

BARTON VILLAGE INC  
MEETING OF TRUSTEES  
APRIL 25, 2016  
6:00 PM

MINUTES

Present: Nate Sicard, Tin (Justin) Barton-Caplin, Cathy Swain (arrived at 6:31 p.m.), Katelyn Kran, Beth Barnes (NCH), Jeff Manning, Elizabeth Trail (Barton Chronicle), Edward Barber (Newport Daily Express), Deb Newsoon, Jen Doucet, Mary Scarpo, Will Veve, Vic Veve, Evan Riordan

- A. Call to Order by NS at 6:01 p.m.
- B. Changes to the Agenda/Additions or Deletions
  - 1. None
- C. Meeting Minutes—April 11, 2016
  - 1. JBC motioned to approve April 11, 2016 Minutes, NS seconded. Unanimous approval.
- D. Privilege of the Floor
  - 1. Deb Newsoon expressed concern of the number of properties in Barton Village in possible violation of the Junky Yard Ordinance and asked when the Trustees would enforce the ordinance
    - a. Trustees explained the process to date conducted by the Barton Planning Commission and that the issue was on their radar. The capacity for enforcement being the biggest barrier to addressing the ordinance.
  - 2. Deb Newsoon also asked when the streets would be re-paved and repaired.
    - a. Again Trustees expressed knowledge of the need for action on this issue. Unfortunately, there are other public works concerns that are more urgent and requiring staff and Trustee attention.
  - 3. Mary Scarbo presented the design for the landscaping around the Veterans Memorial as designed by the Auxiliary Unit 76 and their landscaper.
    - a. Trustees supported the design.
- E. New Business
  - 1. Look Left/Look Right Initiative
    - a. Beth Barnes presented the concept of painting Look Left, Look Right, Look Left stencils on the sidewalks adjacent to the 10 crosswalks most utilized by students of Barton Graded School. Andy Sicard, DPW Supervisor supports the initiative.
      - i. NS motioned to approve the Look Left, Right, Left stencils at the 10 crosswalks, JBC seconded. Unanimous approval.
  - 2. Water Department Tax Anticipation Note (TAN) / Temporary Borrowing and Budget Updates
    - a. CS motioned to approve and execute the Resolution, Revenue/Tax Anticipation Note, and the Non-Arbitrage documents with Community National Bank for the \$30,000 for the Water Department with 1.5% interest due in 365 days; JBC seconded. Unanimous approval.
    - b. CS motioned to retroactively approve and execute the temporary borrowing agreement detailing a temporary borrowing of \$3,500 from the waste water department to the water department issued April 20th, 2016 with repayment upon receipt of the funds from the Revenue/Tax Anticipation Note; JBC seconded. Unanimous approval.
  - 3. Annual TA-60 Certification (VTrans)

- a. JBC motioned to approve and execute the Certification of Compliance for Town Road and Bridge Standards and Network Inventory/TA-60, NS seconded. Unanimous approval.
4. Multi-Department Generator Maintenance Contract/Sale of Old Generator at WWTF
  - a. JBC motioned to approve and execute the Generator Maintenance Contract with Brook Field Services for a single complete annual service in the amount of \$2,500, NS seconded. Unanimous approval.
5. Office
  - a. Account Consolidation
    - i. Kate and Cathy presented information on the account consolidation plan
    - ii. JBC motioned to approve bank consolidation plan, CS seconded. Unanimous approval.
  - b. Credit Card for Online Purchase Accounts
    - i. CS motioned to authorize Kate to explore what's involved in applying for a BVI credit card, JBC seconded. Unanimous approval.
  - c. Offsite Training Reimbursement Expense Policies and Procedures
    - i. BVI currently has no official policy for employee reimbursement of work-related travel or expenses.
    - ii. JBC motioned to reimburse employees for travel based on the rates published on the GSA website ([www.gsa.gov](http://www.gsa.gov)) until a policy is approved, CS seconded. Unanimous approval.
  - d. Overtime
    - i. Kate presented the need for additional hours of staffing in the BVI Office
    - ii. CS motioned to approve and offer up to 5 hours of overtime to BVI Office Staff, JBC seconded. Unanimous approval.
  - e. Training
    - i. CS provided an update on office training
  - f. FD Pay Periods/Wages
    - i. Kevin Tartaglio submitted a request to increase the hourly pay of volunteer firefighters to \$10 per hour retroactively applied to January 1, 2016 and to change the payroll processing from quarterly to monthly.
    - ii. CS motioned to change the pay periods from quarterly to monthly and to increase the hourly rate to \$10 per hour retroactive to January 1, 2016, JBC seconded. Unanimous approval.
  - g. VT Government Finance Officer Association Membership
    - i. JBC motioned to approve the request of Kate to become a member of the VT Government Finance Officer Association, CS seconded. Unanimous approval.
  - h. Evaluation of Public Employee—Self Evaluation Tool
    - i. CS motioned to approve the self evaluation tool and to authorize JBC to provide the tool to Emily Crawford, NS seconded. Unanimous approval.
6. Electric Department
  - a. Small Solar REAP Grant Application—VWSD LLC
    - i. Will and Vic Veve presented their plan for a solar project on Aldrich Lane that would be a net metering project in the Barton Electric Department. The Veves are submitting a REAP application and are requesting BVI support of their application.
      - A. NS motioned to provide a letter of support for VWSD LLC and their USDA REAP Application, CS seconded. 2-0-1 (JBC abstained).
    - ii. H16 Project Update
      - A. NS provided an update on this project
  - b. Bridge 58/Bridge 20 Update

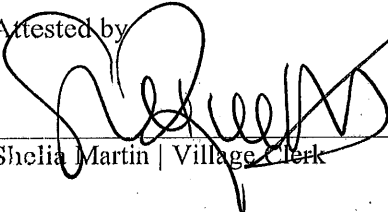
- i. NS provided an update on the movement of poles
- c. Line Foreman Purchasing Approval
  - i. Discussion of approving Line Foreman to purchase contractual services for line clearing. JBC expressed reservations of shifting to this model without policies in place or more discussion.
  - ii. No action taken
- G. Other
  - 1. Approval of Bills, Warrants, and Previous Warrants Signed
    - a. JBC motioned to approve bills, warrants, and previous warrants signed, CS seconded. Unanimous approval.
  - 2. Trustee Mail
    - a. None Reviewed
- H. Executive Session
  - 1. CS motioned to enter Executive Session with Evan Riordan at 9:00 p.m. to discuss strategy related to drafting easement agreements and IBEW Trust Healthcare, PSB Docket 8646 hearing the premature disclosure thereof would place the Village at significant disadvantage and to discuss Manager-Engineer Candidate Interviews and other personnel matters; JBC seconded. Unanimous approval.
  - 2. CS motioned to exit Executive Session at 11:20 p.m., JBC seconded. Unanimous approval.
  - 3. JBC motioned to make an offer of employment to Evan Riordan for the Small Utility Electric System Engineer/Manager position with a start date of May 16, 2016 and starting salary of \$80,000 with benefits, CS seconded. Unanimous approval.

Motion to Adjourn: JBC motioned to adjourn at 11:35 p.m., CS seconded. Unanimous approval.

Date of Next Trustee Meeting: May 9, 2016

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

Attested by

  
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Shelia Martin | Village Clerk