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BOARD OF FINANCE FEBRUARY 22, 2010

MINUTES

Mayor Kiss convened the meeting of the Board of Finance at 5:15 p.m. with all members present.

1. Agenda

The agenda was amended by adding Item 9. Refinancing ASH Building for BCDC

2. Human Resources: Burlington City Arts; creation of two limited service positions

The Board reviewed a recommendation from HR Director Susan Leonard to create two limited service positions for Burlington City Arts as follows:

- a. Studio Technician, Grade 13
- b. Community Program Coordinator, Grade 14

In addition, the Board considered a recommendation to change the title of the Art Director position to Senior Designer and reclassify the position from a Grade 16 to a Grade 15. CAO Leopold made a motion, seconded by Councilor Decelles, to approve the recommended personnel changes and to recommend to the Councilor approval of a budget amendment proposal by the Mayor to adopt the recommended positions and classifications. The motion passed unanimously.

3. CEDO: Moran Contract with White and Burke

The Board reviewed a request from the CEDO Office for approval to increase the contract with White & Burke consultants for development services for the Moran Project by \$48,500 from \$95,000 to \$143,000. CAO Leopold made a motion, seconded by Councilor Davis, to approve the proposed contract revision and to recommend to the City Council approval of the same. The motion passed unanimously.

4. Planning and Zoning Department: Certified Local Government Grant; Vermont Historic Preservation

The Board reviewed a request by the Planning and Zoning Department for a budget amendment to appropriate a \$2,208 grant from the State of Vermont for a consultant to survey and document Burlington's modern architecture. CAO Leopold made a motion, seconded by

Councilor Keogh, to approve the request and to recommend to the City Council approval of a budget amendment proposal by the Mayor to appropriate the grant of \$2,208. The motion passed unanimously.

5. Burlington Fire Department: Fire Grant FY07 # 005

The Board reviewed a request from the Fire Department to appropriate a grant for reimbursement of City costs associated with the ferry dock emergency exercise for \$792. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the request and to support a budget amendment request by the Mayor to appropriate a grant of \$792 for reimbursement of certain City expenses. The motion passed unanimously.

6. Burlington Police Department: Replacement Animal Control Officer

The Board reviewed a request from the Police Department for authorization to convert the position of Animal Control Officer to a third Community Service Officer position. CAO Leopold made a motion, seconded by Councilor Decelles, to approve the request and to recommend to the Council approval of a budget amendment proposal by the Mayor to amend the personnel schedule of the Police Department to convert the position of animal control officer to that of Community Service Officer. The motion passed unanimously.

7. Burlington International Airport: Police Services Agreement

The Board reviewed a proposed agreement between the Police Department and the Airport for security services at the Airport by the Police Department. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the proposed agreement and to recommend to the Council approval of the same. The motion passed unanimously.

8. Pooled Cash Report

The Board reviewed and discussed a report by CAO Leopold of the activity in pooled cash for the City for the second quarter of the fiscal year. CAO Leopold made a motion, seconded by Councilor Decelles, to accept the report by the CAO. The motion passed unanimously.

9. Refinancing of the Heritage Building for BCDC (Amended)

The Board reviewed a report from Oleet & Co. regarding the proposed terms with Union Bank for refinancing the Heritage Flight Building at the Airport Industrial Park. The refinancing would lower the annual debt service and enable the Burlington Community Development Corporation to generate a positive cash flow from the project lease. The proposed financing will require approval by both the Board of the Burlington Community Development Corporation and the City Council. Councilor Decelles made a motion, seconded by Councilor Keogh, to approve the proposed terms of the financing and to recommend to the Council approval of a proposed refinancing consistent with the terms of the current VEDA financing. The motion passed unanimously.

The meeting of the Board of Finance was then adjourned at 6:10 p.m.