

BARTON VILLAGE, INC.
MEETING OF THE TRUSTEES
MINUTES
6 PM DECEMBER 12, 2016

PRESENT: Nate Sicard, Cathy Swain, Tin (Justin) Barton-Caplin, Evan Riordan, Katelyn Kran, Jason Sicard (JP Sicard), Joseph Gresser (The Chronicle), Jefferson Tolman (Utility Partners)

- A. Call to Order: Called to Order by NS at 6:02 p.m.
- B. Changes to Agenda/Additions or Deletions
 - a. Staff Request
- C. Meeting Minutes November 28, 2016
 - a. No action taken.
 - b. JBC indicated that his notes were accidentally recycled and that he would need help constructing the minutes.
- D. Privilege of the Floor
 - a. None
- E. New Business
 - a. Budget Drafting (Including Utility Partners annual contract adjustment)
 - i. JBC motioned to table discussion until 7 p.m. to include Utility Partners staff, CS seconded. Unanimous approval.
 - ii. Jefferson Tolman discussed contract adjustment and Consumer Pricing Index (CPI—Inflation index to which the contract is linked). This year's adjustment would be 2.32% (based on Boston-Brockton-Nashua, Series ID: CUUR1A103SA0 for month of September)
 - iii. CS motioned to approve and execute the Utility Partners Annual CPI Adjustment and to approve the 2016 Sludge Deficit to be covered by the excess Waste Water funds with any remaining funds to be refunded back to the Village, JBC seconded. Unanimous approval.
 - iv. NS discussed the letter to Glover for the payment of sewer usage. The letter amounts were based on the pre-existing agreement.
 - 1. Clarification that these payments should be made monthly to the Village with an end of year adjustment based on actual usage.
 - v. General discussion of proposed 2017 budgets.
 - b. Personnel Policy
 - i. JBC discussed revisions to the personnel policy based on previous discussion, highlighting the following sections:
 - 1. Vacation Leave
 - 2. Sick Leave
 - 3. Overtime and Compensatory Time Off
 - 4. Employee Discipline
 - ii. CS motioned to approve the personnel policy as amended in the meeting discussion, JBC seconded

1. Add 20 hour threshold for pro rated vacation & sick leave accrual (anyone below this threshold would still be eligible for the minimum sick leave required under 21 VSA 481-486)
 2. Adjust non-collective bargaining unit employees sick days to match collective bargaining unit (change 10 to 12 days)
 3. Add DOL citation to Compensatory Time Off section
 4. Add back language that comp time is earned at a rate of one and one half hours for each hour worked
- c. 271 Elm Street Property
- i. NS showed a copy of an advertisement from St Johnsbury issued on a property transferred to the town.
 - ii. Discussion that this formatting was amenable to the Trustees.
 - iii. JBC would follow up with town agent and VLCT in regards to if the property can be sold at a profit or not.
- d. JP Sicard, Inc. Bridge 20 & 58 Project—schedule adjustment request
- i. Jason Sicard presented that JP Sicard would like to advance the schedule from July / August to approximately April. He discussed that an advancement would have minimal impacts (i.e. re-routing bussing and/or walking routes for schools) and would primarily have a benefit of reduced impact during peak tourist season.
 - ii. CS motioned to authorize JBC to write a letter of support on behalf of the Trustees in support of a schedule advancement, JBC seconded. Unanimous approval.
- e. Memorial Building Advisory Committee
- i. CS presented the revised Memorial Building Advisory Committee language.
 - ii. JBC motioned to approve the Memorial Building Advisory Committee language with CS as chair of the committee, NS seconded. Unanimous approval.
 - iii. JBC updated Trustees that the American Red Cross will be meeting with him and Andy Sicard tentatively on December 28th, 2016 at 3:30 p.m. to discuss the possibility of using the Memorial Building as a disaster shelter location.
- f. Moderator
- i. NS presented that David Snedeker is not interested in serving as moderator for the Village Annual Meeting and has requested that the Trustees search for an acceptable candidate.
 - ii. Trustees reviewed the recommendations made by David Snedeker for replacements, including the town agent.
 - iii. Trustees agreed to try and identify other possible moderators and conduct informal outreach to gage interest.
- F. Other
- a. Approval of Bills, Warrants, and previous Warrants signed
 - i. JBC motioned to approve the bills, warrants, and previous warrants signed.
 - b. Trustee Mail
 - c. Staff Request

i. Staff would like to use the Memorial Hall downstairs for a staff holiday luncheon.

1. Trustees all supportive of the idea!

G. Executive Session

a. JBC motioned to enter Executive Session with Evan Riordan at 10:15 p.m. to discuss personnel items, CS seconded. Unanimous approval.

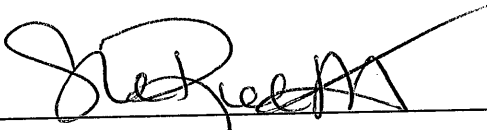
b. JBC motioned to exit Executive Session at 10:40 p.m., CS seconded. Unanimous approval.

c. No Trustee action taken.

H. Adjournment: JBC motioned to adjourn at 10:43 p.m., CS seconded. Unanimous approval.

Date of Next Trustee Meeting: December 27, 2016

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



Attested by Shelia Martin | Village Clerk