Board of Finance - Monday, February 12, 2018 at 5:45 p.m.
Conference Room 12, City Hall
2/12/2018

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF MEETING

February 12, 2018

APPROVED – 2/26/18

MEMBERS PRESENT: Mayor Weinberger

Kurt Wright [arrived 5:55 PM]

Sharon Bushor

Karen Paul

MEMBERS ABSENT: Jane Knodell

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

Rich Goodwin, DFO [via telephone]

Eileen Blackwood, City Attorney

Brian Lowe, Mayor's Office

Amy Bovee, C/T

Noelle Mackay, CEDO

Rachel Jolly, CEDO

Gary Rogers, Parks

Gene Richards, Airport

Nic Longo, Airport

Marie Friedman, Airport

Shelby Losier, Airport

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 5:52 PM on February 12, 2018.

1.01 Agenda

MOTION by Councilor Paul, SECOND by Councilor Bushor, 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 Agreement with Planet Technologies and Microsoft for Email Service - IT

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and authorize the CIO to execute an agreement with Planet Technologies and Microsoft for email services for a total amount not to exceed $90,000 over three years subject to final contract approval by the City Attorney's Office. VOTING: unanimous; motion carried.

3.02 Purchase Recreation and Parks Business Software – Parks, Rec, and Waterfront

MOTION by Councilor Paul, SECOND by Councilor Bushor, to approve and authorize Director Wight to sign a contract with Civic Rec to purchase recreation business software and associated yearly maintenance services for a total not to exceed $83,500 over three years subject to final approval by the City Attorney's Office. VOTING: unanimous; motion carried.

3.03 Refund Lyft for Over Payment of Transaction Fees – Airport

MOTION by Councilor Paul, SECOND by Councilor Bushor, to authorize the Burlington Airport to issue a refund check to Lyft in the amount of $84,075 to cover over payments made between October 2017 and January 2018.

DISCUSSION:

- **Councilor Bushor applauded the airport staff for trying to be proactive and suggested an electronic or paper trail would have been helpful.**
- **Airport Director Richards explained the check from Lyft was received and seemed excessive. Lyft was contacted and it was discovered the payment was intended for another airport.**
- **Airport Ground Transportation Director Losier said airport staff worked with the C/T Office on the matter.**

There were no further comments.

VOTING: unanimous; motion carried.

4.0 APPROVE AND RECOMMEND TO CITY COUNCIL

4.01 Victims of Crime Act Grant - CEDO

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Council for approval the acceptance of Grant #02160VOCA16-400968 in the amount of $140,164 for FY18 and to retroactively authorize Director Mackay or the designee to sign the grant acceptance and any necessary related document.

DISCUSSION: Councilor Bushor commented positively on the grant.

VOTING: unanimous; motion carried.

4.02 Proposed Reimbursement Resolutions for Capital Expenditures – C/T

MOTION by Councilor Bushor, SECOND by Councilor Wright, to approve and recommend to City Councilor for approval the reimbursement resolutions for the Water Department for $2 million and for the Burlington School District for $5 million. VOTING: unanimous; motion carried.

MOTION by Councilor Bushor, SECOND by Councilor Paul, to amend Line 18 of the resolution to state "$9 million" and to approve and recommend to City Council for approval the reimbursement resolution for the city's 10 year capital plan. VOTING: unanimous; motion carried.

4.03 Lease Financing of Airport Facilities – C/T

MOTION by Councilor Wright, SECOND by Councilor Paul, to approve and recommend to City Council for approval the resolution related to the lease-purchase financing of the quick turnaround (QTA) facility at the Burlington Airport for the reasons stated in the resolution and the memo from Thomas Melloni, Esq., dated February 12, 2018.

DISCUSSION:

- **Councilor Bushor asked who will hold the hearing and where, and if the interest rate of 2.99% is correct. DFO Goodwin confirmed the interest rate is 2.99%. The meeting is 2/14/18 at City Hall and either Beth Anderson or Rich Goodwin must be available.**

VOTING: unanimous; motion carried.

5.0 COMMUNICATION

5.01 December Financial Report – C/T

Interim CAO Anderson reported the financials are on track as the end of the year approaches. Staff is doing budget work for the next fiscal year.

Councilor Bushor asked if there is a shortfall or surplus anticipated. Interim CAO Anderson said a surplus of $103,000 was budgeted and that will be achieved.

Councilor Paul asked if there are budget concerns with other departments or just Planning & Zoning. Interim CAO Anderson said there are no concerns, but areas that are being discussed. Staff feels there will not be any significant issues by the end of the fiscal year.

6.0 ADJOURNMENT

With no further business and without objection the meeting was adjourned at 6:09 PM.

RScty: MERiordan