

BARTON VILLAGE INC.
MEETING OF THE TRUSTEES
DRAFT MINUTES
May 13, 2019 6 PM

PRESENT: Nate Sicard, Cathy Swain, Tin (Justin) Barton-Caplin, Evan Riordan, Kate Kran, Casey Scandore (KBS), Gregg Sargent (KBS), David Punt, Andy Sicard (joined at around 7:30 p.m.)

Call to Order: Called to order by NS at 6:00 p.m.

- A. Changes to Agenda / Additions or Deletions
 - a. JBC motioned to add discussions related to approving minutes for May 2, 2019 Special Meeting, Next Meeting Time (rescheduled due to Memorial Day Holiday), and a Customer Account, CS seconded. Unanimous approval.
- B. Meeting Minutes April 23, 2019 & Special Meeting Minutes May 2, 2019
 - a. JBC motioned to approve the April 23, 2019 meeting minutes and May 2, 2019 special meeting minutes with amendment below, CS seconded. Unanimous approval.
 - i. May 2, 2019 Special Meeting Minutes add "No Action Taken" after coming out of Executive Session.
- C. Privilege of the Floor
 - a. David Punt offered his resume and expressed interest in 1st class line maintainer position.
- D. Old Business
 - a. Fiscal Agent for Community Garden Site
 - i. JBC motioned to sponsor the Community Garden as a municipal project, CS seconded. Unanimous approval.
 - 1. Discussion that as a municipal project that accounting would be more manageable than as a fiscal agent
 - b. Water / Sewer Account Collection Policy
 - i. Discussion Tabled
- E. New Business
 - a. Auditor Presentation, Consider the Acceptance of the Audit
 - i. CS motioned to accept the draft Audit as presented, JBC seconded. Unanimous approval.
 - 1. Discussion of the journal entries that needed to be made:
 - a. Capitalizing Generator Funded by Grant
 - b. Bridge project that's in use
 - c. Fire Department Assets
 - d. Capitalizing Salaries Appropriately
 - ii. JBC motioned to approve the Representation & Warranty Letter based on Cathy's edits and to authorize CS to execute the letter on behalf of the Board, CS seconded. Unanimous approval.
 - b. Highway Permit – ATC Group Soil Borings

- i. NS motioned to issue a highway permit to ATC Group Soiling Borings contingent on appropriate traffic control, insurance, and restoring the surface, CS seconded. Unanimous approval.
 - c. Fairgrounds Demo Request
 - i. CS motioned to authorize Fairgrounds to hold demolition contingent on compliance with the Rules Relating to Motor Vehicle Racing Commission (https://www.sec.state.vt.us/media/166520/MVR_Rules.pdf) including meeting the standards for EMS, Fire, and Police protection, JBC seconded. Unanimous approval.
 - d. Customer Account
 - i. JBC motioned to authorize Kate Kran to refund a customer XX for lack of water service, CS seconded. Unanimous approval.
 - e. Next Meeting Date
 - i. Trustees agreed to meet on May 29, 2019 due to Memorial Day Holiday.
- F. Other
 - a. Approval of Bills, Warrants, and previous Warrants signed.
 - i. JBC motioned to approve bills, warrants, and previous warrants signed, CS seconded. Unanimous approval.
 - ii. JBC motioned to retroactively approve the special warrant related to the Tank Permit, CS seconded. Unanimous approval.
 - b. Trustee Mail
 - i. None
 - c. Property Purchasing of Delinquencies
 - i. Discussion of property purchasing of delinquencies
 - d. Office / Facilities
 - i. Electric Department Operations
 - 1. Discussion of current operations.
 - ii. Annual Pageant Park Caretaker Position Start Up
 - 1. Discussion in Executive Session
- G. Executive Session:
 - a. Personnel
 - i. NS motioned to enter Executive Session with Evan Riordan, Andy Sicard, and Kate Kran at 7:50 p.m. to discuss personnel items and contracts where the premature disclosure of information would put the Village at significant disadvantage, CS seconded. Unanimous approval.
 - ii. JBC motioned to exit Executive Session at 9:51 p.m., CS seconded. Unanimous approval.
 - iii. JBC motioned to authorize NS to negotiate coverage with another utility up to a specified amount, CS seconded. Unanimous approval.

- iv. CS motioned to authorize the execution of the caretaker agreement with a side letter addressing limitations once reviewed by JBC, JBC seconded. Unanimous approval.

H. Adjourn: JBC motioned to adjourn at 9:53 p.m., CS seconded. Unanimous approval.

Date of Next Meetings: May 29, 2019

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

Attested by Shelia Martin | Village Clerk