



# OFFICE OF THE CLERK/TREASURER

## City of Burlington

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### BOARD OF FINANCE

March 28, 2011

### MINUTES OF MEETING

Mayor Kiss convened the meeting of the Board of Finance at 5:12 p.m. with City Council President Keogh, Councilor Paul, Mayor Kiss and Assistant CAO Schrader present; Councilor Wright was absent. Others present: Councilor Bushor, Councilor Decelles, Susan Leonard, Human Resources Director, Steve Goodkind, Public Works Director, Nicole Losch, Public Works Department, Amber Thibeault, Burlington Telecom, Mike Flora, Burlington Telecom, Bob McEwing, Burlington Airport, Gene Richards, Airport Commission, Mari Steinbach, Director of Parks and Recreation, Ron Redmond, Church Street Marketplace Director, Lise Veronneau, Business Administrator - Police Department

#### 1. Agenda

There being no changes to the agenda, the agenda was approved.

#### 2. Approval of Board of Finance Minutes

- A. January 24, 2011
- B. February 7, 2011
- C. February 14, 2011
- D. March 21, 2011

President Keogh moved, seconded by Assistant CAO Schrader, to approve the minutes of the Board from the referenced meetings. The motion passed unanimously.

#### 3. Burlington International Airport: Resolution Authorizing Grant Amendment and Authorizing Execution of Contract Amendments Associated with Airport Improvements.

Bob McEwing, Interim Aviation Director, addressed the Board with a runway and taxiway construction project amendment to allow for additional work based upon additional funding provided by the Federal Aviation Administration. Mr. McEwing explained that the costs related to the addition improvements have been derived utilizing a unit costs established under the current contract but for a few exceptions where direct negotiations with the contractor where necessary. Assistant CAO Schrader made a motion, seconded by President Keogh, to accept the correspondence and place it on file; approve a Resolution authorizing a grant amendment and execution of contract amendments; and recommend approval of the Resolution to the City Council. The motion passed unanimously.

In response to an inquiry, Mr. Goodkind provided the Board with information on the Department's plan on addressing potholes in City streets.

#### **4. Police: FY 2011 Tactical and Forensic Equipment Purchase**

The Board considered a request from the Burlington Police Department for the Board to approve the use of unclaimed funds in the amount of \$4,546 for the purchase of equipment for the Detective Services Bureau. President Keogh made a motion, seconded by Assistant CAO Schrader, to approve the appropriation of funds and refer a budget amendment to the Mayor for presentation to the City Council. The motion passed unanimously.

\*\*\* Councilor Paul arrived. \*\*\*

#### **5. Human Resources:**

##### **A. Clerk/Treasurer's Office - Reclassification of Accounts Clerk Position**

Susan Leonard, Human Resources Director, addressed the Board and provided information and support of the Human Resources recommendation concerning the reclassification and title change of the Accounts Clerk position in the Clerk/Treasurer's Office and indicated that the reclassification has a net cost to the City. At the request of the Board, Assistant CAO Goodwin provided the changes in the job duties of the position over the past years justifying the reclassification. President Keogh made a motion, seconded by Assistant CAO Schrader, to approve the reclassification and title change. The motion passed unanimously.

##### **B. Burlington Telecom - Help Desk Technician**

Mike Flora addressed the Board regarding Burlington Telecom's request to change the status of a temporary Help Desk Technician to regular fulltime as recommended by the City's consultants. President Keogh made a motion, seconded by Councilor Paul, to approve the change of status of the position. The motion passed unanimously.

#### **6. Parks and Recreation: Contract/Lease for Information Services and draft Contract with LCRCC, Waterfront**

Mari Steinbach, Parks and Recreation Director, provided the Board with a brief explanation on the proposed contract for the lease for information services with the Lake Champlain Regional Chamber of Commerce (LCRCC), including the requirement of a minimum staffing commitment on the part of the Chamber of Commerce. Assistant CAO Schrader made a motion, seconded by President Keogh, to approve and authorize execution of a contract between the City of Burlington and the LCRCC for the provision of Information Services. The motion passed unanimously.

#### **7. Public Works: 2011-2013 Retainer Consultants and Draft Contract**

Nicole Losch from the Public Works Department addressed the Board requesting their approval of retainer consultants for planning and engineering services based upon a Request for Qualifications recently led by the department for the years 2011 through 2013. Ms. Losch indicated that the list of consultants was determined by the department to meet qualifications for certain services and would be used to solicit cost proposals from the appropriate firms, as needed. Assistant CAO Schrader moved, seconded by President Keogh, to accept and place the communication on file and to approve the list of Retainer Consultants. The motion passed unanimously.

## **8. Church Street Marketplace:**

### **A. Authorization to Accept \$974,000 Appropriation from the Federal Highway Administration in FY 2010 for the Church Street Marketplace District**

Ron Redmond, Church Street Marketplace Director addressed the Board to accept an appropriation from the Federal Highway Administration (FHA) for improvements to the Church Street Marketplace District and authorizing execution of associated agreements. Mr. Redmond stated that these funds required no match from the City. Assistant CAO Schrader made a motion, seconded by President Keogh, to approve and recommend approval of a Resolution authorizing acceptance of the FHA grant and authorize execution of agreements thereto. The motion passed unanimously.

### **B. Drinking Fountain Contract**

Mr. Redmond, Church Street Marketplace Director and Mari Steinbach, Director of Parks and Recreation provided the Board with an update on the project to design and install drinking fountains within the Downtown Marketplace District and City Park and requested approval of the Board to execute an agreement to fabricate the drinking fountains. Mr. Redmond stated that a fundraising campaign is underway to pay for the fabrication and installation of the fountains, with the proceeds of the fundraising being used to reimburse the two Departments for the upfront costs associated with the project. Councilor Paul expressed concern that this project did not have funding allotted and thus is potentially taking away from other projects or services with Parks if the money is not received and would prefer to have the money first, before spending it. Assistant CAO Schrader made a motion, seconded by President Keogh, to authorize a contract for services in the fabrication of the fountains. The motion passed unanimously.

At the request of President Keogh, Mr. Redmond updated the Board on the Charity Drop Box Project being considered for downtown. Mr. Redmond stated that he was not intending to come to the City for funding until he had exhausted other private funding sources first.

## **9. Enhancements to the FY 2012 Budget Process**

Councilor Paul presented the Board with a proposed Resolution, with responses from the CAO's office and amendments she has made based upon those comments. Councilor Paul stated that, based upon the timing of meetings, she would like for the Board to consider this Resolution today for the City Council's consideration on the April 11<sup>th</sup> meeting. Mayor Kiss stated that, as this Resolution is on the Council's agenda tonight, he prefers that the City Council refer this Resolution back to the Board of Finance for consideration at the Board's April 11<sup>th</sup> meeting. Councilor Paul stated that her concern with the Mayor's suggestion is that the City Council would not vote on this Resolution until April 28<sup>th</sup>, after the budget process has started. President Keogh indicated that he would prefer to have a chance to read and consider what was being proposed and supported the Mayor's suggestion. President Keogh made a motion, seconded by Assistant CAO Schrader, to table the Resolution. The motion passed unanimously.

There being no further business of the Board, the meeting of the Board of Finance was adjourned at 6:03 p.m.