

BARTON VILLAGE, INC.
MEETING OF THE TRUSTEES
DRAFT MINUTES
AUGUST 14, 2017 6:00 PM

Present: Nate Sicard, Cathy Swain, Tin (Justin) Barton-Caplin, Shelia Martin, Evan Riordan, Kate Kran

- A. Call to Order
 - a. NS called meeting to order at 6:02 p.m.
- B. Recess Trustee Meeting and Open Tax Abatement Hearing
 - a. JBC motioned to recess the Trustee Meeting until after the Tax Abatement Hearing, CS seconded.
- C. Reconvene
 - a. NS called meeting to order again at 6:11 p.m.
- D. Changes to Agenda / Deletions / Additions
 - a. None
- E. Meeting Minutes July 24, 2017
 - a. CS motioned to approve the July 24, 2017 Minutes, JBC seconded. Unanimous approval.
- F. Privilege of the Floor
 - a. None
- G. Old Business
 - a. Department Rent Agreements
 - i. JBC motioned to approve and execute the Pilot Agreement Between Barton Village and the Barton Electric Department, CS seconded. Unanimous approval.
 - ii. CS motioned to approve and execute the Rental Agreements Between the Barton Electric Department and Village, Water, & Waste Water, JBC seconded. Unanimous approval.
 - b. Office—Audit Presentation, Graham and Graham
 - i. No audit presentation. No one had information on the absence of Graham and Graham.
- H. New Business
 - a. Local Emergency Operation Plan—Consideration of Approval
 - i. NS discussed the need for an annually updated Local Emergency Operation Plan (LEOP). NS presented an updated LEOP for consideration.
 - ii. CS motioned to approve the LEOP as submitted, JBC seconded. Unanimous approval
 - b. Hazard Mitigation Plan
 - i. NS discussed that the Town of Barton, Orleans Village, and Barton Village have an unfinished Hazard Mitigation Plan. NVDA is hiring a consultant to help finish the plan.
 - c. Liens
 - i. CS motioned to approve and execute an electric department lien on 17 St. Paul Street for \$2627.37, JBC seconded. Unanimous approval.
 - d. Electric Department
 - i. Budget Changes

1. CS motioned to approve and execute the budget change form reallocating \$5000 between line items, JBC seconded. Unanimous approval.
- e. Generator Project
 - i. JBC motioned to authorize NS to submit a zoning permit application for the generator project/pad, CS seconded. Unanimous approval.
- I. Other
 - a. 1. Approval of Bills, Warrants, and previous Warrants signed
 - i. Motioned delayed until after Executive Session given the status of a contract
 - b. Trustee Mail
 - i. JBC motioned to approve the Utility Relocation Agreement with the State of Vermont & BVI (8" water main associated with the BHF 0286(5) bridge project) and authorize CS to execute; CS seconded. Unanimous approval.
 - c. Office Updates
 - i. KK and CS provided an update on office projects with Due To/Due froms, Online Billing, Chart of Accounts, and Checking Accounts.
- J. Executive Session
 - a. JBC motioned to enter Executive Session at 8:10 p.m. with Kate Kran and Evan Riordan to discuss personnel items and contracts, CS seconded. Unanimous approval.
 - b. CS motioned to exit Executive Session at 10:00 p.m., JBC seconded. Unanimous approval.
 - c. CS motioned to approve bills, warrants, and previous warrants signed, JBC seconded. Unanimous approval.
 - d. JBC motioned to approve and execute the Management Response Letter for the 2016 Audit, CS seconded. Unanimous approval.
 - e. JBC motioned to approve a \$1 raise for the Billing Clerk (JN) effective August 20th, 2017 upon satisfactory performance review, CS seconded. Unanimous approval.
- K. Adjourn: JBC motioned to adjourn at 10:10 p.m. CS seconded. Unanimous approval.

Date of Next Meeting: August 28, 2017

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

Attested by Shelia Martin | Village Clerk