

BARTON VILLAGE, INC.  
TRUSTEES MEETING

MINUTES

6PM, Sept. 14, 2015

**Present:** David Ormiston, Nathan Sicard, Ryan Longe, Tln (Justin) Barton-Caplin, Shelia Martin, Nathan Page, David Billado (Assistant Fire Chief), Kevin Tartaglio, John Nolan (Assistant Fire Chief), Trevor Royer, Peter Lucier, Barbara Lucier, Nathalie Gagnon-Joseph (Barton Chronicle), Jennifer Hersey Cleveland (Orleans Record), Matt Lucier (Fire Chief)

- A. Call to Order: 6:00 p.m
- B. Changes to the Agenda / Additions or Deletions
  - a. Moved Barton Fire Department discussion later on the agenda
- C. Meeting Minutes: Aug. 24th, 2015 and Sept. 8<sup>th</sup>, 2015
  - a. NS motioned to approve both minutes, JBC seconded. Unanimous approval.
- D. Privilege of the Floor
  1. Kevin Tartaglio - Comments regarding Barton Fire Dept.
    - a. Kevin was not present at this time; Trustees decided to hear his comments when he arrived under new business: Barton Fire Department
  2. None present requested privilege of the floor
- E. New Business
  1. Jefferson Tollman, Utility Partners  
Waste Water Treatment Facility Rural Development Project - Update
    - a. Jefferson Tollman met with USDA and Aldrich/Elliot to finalize report of upgrades completed & close out project. with the USDA grant (Wasterwater Treatment Facility received a new generator, Pump Station received a generator, Pageant Park has a generator in place, Main Pump Station received three new pumps, and four new blowers were installed. Not all of the grant money was expensed. However, Utilities Partners helped save \$50,000. Pageant Park has a voltage irregularity that they are waiting to hear on. Jefferson mentioned that there should be ongoing energy savings due to increased efficiencies.
    - b. Jefferson mentioned that the maintenance budget for wastewater is close to being spent and that additional funds may need to be requested.
    - c. Jefferson mentioned that the old generator (1950's generator) is still at the plant. He had received an offer of \$1,000. Trustees authorized Jefferson to post an ad to Craig's List and to contact people who showed interest. Trustees authorized Jefferson to arrange for a sale "as is" with a minimum bid not to go below the scrap price. Jefferson will bring a bill of sale for Trustees to sign.
    - d. Jefferson indicated that he is ready and available to discuss the contract renewal as the Utilities Partner's contract expires in April 2016.
  2. Approval of Amounts to be Raised by Taxes
  3. Approval of Tax Rates - Shelia Martin
    - a. Shelia Martin, Treasurer, presented the total amounts to be raised by taxes & corresponding tax rates based on a grand list amount of \$420,562.50):
      - i. General Fund: \$350,919.00 (Total) | 0.8345 (Rate)

- ii. Water Department: \$47,745.00 (Total) | 0.0923 (Rate)
    - iii. Sewer Department: \$49,090.00 (Total) | 0.0949 (Rate)
  - b. David indicated that there was a \$2,000 discrepancy between these amounts and what was approved by the voters at the Village Meeting in March 2015 due to an error related to the Memorial Building. The total amount is less than what the voters approved.
  - c. NS motioned to approve the tax rate for the General Fund at 0.8345, the Water Department at 0.0923, and the Sewer Department at 0.0949; JBC seconded. Unanimous approval.
  - d. Shelia indicated that the tax bills would be mailed out Friday or next week.
- 4. Barton Fire Department
  - a. NS motioned to enter Executive Session to discuss personnel issues related to the Barton Fire Department with David Ormiston, John Nolan (Assistant Fire Chief), David Billado (Assistant Fire Chief), and Matt Lucier (Fire Chief) at 6:23 p.m., RL seconded. Unanimous approval.
  - b. NS motioned to come out of Executive Session at 6:39 p.m., RL seconded. Unanimous approval. No action Taken
  - c. General discussion that the Barton Fire Department is in a transitional phase. They had only 4 firefighters and are now up to 12. However, they cannot adequately handle the calls for Barton fires. They have made Orleans aware of this transition and Orleans is assisting with every fire. Matt discussed that he has been working a lot out of town and that has contributed to some of the hardships experienced by the Barton Fire Department. Matt shared that he has a plan to build the fire department back up and is going for "quality" and volunteers who are "upstanding character." JBC asked if the Fire Department had recruitment and/or volunteering policies. Matt indicated that they had their by-laws. JBC requested that Matt, David, and John return in two months to provide a status update on how the plan is progressing. All agreed
  - d. David Ormiston discussed that he needed the Chief (Matt) or one of the Assistant Fire Chiefs (David or John) to come into the Village Offices to approve expenses before the Village can make a payment on invoices. Matt indicated that he would come in weekly. David also expressed his expectation that expenses should be pre-approved by the Chief or Assistant Chiefs before a fire fighter incurs the expense.
  - e. NS asked for the telephone numbers for each so if an issue arose, someone could be contacted:
    - i. David—802.525.4406 (home)
    - ii. John—802.624.3064 (cell) | 802.525.3069 (home)
    - iii. Matt—802.673.8330 (cell—texting is best method)
  - f. NS requested that someone from the Fire Department communicate with David Ormiston about the Fire Department Budget in the next few months.
  - g. NS also reminded the Fire Department if there is a vacancy in any of the elected positions at the Fire Department, the vacancy would be filled by appointment by the Village Trustees—hopefully with a recommendation from the remaining chiefs. Matt indicated that he did not intend to resign before his term ended.
- 5. Distribution of 2015 Audit RFP
  - a. JBC motioned that to authorize Sanford Miller to distribute the 2015 Audit RFP to the following accountants, NS seconded. Unanimous approval.
    - i. Fothergill, Seagate, and Valley (Barre, VT)
    - ii. Gene A. Besaw & Associates (Newport, VT)
    - iii. Graham & Graham (Barre, VT)
    - iv. Kittle, Branagan, and Sargent (St. Albans, VT)

