Board of Finance - Monday, April 18, 2016 at 5:30 p.m. Conference Room 12, City Hall
4/18/2016

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

April 18, 2016

APPROVED

MEMBERS PRESENT:

Mayor Miro Weinberger

Jane Knodell

Karen Paul

Sharon Bushor

Kurt Wright

OTHERS PRESENT:

Bob Rusten, CAO

Rich Goodwin, Assistant CAO

Eileen Blackwood, City Attorney

Richard Haesler, Assistant City Attorney

Jennifer Kaulius, Mayor's Office

Brian Lowe, Mayor's Office

Gene Richards, Airport

Nic Longo, Airport

Andy Legg, Water Resources Dept.

Gillian Nanton, CEDO

Steve Locke, Fire Chief

Aaron Collette, Deputy Fire Chief

Ken Braverman, consultant

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting of the Board of Finance on April 18, 2016 to order at 5:30 PM.

1.01 Agenda

MOTION Kurt Wright, SECOND by Sharon Bushor, to approve the agenda as presented. VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public. Public Forum was closed.

3.0 APPROVE AND RECOMMEND TO CITY COUNCIL

3.01 Contract with Hoyle, Tanner & Associates for Work at Airport

MOTION by Sharon Bushor, SECOND by Kurt Wright, to approve and recommend to City Council for approval the contract with Hoyle, Tanner & Associates in the amount of $748,950 for work as specified at the airport.

VOTING: unanimous; motion carried.

3.02 Contract with ECI for Pavement Sealing Work

MOTION by Kurt Wright, SECOND by Jane Knodell, to approve and recommend to City Council for approval the contract with Engineers Construction, Inc. (ECI) in the amount of $115,560 and use of up to an additional $11,600 from the Contingency Fund for pavement sealing work.

<u>DISCUSSION</u>: Andy Legg, Water Resources Department, explained the technology has not been used before by the city (porous asphalt). Design life for the product is 25 years provided the material is maintained. There were no further comments.

VOTING: unanimous; motion carried.

3.03 Ambulance Billing Services Contract with ECP Services

MOTION by Sharon Bushor, SECOND by Jane Knodell, to approve and recommend to City Council for approval the contract with ECP Services for ambulance billing services.

DISCUSSION: Sharon Bushor stressed the methods used in collection should not threaten or bully anyone. There is concern about nonpayment being reflected on the individual's credit report, especially with people who are more vulnerable. Fire Chief Locke explained three bills are sent and if there is no payment then no further contact is made. Staff feels there are opportunities for collecting more billings by being more effective with the billings. Approximately 78% of revenue is collected presently. There were no further comments.

VOTING: unanimous; motion carried.

3.04 Transfer from Regional Programs - Emerging Needs

MOTION by Jane Knodell, SECOND by Kurt Wright, to approve and recommend to City Council for approval the transfer of $6,000 from Regional Programs – Emerging Needs line item to Mayor's Office Temporary Salary line item.

VOTING: unanimous; motion carried.

4.0 FOR BOARD OF FINANCE ACTION

4.01 Execute Necessary Documents with Sealcoating, Inc.

MOTION by Karen Paul, SECOND by Jane Knodell, to execute the necessary documents with Sealcoating, Inc. for use of up to $74,215 and use of the Contingency Fung up to $10,785 for FY16 street reconstruction work.

VOTING: unanimous; motion carried.

5.0 EXECUTIVE SESSION and/or ADJOURNMENT

5.01 BTC Pre-Development Agreement

MOTION by Karen Paul, SECOND by Sharon Bushor, to find that premature disclosure of negotiations between the city and Burlington Town Center would put the city at a substantial disadvantage.

VOTING: unanimous; motion carried.

MOTION by Karen Paul, SECOND by Kurt Wright, based on the finding of premature disclosure putting the city at substantial disadvantage to go into Executive Session to discuss the BTC Pre-Development Agreement and to invite the Mayor, City Attorney, Assistant City Attorney, CAO, Mayor's Office staffers (Jennifer Kaulius and Brian Lowe), Gillian Nanton from CEDO, and Ken Braverman, consultant.

VOTING: unanimous; motion carried.

The regular meeting was adjourned and Executive Session convened at 5:46 PM.

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