



# OFFICE OF THE CLERK/TREASURER

City of Burlington

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## BOARD OF FINANCE

DECEMBER 14, 2009

### MINUTES OF MEETING

Mayor Kiss convened a meeting of the Board of Finance at 4:15 p.m. with all members present except Councilor Decelles.

#### 1. Agenda

There were no changes to the agenda.

#### 2. Parks and Recreation:

##### A. Blanchard Beach Bike Path Bridge

The Board reviewed a request from the Parks Department for authorization to spend \$10,768 for certain safety improvements to the bridge by Blanchard Beach on the bike path. CAO Leopold made a motion, seconded by Councilor Keogh, to authorize the requested repairs to remedy a safety issue and to make appropriate adjustments to the capital budget for Parks as necessary in the spring. The motion passed unanimously.

##### B. Lakeside Basketball Court

The Board reviewed a request by the Parks Department for authorization to transfer \$32,000 from the Penny for Parks reserve account for the repaving of the Lakeside Court. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the transfer request. The motion passed unanimously.

#### 3. Department of Public Works: Memorial Bleachers

The Board reviewed a request from Carol Weston, the Capital Improvements Program Manager, for authorization to purchase new bleachers for Memorial Auditorium at a cost of \$87,615 to be funded from the reserve for Capital Improvements to Memorial Auditorium. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the requested transfer and to authorize the purchase of the bleachers. The motion passed unanimously.

#### 4. Code Enforcement: NEMRC Proposal Update

CAO Leopold reported to the Board that pursuant to previous action by the Board the IT staff had reviewed the proposal to acquire a new billing and accounts receivable system for Minimum Housing from NEMRC. Councilor Keogh made a motion, seconded by Councilor

Davis, to accept the report from CAO Leopold. The motion passed unanimously.

**5. Burlington International Airport:**

**A. Authorization for Land Purchase**

The Board reviewed a proposed resolution to authorize the purchase of four properties for the Airport under the AIP funding for Fiscal Year 2010. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the proposed resolution and to recommend approval of the same to the City Council. The motion passed unanimously.

**B. Land Purchases AIP-74**

The Board reviewed a proposed resolution and request from the Airport to purchase a property from Demetrious, Alexandra, Paul and Maria Michaelides under the Noise Abatement Program under the AIP-74 funding. Councilor Keogh made a motion, seconded by Councilor Davis, to approve the proposed resolution. The motion passed unanimously.

**6. Clerk/Treasurer's Office:**

**A. Appropriation Request; Wellness Budget**

The Board reviewed a request to increase the appropriation for the Wellness Program from \$15,000 to \$25,000 and to approve a corresponding increase in the donations of \$10,000 from \$15,000 to \$25,000. Councilor Keogh made a motion, seconded by Councilor Davis, to approve the request and to recommend to the Council approval of an appropriation request by the Mayor to increase the funding for the Wellness Program based on the increased donation for the Program. The motion passed unanimously.

**B. Transfer Request**

CAO Leopold advised the Board that he would be providing them a written request for approval to transfer funding from the Salary and Wages account of the Clerk/Treasurer's Office to the Temporary Help account. The request is based on the continuing inability to recruit and appoint a qualified candidate for Assistant CAO due to the inadequate level of compensation and the need for additional temporary help in lieu of filling this vacancy. CAO Leopold made a motion, seconded by Councilor Davis, to accept the report by the CAO. The motion passed unanimously.

**7. Management Audit Letter**

The Board discussed an appropriate process for a review of the audit management letter. It was agreed that the Board would schedule a meeting in January and request the auditor to meet with the Board to discuss the management letter and further to invite interested councilors to attend the meeting.

The meeting of the Board of Finance was then adjourned at 5:00 p.m.