



Board of Finance - Monday, March 12, 2018 at 5:30 p.m. Contois Auditorium, City Hall 3/12/2018

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

March 12, 2018

APPROVED – 4/9/18

MEMBERS PRESENT: Mayor Weinberger
Kurt Wright
Sharon Bushor
Karen Paul

MEMEBERS ABSENT: Jane Knodell

OTHERS PRESENT: Beth Anderson, Interim CAO, C/T

Rich Goodwin, DFO
Eileen Blackwood, City Attorney
Richard Haesler, Assistant City Attorney
Susan Leonard, HR
Stephanie Reed, HR
Chapin Spencer, DPW
Laura Wheelock, DPW
Megan Moir, DPW
Noelle MacKay, CEDO [arrived 5:50 PM]
Kirsten Merriman Shapiro, CEDO [arrived 5:40 PM]
Gene Richards, Airport
Nic Longo, Airport
Marie Friedman, Airport



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Shelby Losier, Airport

Paul Plunkett, Hickok Boardman

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 5:32 PM on March 12, 2018.

1.01 Agenda

MOTION by Councilor Paul, SECOND by Councilor Wright, to approve the agenda. VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

There were no comments from the public.

3.0 MINUTES

3.01 February 26, 2018

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve the minutes of 2/26/18 with correction of typographical errors and the insertion of "asked if" before "all environmental issues were covered" in Item 5.02 . VOTING: unanimous; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 CY17 Street Reconstruction Project Contract and Budget Amendment - DPW

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council for approval the following:

- That \$125,000 in Street Capital carry forward funds be made available for use in the FY18 Street Capital Budget under F/L709-19-150-700.8040 (Street Paving);
- That the capital project budget for the CY17 Street Reconstruction Project be increased by \$125,000 from the Street Capital carry forward plus \$3,336.76 from the FY18 Street Capital Budget resulting in a change in budget from \$2,458,917.85 to \$2,587,254.61, and change the \$239,651.70 in revenue funds previously approved from the FY17 CIP to come from the approved FY18 Street Capital Budget;
- Authorize DPW Director Spencer to execute an amendment to the construction contract with S.D. Ireland in the amount of \$88,336.76 for a total of \$2,547,254.61 for the CY17 Street Reconstruction Project subject to prior approval of the City Attorney;
- Authorize use of an additional \$40,000 in contingency funds to increase the authorized amount if needed for the project to a total of \$2,587,254.61.



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DISCUSSION:

- Councilor Bushor asked about the revenue sources of Street Capital paving. DPW Engineer Wheeler explained Street Capital carry forward is \$125,000. There is \$3,000 from FY18 toward the contract. Parks Paving has fewer dollars, but no change in scope of work. The amount is still \$144,959. Capital Street has a 15% contingency. All the originally approved contingency has been expended so an additional \$40,000 in contingency is needed to complete the remaining work.

VOTING: unanimous; motion carried.

4.02 Reclassify Stormwater and GIS Technician Position – DPW, HR

MOTION by Councilor Wright, SECOND by Councilor Bushor, to approve and recommend to City Council for approval reclassification of the Stormwater and GIS Technician position.

DISCUSSION:

- Councilor Wright asked if the staffing structure is being changed to better deliver services to the public. Assistant Director Moir said the position is to help address the backlog of infrastructure maps to be updated and to do an existing conditions assessment.
- Councilor Bushor observed duties in the old job description are not included in the new position. Assistant Director Moir said there is a Storm Water Management Manager, but assistance is needed to do seasonal inspections which can be covered by interns. An environmental tech position is being considered for Chapter 26 and other duties.

VOTING: unanimous; motion carried.

4.03 Agreement with Hickok and Boardman, Inc. - HR

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the agreement with Hickok and Boardman, Inc. to provide risk management services.

DISCUSSION:

- Councilor Paul asked if there is a requirement to go out to bid for the services. Interim CAO Anderson said Hickok and Boardman was competitively bid at the time, but will confirm if there is a requirement to go out to bid again. City Attorney Blackwood said the policy can be amended so it is clear when to go out to bid, but it is within the authority of the Board of Finance to sole source.
- Councilor Bushor noted minor edits to the agreement.

VOTING: unanimous; motion carried.

4.04 Lease Agreement with Green Mountain Power - Airport

MOTION by Councilor Paul, SECOND by Councilor Wright, to approve and recommend to City Council for approval



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the lease agreement between the City of Burlington and Green Mountain Power Corporation, and to authorize the Director of Aviation to execute the lease document(s).

DISCUSSION:

- **Councilor Bushor asked if the area is residential. Aviation Director Richards said there is one remaining residence. Deputy Director Longo added the house is part of the Noise Compatibility Study.**

VOTING: unanimous; motion carried.

4.05 Reimburse Waterfront and Downtown TIF Districts FY17 Related cost - CEDO

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Council for approval the authorization of the Clerk Treasurer's Office to utilize accumulated tax increment from the Waterfront and Downtown TIF Districts in such manner as is prescribed by Vermont law to reimburse CEDO for related cost expenditures.

DISCUSSION:

- **Councilor Bushor asked if the City Attorney's Office is reimbursed. Assistant City Attorney Haesler said traditionally the City Attorney's Office is not reimbursed. Related costs are finite and in the budget, but the city's time for related cost items is always a challenge.**

VOTING: unanimous; motion carried.

4.06 FY18 Standby Letter of Credit Workers Compensation – C/T

MOTION by Councilor Wright, SECOND by Councilor Paul, to approve and recommend to City Council for approval the FY18 standby letter of credit. VOTING: unanimous; motion carried.

4.07 Use Bond Proceeds for Public Improvements Serving Waterfront TIF District – C/T

DFO Goodwin explained the city was unable to expend the bond money within the required timeframe due to soil problems with the project so an extension was needed. The window was extended to December 31, 2018.

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and recommend to City Council for approval the use of bond proceeds for public improvements serving the Waterfront TIF District. VOTING: unanimous; motion carried.

5.0 COMMUNICATION

5.01 January 2018 Sweep Report – C/T



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Interim CAO Anderson reported a small surplus at the end of the fiscal year is anticipated. Staff is watching the number of workers compensation claims.

Councilor Paul asked if an increase is anticipated in next year's budget. Interim CAO Anderson said this is not known at this time. Not much growth in revenues or in the grand list is anticipated, and negotiations are still ongoing with the bargaining units.

5.02 Board of Finance Open Item Tracking

The list of 'open items' was given to the Board of Finance.

5.03 Fund Balance Policy

Interim CAO Anderson reported the policy indicates the targeted fund balance is 10% not to exceed 15%. The actual fund balance now is greater than 10% and less than 15%.

Councilor Bushor asked about the CAO providing a report of the city's fund balance after completion of the annual audit. DFO Goodwin confirmed this was done at the December meeting. Councilor Bushor suggested highlighting the financial health of the city to the public (fund balance, fund balance policy, and such) in addition to the report on the audit.

There was brief mention of streets not holding up as well as expected and using fund balance for repairs.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:27 PM.

RScty: MERiordan