- v. KPMG (Colchester, VT)
  - vi. Sullivan and Powers (Montpelier, VT)
  - vii. RHR Smith, Inc (Maine)
6. Administrative Change to the Warning for the Special Meeting on Sept. 29<sup>th</sup>, 2015
- a. David Ormiston explained that the warning for the public hearing on the fish passage needed to be corrected to reflect the appropriate date/time.
  - b. NS motioned to retroactively approve the warning for the public hearing to read September 21st, 2015 at 6:00 p.m., RL seconded. Unanimous approval.
7. VMERS - Notice of Payroll Officer Designation / Change
- a. The Vermont Municipal Employees Retirement System Payroll Officer Designation needs to be updated to remove Lucie and add David Ormiston as the system payroll officer
  - b. NS motioned to authorize the Chair (RL) to sign the updated Payroll Officer Designation with David Ormiston as the Payroll Officer, JBC seconded. Unanimous approval.
8. VPPSA Board
- a. David Ormiston explained that VPPSA required a new set of Trustees Meeting minutes indicating that David Ormiston is able to represent the Barton Village on the VPPSA Board.
  - b. NS motioned to authorize David Ormiston to be the representative for Barton Village with Tin (Justin) Barton-Caplin acting as an Alternate, RL seconded. Unanimous approval.
9. Temporary Office Staffing
- a. David Ormiston provided an update that he has potential candidates to fill two temporary positions to help the Barton Village Office with the transitions of NEMRC, preparing for the 2015 Audit, and catching up given all the transitions in the office.
  - b. David indicated that the original candidate he approached to help with the 2015 Audit Prep and/or NEMRC transition would not be available.
  - c. JBC reminded David that any temporary staff can only work 90 workdays per calendar year (or approximately 18 weeks) per the collective bargaining agreement. Anytime beyond that, there must be mutual agreement with the union.
  - d. NS suggested that Karen (RHR Smith, Inc) may still be a possible resource to help with this transition. David thought that might be a really good idea, yet it would be hard to determine until we get the temporary staff onboard and until the timing of the NEMRC update became finalized.
  - e. NS mentioned that the temporary staff positions should be included into the case rate numbers—projecting 6 months for each temporary position. David said he would communicate this to Steve Farnhum.
10. NEMRC Update
- a. David Ormiston indicated that Ernie had indicated that the hardware for the NEMRC transfer has been ordered. It will require 2-3 weeks for the equipment to come in. Ernie indicated that he was hesitant to go forward with the NEMRC transfer until the books have been finalized and reconciled. However, he agreed that bringing the electric billing component onboard made sense—especially as it would save the Village significant money per month.
  - b. Discussion that there may be a need to transfer the computer that is currently at the garage to help provide workstations for the temporary staff.
11. Audit Update
- a. David Ormiston has submitted to the Trustees and the audit working group the Manager's Response to the Deficiencies

- b. Trustees indicated that the Managers Responses should be in alignment with the Managers Responses provide to the Public Service Department.
- c. David indicated that the finalized audit is primarily dependent on the 46kv footnote being prepared by RHR Smith. David indicated he would ask Sandy if there's been a follow up to this footnote.
- d. General discussion that Sandy Miller is overseeing some of the macro issues—specifically finalizing the audit and the rate case.

