



**Board of Finance - Monday, September 23, 2019 at 5:00 p.m.
Conference Room 12, City Hall
9/23/2019**

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

September 23, 2019

APPROVED – 10/21/19

MEMBERS PRESENT: Mayor Miro Weinberger [arrived at 5:06 PM]

Council President Wright

Councilor Paul [ARRIVED 5:06 pm]

Councilor Bushor

Councilor Pine [ARRIVED 5:06 pm]

OTHERS PRESENT: Beth Anderson, CAO

Rich Goodwin, DFO

Eileen Blackwood, City Attorney

Jordan Redell, Mayor's Office

Olivia Lavecchia, Mayor's Office

Deanna Paluba, HR

Lynn Reagan, HR

Steve Locke, Fire

Bill Ward, Inspections & Permitting

Gene Richards, Airport

Nic Longo, Airport

Marie Friedman, Airport

Shelby Losier, Airport

Larry Lackey, Airport



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Jonathan Perout, Airport

Ron Redmond, CSM

Max Tracy, City Council

Jessica Long, citizen

1.0 CALL TO ORDER and AGENDA

Until the arrival of Mayor Weinberger, CAO Anderson facilitated the Board of Finance meeting and called to order at 5:03 PM on September 23, 2019.

1.01 Agenda

MOTION by Council President Wright, SECOND by Councilor Bushor, to approve the agenda as presented. VOTING: unanimous [Mayor Weinberger and Councilors Paul and Pine not present for vote]; motion carried.

2.0 PUBLIC FORUM

A statement was read from Megan Humphries, ex-president of the Old North End Arts & Business Network, expressing support of the use of funds from the City Council Initiative Fund for the Network which has been a positive force in the neighborhood.

3.0 MINUTES

3.01 August 12, 2019

3.02 August 26, 2019

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve the minutes of 8/12/19 and 8/26/19 as presented. VOTING: unanimous [Mayor Weinberger and Councilor Paul not present for vote]; motion carried.

Mayor Weinberger arrived and facilitated the meeting.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Reclassify Marketing Assistant Position in Church Street Marketplace – HR, CSM

CSM Director Redmond explained the marketing position is critical for CSM, but needed to be reclassified in order to find a candidate.



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Councilor Pine asked if the duties or qualifications were changed in the reclassification. CSM Director Redmond confirmed this adding the emphasis is more on social media use and marketing.

Councilor Bushor asked about new responsibilities for the position that were not part of the former classification. CSM Director Redmond said there is bigger emphasis on owning the marketing plan and branding for Church Street. Councilor Bushor asked if the position will have a role in the DID expansion. CSM Director Redmond said the focus is on Church Street. When the Brookfield money is available then the focus will be on all merchants in the downtown.

CSM Director Redmond spoke of having a seamless transition when he retires in December.

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve and recommend to City Council that the position of the Church Street Marketplace Marketing Assistant Position be reclassified to a Regular, full time, exempt, non-union, Grade 17 position. VOTING: unanimous; motion carried.

4.02 Purchase of Volvo L60H Wheel Loader - Airport

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve and recommend to City Council to authorize the Aviation Director to purchase a Volvo L60H Wheel Loader from Woods CRW Corporation in the amount of \$143,177 and to approve a budget amendment to the FY20 Burlington International Airport Budget for accounts 400-35-430 (Terminal) 9500_110 Capital Expenditures (71,589) and 400-35-433 (Garage) 9500_110 Capital Expenditures 71,589.

DISCUSSION:

- **Aviation Director Richards said the machine will make snow removal more efficient at the airport.**
- **Councilor Pine asked about leasing rather than buying the equipment. Aviation Director Richards said the airport received a \$30,000 discount with the purchase and plans to have the equipment for many years so purchase made more sense.**
- **The new Director of Airport Operations & Maintenance, Jonathan Perout, was introduced.**

VOTING: unanimous; motion carried.

4.03 Accept Grant - Fire

MOTION by Council President Wright, SECOND by Councilor Bushor, to approve and recommend to City Council to authorize the Fire Chief to accept a FEMA assistance to firefighters grant in the amount of \$162,273 for the purpose of replacing and expanding the vehicle exhaust removal systems in the city's fire stations, and also to approve the use of the 10% match (\$16,227) from the Fire Impact Fee account to bring the total to \$178,500 subject to review and approval by the City Attorney. VOTING: unanimous; motion carried.



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4.04 Water Reservoir Emergency Generator - DPW

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council to authorize the DPW Director to execute a contract with Brook Field Services for the installation of a 300 kilowatt emergency generator at the water reservoir pump station for \$136,300 with the authorization to amend the contract and expend contingency funds for an additional \$25,000 if needed to complete the project provided the authorizations are contingent on the contract and any amendment thereto having the prior approval of the City Attorney and CAO. VOTING: unanimous; motion carried.

4.05 Use of City Council Initiatives Fund for ONEABN – Councilors Pine, Tracy, Freeman

It was noted the Network began over a decade ago and is a central organizing vehicle for businesses and artists to share information, share networks, and expand their reach.

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend to City Council to approve providing \$6,640 from the City Council Initiative Fund to the Vermont Performing Arts League as the fiscal agent for the Old North End Arts & Business Network (ONEABN) to pay for an economic development coordinator per the proposal. VOTING: unanimous; motion carried.

4.06 Job Description for Diversity, Equity, and Inclusion Director Position – HR, Mayor's Office

HR Director Paluba briefly reviewed the work done by the committee to create the job description.

MOTION by Councilor Pine, SECOND by Councilor Paul, to approve and recommend to City Council to adopt the resolution to approve the job description for the role of the Diversity, Equity, and Inclusion Director.

DISCUSSION:

- Councilor Bushor spoke positively about the inclusiveness of the process to create the job description and complemented the committee on getting the work done so expediently.
- Council President Wright asked the salary of the position. HR Director Paluba said the range is \$77,000 to \$89,000. The amount with benefits is another \$30,000 for the limited service position.
- Council President Wright said he will support the position with reservation because the position is limited service and Chris Reid did not support the position in his report. In addition, adding positions to city government must stop. There are other ways to accomplish the goals without spending so much money. Mayor Weinberger explained the first half of the year of service will use the budget for consulting on diversity and equity issues. There will be additional cost for future years and further exploration of what the position does and if it makes sense to build it structurally into government. A fund balance allocation may be proposed for the next couple of years. Council President Wright requested the Board of Finance receive periodic reports on what the position has done over a three or four month period. Mayor Weinberger noted there will be an annual equity report.



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- **Councilor Bushor said the issues are so important to the core of who the city is that the position is needed.**
- **Councilor Pine asked for a report in the next three or four months. Mayor Weinberger said the goal is to hire the position by January. The Board of Finance and City Council will be kept informed.**

VOTING: unanimous; motion carried.

5.0 COMMUNICATION

5.01 August Sweep Report – C/T

DFO Goodwin reported there has been little change from the prior month. Cash is \$3 million over the prior month due to taxes received on 8/12/19. Burlington Telecom has paid the city in full which settled the old debt. The line item will be removed for BT.

Mayor Weinberger noted there will be discussion of the BT carried interest decision at the City Council November meeting.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 5:32 PM.

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