



## OFFICE OF THE CLERK/TREASURER

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**DRAFT**

### BOARD OF FINANCE

JANUARY 31, 2011

### MINUTES OF MEETING

Mayor Kiss convened the meeting of the Board of Finance at 5:14 p.m. with President Keogh, Councilor Paul, Councilor Wright, Mayor Kiss and Assistant CAO Goodwin present. Others present: Councilor Bushor, Steve Goodkind, Director of Public Works; Stephanie Hanker, Human Resource Department; and Lauren-Glenn Davitian and Geoff Wyman from Channel 17.

#### 1. Agenda

The agenda was amended by adding the following item:

##### 2.5 Auditor Discussion

Mayor Kiss made a motion to adopt the agenda as amended, seconded by President Keogh. The motion passed unanimously.

President Keogh asked that the Board of Finance find time to discuss the City's relationship with the School Board with respect to the fringe benefits of school employees. Councilor Paul proposed that we resume the question regarding the participation of school employees in the Burlington Retirement system and the funding of benefits for these employees through the municipal tax rate.

President Keogh expressed his appreciation to Joe Reinert, Assistant to the Mayor and David Provost, Chair of the Burlington Telecom Task Force, for a well run public meeting on Burlington Telecom held the previous week. President Keogh, and the Mayor would like to see an update for Burlington Telecom every other week.

#### 2. Approval of Minutes

Mayor Kiss made a motion to accept and approve the Board of Finance Minutes of 2 – A) November 15, 2010; B) November 22, 2010; C) December 5, 2010 and D) December 13, 2010 as written seconded by Councilor Wright. The motion passed unanimously.

Councilor Paul noted there were a number of items that needed to be addressed from prior meetings:

On November 15, 2010 there were two outstanding items: Item 5: School Department

employees and Item 6: Assessor Office – Equipment and Machinery Tax. A summary report is needed from John Vickery to show impact of proposal. The next steps required for the School department should be outlined by Jonathan Leopold. A follow-up is required for these items.

On November 22, 2010, the Board of Finance accepted a communication regarding paperless agendas to the Board of Finance in contrast to sending manila envelopes. It is the recommendation that we need to implement this strategy

On December 5, 2010, Item 7 of the agenda, Dog License Fees, requires a follow up memo from Mike Schirling.

Councilor Paul stated she would like these items addressed within the next couple of weeks.

## **2.5 Auditor Discussion**

Assistant CAO Goodwin will make it a point that Fred Duplessis follow up in writing by the end of the week to Councilor Paul's questions. Mayor Kiss commented that Mr. Duplessis would be ready to discuss the FY10 audit at the Board of Finance meeting on February 14th. Councilor Paul stated the auditor should be available for future Council meetings.

## **3. Channel 17 Programming Allocation**

Geoff Wyman and Lauren-Glenn Davitian from Channel 17 addressed the Board of Finance. Lauren briefed the Board on programming allocation methods. In addition, an update was provided on FY 2011 actual/budget performance. Channel 17 provides Burlington a fixed amount of programming each month which includes the City Council meetings. The City also purchases educational programs. Over the past several years, it's become clear that the cost to deliver these productions are approximately \$90/hour. CCTV's FY 2011 request was an additional \$20,000. The \$20,000 would pay for additional meetings, This could be used for recording of selected Board of Finance Meetings, City Council, and special department meetings.

Councilor Paul stated the Board of Finance needs to ask some of the other departments what would make the most sense. Councilor Paul stated City Councilors wanted to avoid having to decide what was important.

Councilor Wright stated he would like to have additional coverage from Channel 17, but the City is facing a \$1.5 million budget shortfall and this additional amount was not planned in the budget going forward. The Board of Finance accepted the report, and has made no commitment to an increase spending, based on the budgeting shortfall.

## **4. Lease Extension Agreement**

Mayor Kiss made a motion to accept the Lease Extension Agreement: Compost Storage, Intervate Road, Burlington, seconded by Councilor Paul. The motion passed unanimously.

## **5. Pooled Cash Quarterly Report**

President Keogh made a motion to accept the report, seconded by Councilor Paul. The motion passed unanimously. Councilor Paul provided suggestions on the format of the

Pooled Cash Report. It was agreed that the Pooled Cash Report would be modified to include:

- Top ten funds listed first
- Description of funds
- Footnotes for major changes to fund balances
- Include on report the intercompany transfers

## **6. Discussion Regarding FY 2012 Budget**

Mayor Kiss discussed the FY 2012 budget. Mayor Kiss wanted the Council and voters to understand the ramifications of a budget shortfall and why a request for a tax increase would be on the March ballot. President Keogh and Councilor Wright stated that the Mayor needed to inform the voters of the consequences on the impact of cutbacks and services.

Councilor Paul asked if, between now and the election, Mayor Kiss would be asking his department heads to submit their plans on an additional 6% reduction. Councilor Paul requested these plans be provided to the Board of Finance by February 14, 2011. Mayor Kiss agreed.

## **7. Human Resources**

### **A) Department of Public Works: Reorganization of Customer Service**

Mayor Kiss made a motion, seconded by Councilor Paul to reorganize the Customer Service Positions at the Department of Public Works.

Steve Goodkind, Director of Public Works, provided an overview of the responsibilities of the three Customer Service positions. Director Goodkind provided a plan to align this group so they were structured to similar other groups used at the City of Burlington doing the same kind of work, supervision, and pay. The motion passed unanimously.

### **B) Department of Public Works: Reclassification of Water Installer to Working Foreman**

Mayor Kiss made a motion, seconded by Councilor Wright, to reclassify one Water Installer to a Working Foreman position.

## **8. Next Meeting**

The Board agreed that a Burlington Electric representative should be present at the next meeting to discuss the hiring of staff person and drop box issue.

There being no further business of the Board, the meeting of the Board of Finance was then adjourned at 6:30 p.m.