



# OFFICE OF THE CLERK/TREASURER

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## BOARD OF FINANCE

JUNE 14, 2010

### MINUTES

Mayor Kiss convened the meeting of the Board of Finance at 5:08 p.m. with all members present.

#### 1. Agenda

There were no changes to the agenda.

#### 2. Human Resources: Title Change and Reclassification for Office Assistant I to Office Assistant II-Police/Fire Department

The Board reviewed a request and recommendation to change the title and classification of the Office Assistant I position at the Burlington Fire and Police Departments from an Office Assistant I, Grade 11, to an Office Assistant II, Grade 12. CAO Leopold made a motion, seconded by Councilor Wright, to approve the proposed change and to recommend to the City Council approval of the same as a budget amendment proposed by the Mayor. The motion passed unanimously.

#### 3. Burlington Police Department: 2009 Port Security Grant-Portable Radios

The Board reviewed a request from the Police Department for an appropriation of \$141,154 of a Homeland Security Port Security Grant for the purpose of purchasing 57 mobile radios both for the Police Department and Parks Departments. CAO Leopold made a motion, seconded by Councilor Wright, to approve the proposed budget amendment to accept the grant and to recommend approval of the same to the City Council. The motion passed unanimously.

#### 4. Church Street Marketplace: License Agreement-College St. Kiosk

The Board reviewed a request from the Church Street Marketplace District Director Ron Redmond for approval of a proposed lease for the College Street Kiosk to B Hospitality Group (DBA Bluebird Tavern). The proposed lease will be for a period of three years beginning June 2010 with a base rent of \$1,000 a month, increased annually by \$50. CAO Leopold made a motion, seconded by Councilor Paul, to approve the proposed lease and to recommend approval of the same to the City Council.

#### 5. Burlington International Airport: Pre-approval of Low Bid for \$12 Million Financing

The Board reviewed a recommendation and proposal by CAO Leopold to authorize a line of credit and grant anticipation notes for the Burlington Airport to enhance Airport liquidity by providing a source of financing for the Airport Improvement Program (AIP) Grants of the

Airport. Councilor Keogh made a motion, seconded by Councilor Wright, to approve the recommendation and to recommend to the Council approval of the establishment of a line of credit of up to \$12 million for Grant Anticipation Notes. The motion passed unanimously.

**6. Authorization of Execution and Delivery of a City of Burlington Banking and Cash Management Agreement with TD Bank**

The Board reviewed a recommendation from the Clerk/Treasurer's Office to approve a proposed contract with TD Bank for banking services for the City and to approve the contract provisions that would exempt TD Bank corporate-wide employees from the Livable Wage Ordinance requirements of the City. The motion passed unanimously.

The meeting of the Board of Finance was then adjourned at 5:20 p.m.