



OFFICE OF THE CLERK/TREASURER

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BOARD OF FINANCE MONDAY, FEBRUARY 11, 2013

MINUTES

PRESENT: Mayor Weinberger; City Council President Shannon; Councilors Paul and Bushor; Interim CAO Sisson

ALSO PRESENT: Gene Richards, Bob McEwing, Airport; Daryl Santerre, BED; Bill Ward, Code; Steve Goodkind, Megan Moir, Pat Buteau, DPW; City Attorney Eileen Blackwood; Mike Kanarick, Airport

ABSENT: Councilor Decelles

1. Agenda

On a motion by City Council President Shannon and Councilor Bushor, the agenda was adopted unanimously as presented.

2. Public Forum

No one came forward to speak.

3. Authorization for Revenue Anticipation Notes - BED

Councilor Bushor and City Council President Shannon made a motion to authorize the Revenue Anticipation Notes and recommend City Council approval.

Councilor Bushor stated they are authorizing an additional \$5 million of borrowing. They also have \$2.5 million remaining from a previous borrowing that will be paid off in 6-12 months. She inquired if paying that off will allow them to borrow up to \$5 million. Daryl Santerre, BED, stated that is correct.

The motion passed unanimously.

4. Authorization for Land Purchases – Airport

City Council President Shannon and Councilor Bushor made a motion to authorize the purchases.

Gene Richards, Airport, stated they have been working with South Burlington on this. They are coming to an agreement with them. They liked the direction it was headed, though it has not been officially approved. The Mayor has been listening to their concerns and working on addressing them.

City Council President Shannon stated she met with the South Burlington Council President and she was happy that they have more of a relationship with Burlington than they have in the past. Mr. Richards stated it seems they are headed in a good direction. City Council President Shannon stated she wants to ensure that South Burlington gets notice of items such as this when they are on the agenda. Mr. Richards stated he has not talked to the South Burlington City Council about this, but the Mayor has communicated with them that they will be addressing this.

Councilor Bushor stated it would be nice to notify someone from South Burlington when there are items on the Board of Finance regarding the Airport. That would allow them to send someone to speak if they wished. That is a good way to solidify a good working relationship. Mr. Richards stated he did attempt to reach out to South Burlington.

Mayor Weinberger stated the Airport has done a lot of work to document what has already transpired and what is still to be done. They have made progress with communication with South Burlington, although they are far from done with these conversations. Referring to a map provided by Mr. Richards, he stated the purchases in the past have are shown as brown properties. The properties being purchased are blue properties, meaning that these property owners have been in communication with the Airport for several years. They are not problematic properties. Pink properties are ones that the Airport may purchase with money received in the last year. They specifically said any purchases with that money would require South Burlington to be on board. Mr. Richards stated they are working to close out the past programs. This will allow them to move forward.

Councilor Bushor inquired about red properties, and other eligible properties. She asked if South Burlington is aware of that. Bob McEwing, Airport, stated they have seen a list of all properties above 65 DNL, although they may not have seen this exact attachment. Mr. Richards stated they have seen different versions of this. They have not voted on the program, but they do have an idea about it. Councilor Bushor inquired if this could go back on the next Board of Finance meeting to discuss this further. Mr. Richards suggested they could discuss this during the week as well. There are a lot of details. Councilor Bushor stated she would prefer to do it in a meeting so everyone can hear the questions and responses. She is comfortable acting on this, but wants to discuss the full program more.

Mayor Weinberger stated the logic behind the properties identified here are that they will close out the program and create something contiguous. What is uncertain is what will happen when the demarcation between the Airport and the neighborhood is necessary. They have put some ideas out, but South Burlington has not yet responded.

Councilor Bushor noted a discrepancy between the memo and resolution. She requested these be corrected.

The motion passed unanimously.

5. Authorization for Budget Amendment for Parking Garage Repairs – DPW

Councilors Paul and Bushor made a motion to approve the repairs.

Councilor Paul inquired where the money for this is coming from. Pat Buteau, DPW, stated it will come from insurance.

The motion passed unanimously.

6. Authorization to Accept Stormwater Grants and Amend Budget - DPW

City Council President Shannon and Councilor Paul made a motion to authorize acceptance of the grant and the budget amendments.

