



**Board of Finance - Tuesday, January 21, 2020 at 4:30 p.m.
Conference Room 12, City Hall
1/21/2020**

BURLINGTON BOARD OF FINANCE

CITY HALL

BURLINGTON, VERMONT

MINUTES OF SPECIAL MEETING

January 21, 2020

MEMBERS PRESENT: Mayor Weinberger
Council President Kurt Wright
Councilor Jane Knodell
Councilor Karen Paul
Councilor Sharon Bushor

OTHERS PRESENT: Steve Locke, Interim CAO
Rich Goodwin, DFO
Jordan Redell, Mayor's Office
Olivia Lavecchia, Mayor's Office
Eileen Blackwood, City Attorney
Ann Barton, C/T
Deanna Paluba, HR
Tony Berry, HR
Lynn Reagan, HR
Todd Rawlings, CEDO
Darren Springer, BED
Munir Kasti, BED
Chapin Spencer, DPW
Lee Perry, DPW
Adam Roof, City Council



Board of Finance - Tuesday, January 21, 2020 at 4:30 p.m. Conference Room 12, City Hall 1/21/2020

Franklin Paulino, City Council

Alina Korsak, Melanson Heath

Annie Snyder, citizen

1.0 CALL TO ORDER and AGENDA

Mayor Weinberger called the meeting to order at 4:38 PM on January 21, 2020.

1.01 Agenda

MOTION by Councilor Bushor, SECOND by Councilor Pine, to approve the agenda as presented. VOTING: unanimous; motion carried.

2.0 PUBLIC FORUM

Annie Snyder spoke about the need for voter outreach and the availability of ballots, and requested \$450 so ballots can be printed in newspapers again.

Mayor Weinberger assured the Administration will find the money.

3.0 MINUTES

3.01 November 18, 2019

3.02 November 25, 2019

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve the minutes of 11/18/19 and 11/25/19 as presented. VOTING: unanimous; motion carried.

4.0 BOARD OF FINANCE APPROVAL

4.01 Residential Consolidated Collection Study – DPW

DPW Director Spencer and DPW Fleet Manager Perry reported the results of the January 2019 Residential Consolidated Collection Study did not provide options for solid waste, recycling, food scraps up to Burlington's standards. Additional questions were asked that were not included in the original scope of the contract. There will be public information sessions to help determine whether to go with the consolidated model or continue with subscription service. City Council will make



**Board of Finance - Tuesday, January 21, 2020 at 4:30 p.m.
Conference Room 12, City Hall
1/21/2020**

the final decision.

MOTION by Council President Wright, SECOND by Councilor Bushor, to approve the amendment to the contract for services for a feasibility study of residential solid waste contracts in Burlington and South Burlington with Gershman, Brickner & Bratton, Inc. extending the term of the contract until June 30, 2020 and adding an additional \$10,875 to the city's total cost, and to authorize the DPW Director to enter into a six-month contract amendment subject to approval by the City Attorney.

DISCUSSION:

- **Councilor Bushor asked if the DOC in Burlington will be eliminated. DPW Director Spencer said all the discussions have been that the DOC will continue, but further discussion will be necessary if the city goes with subscription service.**

VOTING: unanimous; motion carried.

5.0 APPROVE AND RECOMMEND TO CITY COUNCIL

5.01 Organizational Chart Update – BED, HR

MOTION by Councilor Bushor, SECOND by Councilor Paul, to approve and recommend to City Council the resolution on the BED organizational chart update.

DISCUSSION:

- **Councilor Bushor asked about the BED savings in FY22 (\$53,000). BED Director Springer explained the savings is due to the elimination of some positions and other positions not being filled. BED employees support the direction the company is going.**

VOTING: unanimous; motion carried.

5.02 Housing Program Interest Forgiveness for Chickenbone Scattered Site Housing Project – CEDO

Councilor Pine recused himself from the discussion/decision. CEDO Housing Program Manager Rawlings explained the plan by Champlain Housing Trust to aggregate three affordable housing projects to be known as the "Chickenbone Scattered Site Housing Project". The properties will be rehabbed. The principal and accrued interest on the loans exceed the value of the property Forgiveness of \$7.4 million is needed for the project to move forward.

MOTION by Councilor Bushor, SECOND by Council President Wright, to approve and recommend to City Council to approve the resolution on the Housing Program interest forgiveness.

