



# OFFICE OF THE CLERK/TREASURER

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## BOARD OF FINANCE TUESDAY, NOVEMBER 12, 2013

### MINUTES

**PRESENT:** Mayor Weinberger; Councilors Bushor, Knodell, and Aubin; CAO Rusten

**ALSO PRESENT:** Councilor Paul; ACAOs Goodwin and Schrader; City Attorney Eileen Blackwood; Assistant City Attorney Richard Haesler; Stephen Barraclough, BT; Lise Veronneau, Police; Ryan Betcher, Airport; Norm Baldwin, DPW; Daryl Santerre, BED; Mike Kanarick, Mayor's Office; Marcy Krumbine, CEDO; Bryan Dow; Martha Lang, Ward 1 Resident

**ABSENT:** City Council President Shannon

#### 1. Agenda

On a motion by Councilors Knodell and Aubin, the agenda was adopted unanimously as presented.

#### 2. Public Forum

Martha Lang, Ward 1 Resident, spoke about the proposed sale of St. Joseph's School.

#### 3. Approval of the Board of Finance Minutes

##### a. October 28, 2013

On a motion by Councilors Bushor and Knodell, the minutes were adopted unanimously as presented.

#### 4. Authorization for Amendment to Master Services Agreement with VTel – BT

The Board addressed an item to allow Burlington Telecom to amend their Master Service Agreement with VTel.

On a motion by Councilors Bushor and Knodell, the amendment to the agreement was approved unanimously.

#### 5. Investment in VELCO – BED

The Board addressed an item to allow the Burlington Electric Department to invest up to \$1,900,000 in VELCO.

On a motion by Councilors Bushor and Aubin, the Board unanimously voted to approve the investment in Velco.

**6. Authorization for Greyhound Lease Space Renewal – Airport**

The Board addressed an item to allow the Airport to renew a lease for office and ticket counter space with Greyhound.

On a motion by Councilors Bushor and Knodell, the Board unanimously voted to renew the lease.

**7. Request to Repave St. Paul St. in Lieu of Excavation Fees – DPW**

The Board addressed an item to allow the developers of the Stratos project to repave St. Paul Street between King and Maple Streets in lieu of paying excavation fees.

On a motion by Councilors Aubin and Knodell, the Board unanimously voted to allow repavement in lieu of excavation fees.

**8. Request to Use Impact Fees to Purchase Vehicles – Police**

The Board addressed an item to allow the Police Department to purchase 4 2014 Ford Interceptors for \$132,490.

Councilors Bushor and Aubin made a motion to recommend approval of the purchase. The motion passed unanimously.

**9. CDBG Allocation Process – CEDO**

The Board discussed proposed changes to the CDBG Allocation process.

Councilors Bushor and Knodell made a motion to refer the process changes to the City Council. The motion passed unanimously.

**10. Technical Amendment to Ground Lease 41 Cherry St. – Attorney**

The Board discussed an item that would amend the ground lease with Hotel Vermont at 41 Cherry Street to extend the easement for an overhang extending into the City right of way.

Councilors Bushor and Aubin made a motion to amend the ground lease. The motion passed unanimously.

**11. Authorize for Budget Amendment for Prepayment of Urban Reserve Certificates of Participation - Attorney**

The Board addressed an item to allow the City to prepay the remaining principal of \$573,502.50 on the 1999 Urban Reserve Certificates of Participation.

Councilors Bushor and Knodell made a motion to approve the prepayment of the Certificates of Participation. The motion passed unanimously.

**12. Authorization to Execute Contract with Westlaw – Attorney**

The Board addressed an item that would allow the City Attorney's Office to execute a contract with Westlaw for print and online legal research tools.

Councilors Knodell and Bushor made a motion to authorize execution of the contract. The motion passed unanimously.

**13. Pension Summit Payment – Mayor**

The Board addressed a proposal from the Mayor's Office to pay for \$1,500 of expenses related to the Pension Summit through the Special Projects line in the Regional Programs Budget.

Councilors Bushor and Aubin made a motion to approve payment from the Special Projects budget. The motion passed unanimously.

**14. Feedback on Pension Summit – Mayor**

The Board discussed the Pension Summit.

**15. Review of September Financials – C/T**

The Board reviewed the financials for the month of September.

**16. First Quarter Budget Amendment Analysis – C/T**

The Board reviewed the budget amendment analysis from the first quarter.

**17. Review Sweep Account Analysis (Formerly Pooled Cash) – C/T**

The Board reviewed the Sweep Account Analysis as of October 25, 2013.

**18. Discuss \$500,000 Budget Challenge – C/T**

The Board reviewed a proposal from the Clerk/Treasurer's Office on ways to increase revenue and reduce expenses by \$500,000 in the FY14 Budget.

Councilors Aubin and Knodell made a motion to approve the proposal. The motion passed by a vote of 3-1 with Councilor Bushor voting against.

On a motion by Councilors Knodell and Aubin, the Board of Finance meeting was adjourned at 6:23pm.

**FOR INFORMATION PURPOSES****Grants Accepted Since Last Meeting:**

**Department of Public Safety Grant – Police Department - \$5,000**

**Boater Infrastructure Grant – Parks Department - \$100,000**

**Informational Memo re: Police Supervisor Pay – Chief Schirling**

**Informational Memo re: Plan to Invest City Money - ACAO Goodwin**

**Communication Referred from Council re: St. Joseph's School – Corey Mallon**