Megan Moir, DPW, stated there have been plans to improve the College Street Stormwater Outfall for a number of years but they were unsure where to find funding. This grant will allow the plan to move forward. They hope to tie this into elements of PlanBTV to improve the streetscape. Mayor Weinberger inquired if this is located at the base of College St. Ms. Moir stated it is and it generates a lot of sediment because of pollutants in the stormwater. They will also be able to create a stormwater friendly driveway fact sheet to have available. She and Planning and Zoning receive a lot of questions about that and it will be a useful tool to have on hand.

Councilor Bushor stated she found this informative and though it may be small, it is important. She requested an explanation of how each grant would be linked to each project. Ms. Moir stated they are getting grant money, but only a portion will be used in FY13. That is why the numbers do not all match up. There is also some money available from previous grants that have already been accepted.

The motion passed unanimously.

7. Discussion of Standing Agenda Items and Use of Consent Agenda

Councilor Bushor suggested considering whether it would be advantageous to have a consent agenda for items on the Board of Finance agenda. Anyone could remove the items if they wanted to discuss them. They did that in the past and it was useful. She also stated there could be standing agenda items that are germane for the time. These could relate to the audit, BT, or any other issue that the Board may want a regular update on. That keeps items from getting lost.

Mayor Weinberger noted items on this agenda that could have been on a consent agenda.

Councilor Paul stated items involving money should not be on the consent agenda. In the past, the Council has put too many things on the consent agenda when they warrant time and discussion. She understands a small grant from the Library might not need to be discussed at length, but it does not take more time to approve it individually than it would on a consent agenda. She had previously asked for a monthly update on Pooled Cash, but has not seen one. It is important to see that information.

City Council President Shannon stated most of the time there are not too many items that she

would put on a consent agenda. There may be times with a longer agenda that it would work. This would work for items where they are accepting money.

Councilor Paul stated standing items are a good idea because it opens up conversation. There may be times when they do not address the standing items, and that is fine. The audit would be a good example.

Councilor Bushor stated the Board of Finance would be more valuable to the CAO if they could be given a forecast of how things are going. Updates on shortfalls and excess revenues are good and should be discussed. If the Board can understand where the problems are, they can determine how to make up that revenue. When there are surpluses, they could discuss how to spend that money. There could be standing or quarterly items to discuss these things.

Mayor Weinberger stated he agrees and the goal is to start doing this. With the migration to New World, it was really only in January that they were able to generate reports that were meaningful. Department heads have been able to start using these. The goal is to have monthly or quarterly budget vs. actual reports. This is a new capacity of the City.

Councilor Paul stated the past administration was not able to do that. This will also be helpful in making projections for the future.

Interim CAO Sisson stated they will have to develop a custom report that is manageable. The reports used now are broken down by department and compare each revenue and expense to the corresponding line items. That may be too much detail.

Councilor Bushor stated she would like to know if there is something glaring. It would be important to see. There also may be lines that are not broken down evenly each quarter. The Board of Finance would benefit from seeing the big picture.

Councilor Paul inquired if there are seasonal adjustments. Interim CAO Sisson stated there are not. Councilor Paul stated that would apply most to Parks and Recreation. They do not spend the same amounts in January as they do in July. Without that, the number will appear skewed.

Interim CAO Sisson stated the most important item is salaries and wages. They are watching that closely. So far everyone has remained in line. Moving forward, they can find a way to summarize problem areas. Mayor Weinberger stated they will attempt to do this. Interim CAO Sisson stated they can adjust their reporting based on what the Board wants.

Councilor Bushor stated she would like to develop an agenda that was meaningful that has pertinent items outside of what comes to them.

Interim CAO Sisson stated they started sending reports to Department Heads as of December 31 and will continue to do this monthly. Mayor Weinberger stated if they were to have an agenda with standing items, it would make sense to have these reports on it.

Mayor Weinberger stated they will add budget, financial reports, and audit as standing items

when it is appropriate. Councilor Paul stated this will be a good way to begin conversations and keep things on their minds. Mayor Weinberger stated they will begin to create a budget timeline.

Without objection, Mayor Weinberger adjourned the Board of Finance meeting at 5:43pm.