DISCUSSION:

- **Councilor Bushor said the outcome of having more affordable housing is good and the interest was not planned to be part of the budget.**



**Board of Finance - Tuesday, January 21, 2020 at 4:30 p.m.
Conference Room 12, City Hall
1/21/2020**

VOTING: unanimous [Councilor Pine abstained]; motion carried.

Councilor Pine returned to the Board of Finance.

5.03 Ambulance Billing Contract - Fire

Fire Chief Locke reported the Fire Department recommends a four year contract with the same vendor due to the success in increasing collections.

MOTION by Council President Wright, SECOND by Councilor Pine, to approve and recommend to City Council the ambulance billing services contract and to authorize the Fire Chief to execute the contract with ECP Services, LLC for an amount not to exceed 3.75% of revenue received from ambulance transports from July 1, 2020 through June 30, 2024 subject to prior approval by the City Attorney.

DISCUSSION:

- **Councilor Paul asked about the cost of the contract. Fire Chief Lock said the rate is slightly higher with better service and collection rate.**

VOTING: unanimous; motion carried.

5.04 Publish FY19 Audit – C/T

Alina Korsak with Melanson Heath summarized the FY19 audit results, fund balances, and schedules.

Councilor Paul noted the reappraisal is listed twice. Ann Barton, C/T Office, said the city has assigned some money to the reappraisal and on a regular basis the money from the state for reappraisal was added to the fund. Councilor Paul asked if the CAFR is done. DFO Goodwin said the report will be done by the end of January. Ms. Korsak said the school information was just received. Councilor Paul urged making the CAFR more understandable to the reader.

MOTION by Councilor Paul, SECOND by Council President Wright, to approve and recommend to City Council to authorize the DFP to publish the FY19 Comprehensive Annual Financial Report (CAFR) by the end of January subject to review and amendment by City Council at the first meeting in February. VOTING: unanimous; motion carried.

5.05 FY19 Manager Letter – C/T

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend to City Council to approve the FY19 Management Letter.



Board of Finance - Tuesday, January 21, 2020 at 4:30 p.m. Conference Room 12, City Hall 1/21/2020

DISCUSSION:

- **Councilor Paul asked about the cost for a 'higher level of personnel' to handle the journal entries. DFO Goodwin said a recommendation will be forthcoming (revenue neutral recommendation). Retirement was budgeted and the Board of Finance and City Council approved the outsource. The money is available to pay for an independent contractor to address capital needs and recommendations (money is available because positions that were budgeted were not filled). Staff is working with HR on potential reorganization. A draft will be coming forward.**
- **Councilor Bushor asked for an assessment of the tax burden (what is needed and what is affordable). Interim CAO Locke said a proposal from the DFO is forthcoming.**

VOTING: unanimous; motion carried.

5.06 Public Safety Tax Ballot Item – Mayor's Office

Council President Wright pointed out the one time tax increase will have ongoing cost due to the extra firefighters. Mayor Weinberger said the cost for the firefighters is \$700,000 and \$100,000 for a paramedic.

Councilor Bushor said the impact on the taxpayer needs to be understood, adding she and the Fire Chief explored different scenarios for staffing the ambulance, but none yielded the wanted results. The matter should be further discussed at a future point in time. City Attorney Blackwood noted that many staffing decisions are part of the bargaining agreement.

MOTION by Councilor Paul, SECOND by Councilor Pine, to approve and recommend to City Council to approve the Public Safety Tax ballot item.

DISCUSSION:

- **Council President Wright asked if the language is clear that the authority will be used. Mayor Weinberger confirmed the language is clear the authority is being increased.**
- **Councilor Pine asked if the tax is a dedicated tax. Mayor Weinberger said the public safety tax is dedicated to Police and Fire items, but does not come close to covering all expenses. Fire Chief Locke said there will be nine new firefighters for the entire city with two firefighters on shift at all time.**

VOTING: unanimous; motion carried.

6.0 COMMUNICATION

6.01 Outcome of Bond Financing – C/T

Deferred to next meeting.

6.02 November Sweep Report – C/T





**Board of Finance - Tuesday, January 21, 2020 at 4:30 p.m.
Conference Room 12, City Hall
1/21/2020**

Deferred to next meeting.

7.0 ADJOURNMENT

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

RScty: MERiordan