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BOARD OF FINANCE

JANUARY 4, 2010

MINUTES OF MEETING

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

1. Agenda

The agenda was amended by adding the following items:

1.5 Community Justice Center Spending Request for Lobbying

7.0 Special Projects Request for Holiday Dinner by HANDS

1.5 Community Justice Center spending request for lobbying

The Board reviewed a request for an appropriation for \$2,400 for legislative services for the 2010 legislative session as the city's contribution to a coalition of community justice centers to lobby to maintain funding for programs. CAO Leopold made a motion, seconded by Council Davis, to approve the request and to recommend to the Council approval of the same. The motion passed by a vote of 4 in favor and 1 opposed with Council Keogh voting against the motion.

2. Human Resources: Change of Title and Reclassification of Marketing & Public Relations Director, Burlington City Arts to Communication Director

The Board reviewed a recommendation from HR Director Susan Leonard to reclassify the position of Marketing & Public Relations Director of Burlington City Arts to Communication Director of Burlington City Arts and changing the grade level from a Grade 17 to a Grade 18. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the proposed reclassification and to recommend to the Council approval of a budget amendment to adopt the new position title and grade level. The motion passed unanimously.

3. Parks and Recreation: Boat Slip Fees

The Board reviewed a recommended new schedule of fees for boat slips and mornings for the 2010 boating season. CAO Leopold made a motion, seconded by Council Keogh, to postpone consideration at this time pending the submission of additional materials regarding fees for other mooring and dock areas and marinas on the lake. The motion passed unanimously.

4. Church Street Marketplace: 62 Church Street License Agreement

The Board reviewed a proposed lease for the Church Street Marketplace for 62 Church Street for an initial period of 10 years with a renewal option for an additional 10 years. CAO Leopold made a motion, seconded by Councilor Decelles, to approve the lease in concept and to request that the City Attorney's office prepare a draft lease for review by the Board. The motion passed unanimously.

5. Clerk/Treasurer's Office: City Insurance Contracts with Hickok and Boardman/Travelers

The Board reviewed a proposed resolution to contract with Hickok and Boardman and Travelers Insurance for one year for workers compensation and liability insurance. CAO Leopold made a motion, seconded by Council Keogh, to approve the proposed resolution and to recommend to the Council approval of the same. The motion passed unanimously.

6. Burlington International Airport:

A. Parking Revenue Bond Vote-March 2, 2010

The Board reviewed a request by the Airport Commission to place on the March 2010 ballot a question seeking authorization for a revenue bond in the amount of \$19.8 million dollars for the first phase of the parking garage expansion. CAO Leopold made a motion, seconded by Council Davis, to postpone consideration of this item to a later meeting pending further discussions between the CAO and the Airport and Airport Commission. The motion passed unanimously.

B. Appropriation Request for Shop Drawings \$250,000

The Board reviewed a request and proposed resolution to authorize the Airport to contract for up to \$250,000 of design specification drawings for the expansion of the parking garage structure. CAO Leopold made a motion, seconded by Council Keogh, to approve the request and to recommend to the Council approval of the proposed resolution. The motion passed unanimously.

C. Land Acquisitions Contract with Amy Avery and Kristian Carlson

The Board reviewed a request by the Airport for authorization to purchase 5 Maryland Street at a price of \$290,000. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the request and to recommend to the Council approval of a proposed resolution to authorize the acquisition. The motion passed unanimously.

D. Contact with Hallam ICS: Energy Conservation Projects

The Board reviewed a request by the Airport and a proposed resolution to authorize a contract with Hallam ICS in the amount of \$147,500 for engineering construction services related to the design, bidding, and construction for certain energy conservation projects for the

Airport. CAO Leopold made a motion, seconded by Council Decelles, to approve the request and to recommend to the Council approval of the proposed resolution to authorize the contract. The motion passed unanimously.

E. Budget Changes FY10

The Board a reviewed a request by the Airport to amend the Fiscal Year 2010 budget as follows:

61300 Seasonal staff	increase by \$23,473
62200 FICA	increase by \$1,796
73810 Real Estate Taxes	decrease by \$1,003
73990 Capital	increase by \$250,000
Total	\$274, 266

CAO Leopold made a motion, seconded by Councilor Keogh, to approve the requested amendments to the budget and to recommend to the Council approval of the budget amendment appropriation request by the Mayor for the Airport in the amount of \$274,266. The motion passed unanimously.

7. Special Projects Request for Holiday Dinner by HANDS

The Board reviewed a request for a Special Project Grant of \$500 for a holiday dinner and meals for the elderly by Helping and Nurturing Diverse Seniors (HANDS). CAO Leopold made a motion, seconded by Councilor Decelles, to approve the request and to provide a \$500 Special Project Grant to HANDS for the cost of the dinner and meals. The motion passed unanimously.

The meeting of the Board of Finance was adjourned at 6:50 p.m.