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

August 3, 2015

APPROVED – 8/31/15

MEMBERS PRESENT: Mayor Miro Weinberger

Karen Paul

Sharon Bushor

Kurt Wright

OTHERS PRESENT: Rich Goodwin, Assistant CAO

Jennifer Kaulius, Mayor's Office

Eileen Blackwood, City Attorney

Richard Haesler, Assistant City Attorney

Chapin Spencer, Public Works Director

Norm Baldwin, Public Works Engineering

Betsy Shand, Clerk/Treasurer Office

Peter Owens, CEDO Director

Lise Veronneau, Police Department

Jesse Bridges, Parks & Recreation Director

Susan Leonard, HR Director

Julie Hulburd, HR Manager

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting of the Board of Finance to order at 5:21 PM.

1.01 Agenda

Mayor Weinberger requested Item 4.01 (Sale of Surplus Equipment-Fire) and Item 4.06 (Purchase of Vehicles-Police) be handled simultaneously.

MOTION by Kurt Wright, SECOND by Karen Paul, to approve the agenda with the amendment to handle Items 4.01 & 4.06 simultaneously.

VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 APPROVE BOARD OF FINANCE MINUTES

3.01 July 6, 2015

3.02 July 13, 2015

MOTION by Sharon Bushor, SECOND by Kurt Wright, to approve the July 6, 2015 and July 13, 2015 Board of Finance minutes as presented.

DISCUSSION: Sharon Bushor commented positively on the minutes.

VOTING: unanimous; motion carried.

4.0 APPROVAL/RECOMMENDATION TO CITY COUNCIL

4.01 Authorize Sale of Surplus Equipment – Fire

MOTION by Karen Paul, SECOND by Kurt Wright, to approve and recommend to City Council for approval the sale of surplus equipment by the Fire Department.

DISCUSSION: Sharon Bushor asked if the Board of Finance will be informed of the money obtained by the sale of equipment as it is useful and informative to understand the value of the resale and where the equipment goes. An email communication is acceptable. Sharon Bushor edited line 12 of the resolution by adding "SCVA" before "bottles". There were no further comments.

VOTING: unanimous; motion carried.

4.06 Authorize Purchase of Vehicles - Police

MOTION by Sharon Bushor, SECOND by Kurt Wright, to approve and recommend to City Council for approval the purchase of five vehicles by the Police Department as presented.

DISCUSSION: Sharon Bushor commented the overview is detailed and informative. There were no further comments.

VOTING: unanimous; motion carried.

4.02 Authorize Parks Recreation Division Reorganization

There was discussion of the financial impact of the changes with the reorganization. Jesse Bridges, Parks & Recreation Director, said there is no impact in FY16. The changes were part of the FY16 budget and there is a $15,000 savings from FY15. The changes include change in the position title of "Recreation Superintendent" to "Director of Recreation Services". Sharon Bushor mentioned the org chart is difficult to read. Ms. Bushor commented an event planner was requested by the public, but also shows how the budget is built and money is spent. Events and public survey clearly communicate what is wanted.

MOTION by Kurt Wright, SECOND by Karen Paul, to approve and recommend to City Council for approval the Parks Recreation Division reorganization. VOTING: unanimous; motion carried.

4.03 Authorize Reclassification of Library Development Coordinator Position

MOTION by Karen Paul, SECOND by Kurt Wright, to approve and recommend to City Council for approval the reclassification of the Library Development Coordinator position.

DISCUSSION: There was discussion of the grade and step for the position. Julie Hulburd said the position is Step 1. Staff looked at a position in City Arts and felt the library position has the same functionality. Positions need to be classified in the same way to avoid "drain" from one area to another. Susan Leonard added staff looked at equity across the city and within the department and compression areas. Mayor Weinberger pointed out the reclassification was planned in the budget process. It is important to keep expanding roles at the library. There were no further comments.

VOTING: unanimous; motion carried.

4.04 Authorize Reclassification of Chief Operator Water Treatment Plant Position

MOTION by Sharon Bushor, SECOND by Kurt Wright, to approve and recommend to City Council for approval the reclassification of the Chief Operator Water Treatment Plant position. VOTING: unanimous; motion carried.

4.05 Authorize Reclassification and Title Change of DPW Transportation Special Projects Manager Position

Norm Baldwin noted the Senior Transportation Planner position is withdrawn from the request, but the Capital Project Manager position can be advanced. The corrected resolution has been provided to the Board of Finance. Susan Leonard said further work on the Senior Transportation Planner position is being done.

There was discussion of the limited service position and movement from a Grade 19 to Grade 21. Staff explained a limited service position is to test whether the position will be project based or necessary in an ongoing manner. As the job evolves and the need for the position becomes clear then the position is reclassified. The limited service position under discussion changed from managing projects to managing a broader process involving more work, more demand, and more responsibility. Sharon Bushor asked if the person overseeing the 10 year plan needs their job description upgraded. Norm Baldwin said the department was relying on the City Treasurer to do this, but it was not done to this extent.

Karen Paul asked about the July 2015 org chart and if grades were considered as a group. Sue Leonard explained the chart shows the reporting structure, not necessarily the job grade itself. Karen Paul asked about the issue of compression and reclassification and not impacting others not reclassified who may have been in the department for years. Susan Leonard assured staff looks at compression and equity issues. Some positions take on significant work and others do not. There are four categories: knowledge, skills & abilities, accountability, mental demand, and working environment. Any significant change warrants reclassification. Karen Paul advised longevity is only on facet of consideration. Morale is another. Norm Baldwin pointed out engineering and planning positions in Public Works have more commonly shared skills, but Public Works provides a wide range of distinct services so a variation of compensation must be provided.

MOTION by Sharon Bushor, SECOND by Karen Paul, to approve and recommend to City Council for approval the reclassification of the limited service full-time Capital Improvement Program Manager position to regular full-time which will result in a grade change up to Grade 21.

VOTING unanimous; motion carried.

4.07 Approve Quit Claim Deed Correction and Lease Agreement with COTS-CEDO/DPW

MOTION by Sharon Bushor, SECOND by Kurt Wright, to approve and recommend to City Council for approval the quit claim deed correction and lease agreement with COTS-CEDO/DPW. VOTING: unanimous; motion carried.

5.0 BOARD OF FINANCE APPROVAL

5.01 Authorize Contract for Renovation of C/T HVAC System

MOTION by Sharon Bushor, SECOND by Karen Paul, to approve and recommend to City Council for approval the contract for renovation of the C/T HVAC system. VOTING: unanimous; motion carried.

6.0 DISCUSSION

6.01 September 8, 2015 Board of Finance Meeting Time

Following discussion of the meeting time for the September 8, 2015 (Tuesday) Board of Finance meeting there was agreement the meeting will start at 5 PM and end at 5:30 PM in order to attend the "Celebrate Burlington" event at Burlington City Arts from 5:30 PM to 7 PM. The Board of Finance will meet on August 31, 2015 so the agenda on September 8th should not be long.

7.0 EXECUTIVE SESSION

MOTION by Sharon Bushor, SECOND by Karen Paul, to find that premature public disclosure of employee contractual negotiations would place the City of Burlington at a substantial disadvantage. VOTING: unanimous; motion carried.

MOTION by Kurt Wright, SECOND by Sharon Bushor, to go into Executive Session to discuss contract negotiations where premature public knowledge would place the city at a substantial disadvantage, and to invite legal counsel, Mayor Weinberger, and staff to attend.

VOTING: unanimous; motion carried.

Executive session was convened at 5:55 PM and adjourned at 6:20 PM.

8.0 ADJOURNMENT

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

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