



OFFICE OF THE CLERK/TREASURER

City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

TTY (802) 865-7142

BOARD OF FINANCE

OCTOBER 25, 2010

MINUTES

Mayor Kiss convened the meeting of the Board of Finance at 5:12 p.m. with all members present and CAO Leopold attending via Skype.

1. Agenda

The agenda was amended to delete item #3: Contract for Purchase of Internet Bandwidth Services from Level 3 Communications. An Item #5: Lieutenant Costello Reception, Recognition and Mourning was added to the agenda.

2. Review of Management Response to Interim Management Letter

The Board met with Fred Duplessis of Sullivan and Powers to review the responses by management to the Interim Management Letter recently provided to the City. Mr. Duplessis explained to the Board that this was the first interim management letter ever provided to the City or any other client and was instituted pursuant to the request of the City and the subsequent provision in the contract with Sullivan and Powers for the Fiscal Year 2010 audit. It was noted that this letter was only three months since the mid-April Management Letter provided to the City pursuant to the Fiscal Year 2009 audit. Thus, many of the issues noted in the 2009 Management Letter would be noted in the 2010 interim Management Letter. CAO Leopold made a motion, seconded by Councilor Paul, to accept the report and to thank Mr. Duplessis. The motion passed unanimously.

4. Human Resources:

A) Recommendation for Creation of One Limited-Service position for Burlington International Airport – Grants Administrative Assistant

The Board reviewed a request by the Airport for the creation of a Limited Service position of Grants Administrator Assistant at a Grade 15 Level. CAO Leopold made a motion, seconded by Councilor Wright, to approve the request and to recommend to the Council approval of a budget amendment to be proposed by the Mayor to create the Limited Service position as requested and recommended by the Director of HR. The motion passed unanimously.

B) Recommendation for Creation of One Limited-Service position for Burlington International Airport – Airport Office Assistant

The Board reviewed a request for a Limited Service position of Airport Office Assistant at a Grade 12. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the request and to recommend to the Council approval of a budget amendment to create a Limited Service position of Airport Office Assistant at a Grade 12. The motion passed unanimously.

5. Lieutenant Costello Reception, Recognition and Mourning

The Board considered a recommendation by Mayor Kiss to appropriate \$15,182 for the costs of the rental of Ira Allen Chapel and the reception to recognize the service of Steven Costello and to mourn his death. Councilor Paul made a motion, seconded by Councilor Keogh, to approve the request and to recommend to the Council approval of an appropriation of \$15,182 to pay for the costs of the rental of Ira Allen Chapel and the reception to recognize and mourn the loss of Lieutenant Costello. The motion passed unanimously.

The meeting of the Board of Finance was adjourned at 5:41 p.m.