goodwin reported there is no significant change in the overall balance. Cash is still strong ($26.3 million). The receivable from Burlington Telecom and the Retirement Fund are noted. The amount in the Retirement Fund is typical for this time of year.

Councilor Knodell suggested discussing the BT sale at the October 16, 2017 meeting.

Councilor Paul asked for an explanation of what is seasonal about the Retirement Fund figure. DFO Goodwin explained the city pays $1.2 million in retirement checks each week. The revenue stream is from a dedicated tax for retirement. The balance grows throughout the year and at the end of June the money is pulled from the retirement investment portfolio to make the General Fund whole. Councilor Paul observed the Retirement Fund is better off, but the city not so much. DFO Goodwin money is not being pulled from the investment portfolio that was getting double digit returns last year which has an impact on the retirement dedicated tax calculation.

Councilor Wright asked if the obligation for pensions with BT employees will be with the city or the new owner of BT. Mayor Weinberger said the obligation is on the city. Also the final BT liability will be locked in.

5.0 COMMUNICATION

5.01 Update on Schools and PILOT Funds – Mayor's Office

Mayor Weinberger reported:

- The school district requested the city fund changes in scheduling for some bus routes to the high school. The city has a contract with Green Mountain Transit. Approximately $18,000 was found to support the request. The school district now has the understanding that budget requests must be identified before the start of the calendar year.
- There were four areas in the budget process where the school district sought relief. Two of the requests (Early Learning Initiative and summer meals through summer rec) are fine. The other two areas are nonstarters.
- ELI has been setting up a grant program. City Council will review and approve before the money is expended.
- There are challenges with the summer parks program that are hoped to be resolved by the end of the calendar year.

7.0 ADJOURNMENT

MOTION by Councilor Knodell, SECOND by Councilor Paul, to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 5:58 PM.

RScty: MERiordan