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APPROVED

BOARD OF FINANCE

FEBRUARY 7, 2011

MINUTES OF MEETING

Mayor Kiss convened the meeting of the Board of Finance at 5:00 p.m. with President Keogh, Councilor Paul, Councilor Wright, Mayor Kiss and ACAO Schrader present. Others present: Councilor Bushor, Councilor Kaplan, Councilor Decelles, Councilor Shannon, Director of Human Resources Susan Leonard, Joe Reinert, Assistant to the Mayor, ACAO Goodwin, Steven Barraclough, Dorman and Fawcett, Gary Evans, HBC, Barb Grimes, BED General Manager David White, Planning and Zoning Director, Aditeei Lagu, Human Resources, Susan Leonard, Human Resources Director, Amber Thibeault, Burlington Telecom, Lori Adams, Public Works, Larry Kupferman, CEDO Director, Joe McNeil, Robert McEwing, Burlington Airport, John Briggs, Burlington Free Press

1. **Agenda**

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

2. **Approval of Minutes:**

Councilor Keogh moved, seconded by Councilor Paul to approve the minutes of the January 31, 2011 meeting. The motion passed unanimously.

2a. **Planning and Zoning:**

Memo Regarding Sustainable Community Challenge Grant: Resolution Relating to HUD Award of \$248,750 Draft Grant Application Detailed Budget Worksheet

David White presented the committee with a memorandum and proposed Resolution regarding the HUD Sustainable Communities Challenge Grant in the amount of \$286,750 and provided details and a timeline for the work associated with the grant. President Keogh moved, seconded by Councilor Paul to accept the correspondence and place it on file and approve and recommend approval by the City Council of the Resolution accepting the Sustainable Communities Challenge Grant and authorizing execution of a Cooperative Agreement with the United States Housing and Urban Development. The motion passed unanimously.

3. **BT Executive Session**

Joe McNeil addressed the Board requesting an Executive Session regarding a proposed reorganization involving personnel matters, at the Board's prerogative, to review and discuss the

details of the reorganization including salaries and the positions involved prior to it being presented to the full City Council. Councilor Wright made a motion, seconded by President Keogh to enter executive session with the understanding that the matters discussed in this executive session be presented publicly within the very near future. Mr. McNeil agreed that it is the intent to take this matter before the City Council at the next meeting. Councilor Bushor inquired if this could be taken before the full City Council in lieu of the Board of Finance. Mr. McNeil stated that the personnel policy provides for it to go before the Board of Finance but that the City Council could certainly decide to conduct this in that forum.

4. CEDO - Reclassification and Title Change of Housing Development Coordinator Position:

The Board of Finance considered a request to reclassify the position of Housing Development Coordinator Position. President Keogh made a motion, seconded by ACAO Schrader, to approve the reclassification and title change. The motion passed unanimously.

5. Burlington International Airport:

A. Memo regarding Approval Requests – Land – Federal FY 11A

B. Resolution: Land Purchase in Anticipation of AIP Grant Fund

C. Resolution: To Accept Grant for AIP Project Land Purchases

D. Resolution: To Accept Grant Offer for Conduct of Wildlife Hazard Assessment and Update of Wildlife Hazard Management Plan.

The Board of Finance considered requests from the Airport accepting AIP and Wildlife Hazard Assessment grants and authorizing land purchases for the AIP project. ACAO Schrader made a motion, seconded by President Keogh to accept the correspondence and place it on file, and approve and recommend approval by the City Council of a Resolution to accept an AIP Grant for land purchases, a Resolution to approve land purchases and a Resolution to accept a grant for the conduct of a wildlife hazard assessment. The motion passed unanimously.

6. Public Works:

A. Memo regarding Grant Application for Gaza and Manhattan Drive Project

B. Resolution: Execute Grant Application from SOV-DEC re: Stormwater Improvement Project

C. Agency of Natural Resources for Water Pollution Control Project

The Board of Finance considered a request from the Public Works Department to accept a \$300,000 grant under the American Recovery and Reinvestment Act received by the State to address high priority combined sewer overflows along Gazo Avenue and Manhattan Drive. ACAO Schrader made a motion, seconded by President Keogh to accept the correspondence and place it on file, and approve and recommend approval by the City Council of a Resolution to authorize the execution of grant application to from the State of Vermont Department of Environmental Conservation for ARRA Stormwater Improvement Projects The motion passed unanimously.

7. BED: Hiring of Staff Person

Barbara Grimes, General Manager, addressed the Board regarding the hiring of the Controller position within the Electric Department and explained the process and circumstances surrounding the hiring of the individual. She pointed out that the person was the most qualified

person for the position with over 27 years of experience with specific experience in FERC and GASB accounting and must serve a period of probation in the position. Ms. Grimes indicated that the person was hired at the top of the Winter's scale because of his experience and received the COLA shortly after hire because that is the City's policy and practice. She indicated that the qualifications and experience of the individual hired ultimately outweighed the political implications some were attempting to raise.

8. Drop Box Discussion:

The Board of Finance considered a request from a City Councilor to fund up to \$5,000 for the start up of a charity drop box program for the City. The Mayor has indicated that, at this point, we are not in a position to commit this amount until a better estimate of costs and description of the program. President Keogh suggested that he will request Councilor Berezniak to come before the Board to further this proposal. The Board agreed that this would be the best way to move forward.

9. 2012 Budget Presentation:

Councilor Bushor wanted to let the Board of Finance know that the Human Resources Committee is working on a system of management compensation based upon market conditions and would have the Human Resources Director report back to the Board in the beginning of April. ACAO Schrader advised the Board that the CAO's Office is developing a report on the Department requested 2012 budget detailing expenses and revenue by department to assist the public in making an informed decision on the tax rate ballot item.

There being no further business of the Board, the meeting of the Board of Finance was adjourned at 6:25 p.m.