12. Electric Dept. Update

- a. NS indicated that he spoke with Robert Defoggers in regards to the Fish Passage. NS discussed how Barton Village previously indicated to federal regulators that the hydro plant would be automated. In discussion with Robert, NS learned that the automation was not completed as the generators need to be synchronized. To complete synchronization, a professional engineer would be needed to complete this. The total cost to complete automation would be approximately \$50,000. NS suggested that the upcoming bond vote is large enough to include this and should be completed—especially as Barton Village previously agreed to complete automation with federal regulators.

13. Water Dept. Update

- a. NS provided David Ormiston and other Trustees with a copy of a schedule of tasks. Many tasks have been completed or coordinated. There are still remaining activities for the fall.

14. Street Dept. Update, Foreman

- a. David Ormiston provided two bids for sand for the highway department: \$3,800 (Kingdom Gravel Aggregate | Sheffield Quarry) and \$3,540 (Simpson Dirtworx).
- b. David also presented an email from Luke indicating that Kingdom Gravel helps the Village out in emergency situations and would recommend that the Trustees execute their bid.
- c. RL motioned to purchase sand from Simpson Dirtworx at the lower price of \$3,540, JBC seconded. NS abstained, indicated he worked with both companies. 2 years, 1 abstention.
- d. NS presented the newest draft of the Public Works Foreman Position. JBC recommended adding more specific language around setting schedules and adding language that mirrors the collective bargaining agreement around being responsible for completing /coordinating paperwork, including timesheets of other public works employees.
- e. JBC motioned to authorize David Ormiston to post the Public Works Foreman position with the suggested edits, NS seconded. Unanimous approval.
- f. JBC asked NS to clarify an email about School Street and Community National Bank. NS indicated that waterline replacement should be completed closer to the building and with less need for an easement. This plan that would require rebuilding of the existing retaining wall.
- g. NS indicated that he would like to have some preliminary information ready about water and sewer rate changes for the public hearing on September 21st. He indicated that he would like people to know that we are proactively addressing these issues and that though there may be a water rate increase, it is likely that there will also be a sewer rate decrease.

F. Other

- 1. Approval of Bills, Warrants and previous Warrant signed.
  - a. JBC motioned to approve the bills and warrants, NS seconded. Unanimous approval.
- 2. JBC motioned that discussion of the collective bargaining agreement with Barton Village's negotiation strategy and that a discussion of a possible investigation of Barton Village property by the Vermont State Police would be put the Village at a significant disadvantage, NS seconded. Unanimous approval.

G. Executive Session

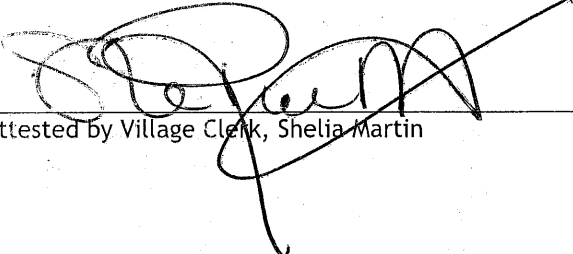
1. JBC motioned to enter Executive Session with David Ormiston and Sgt Mike LaCourse of the Vermont State Police (via telephone) to discuss personnel issues, collective bargaining agreement renewal, investigation of Village property by Vermont State Police at 8:30 p.m., RL seconded. Unanimous approval.
2. JBC motioned to exit Executive Session at 10:34 p.m. , RL seconded.
3. Sgt LaCourse was not reached during Executive Session.
4. JBC motioned to authorize David Ormiston to offer temporary positions to two candidates to assist with office tasks, RL seconded. Unanimous approval.
5. NS motioned to write Steve Bosley a letter requesting him to return any Barton Village Property that he may have in his position, JBC seconded. Unanimous approval.

Motion to Adjourn

1. RL motioned to adjourn at 10:40 p.m., JBC seconded. Unanimous approval.

Date of Next Trustees Meeting: Sept. 21st, 2015

Submitted by Board Clerk, Tin (Justin) Barton-Caplin

  
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Attested by Village Clerk, Shelia Martin