

BARTON VILLAGE INC.
MEETING OF THE TRUSTEES
MINUTES
March 25, 2019 6 PM

PRESENT: Nathan Sicard, Cathy Swain, Tin (Justin) Barton-Caplin, Evan Riordan, Kate Kran, ANR Staff, Utilities Partner Staff

- A. Call to Order: Called to order by NS at 6:00 p.m.
- B. Changes to Agenda / Additions or Deletions
 - a. JBC motioned to add ANR Discharge Permit Public Meeting to agenda, CS seconded. Unanimous approval.
- C. Meeting Minutes March 11th & Annual Village Meeting Minutes, 2019
 - a. JBC motioned to table the March 11th, 2019 and Annual Village Meeting Minutes (March 12th, 2019 to next meeting, CS seconded. Unanimous approval.
- D. Privilege of the Floor
 - a. ANR Discharge Permit Public Meeting opens at 6:07 p.m.
 - i. Discussion of changes of Discharge Permit
 - 1. Biggest change is reduction of total phosphorus (to meet water quality standards for the watershed) from 807 lbs/year to 542 lbs/year.
 - 2. Additional nitrogen & ammonia testing
 - 3. Not significant impact on Utility Partners contract costs
 - ii. Public Meeting closes 6:35 p.m.
- E. Old Business
 - a. Lifting Restricted Conveyance on Municipal Lane (Barton Ambulance) Property
 - i. CS motioned to approve and post the notice of proposed conveyance of real estate, JBC seconded. 2-yays, 1-abstain, 0-nays
 - b. Lien Release 785 Dutton Brook Road
 - i. Documentation provided. Board already approved lien release at prior meeting—so Trustees executed
- F. New Business
 - a. Interdepartmental Rent Agreements
 - i. JBC motioned to approve and execute the following interdepartmental rent agreements and Electric Department PILOT agreement, CS seconded. Unanimous approval:
 - 1. PILOT: Electric Department pays \$8,000 to BVI General Fund
 - 2. Water Department pays \$1,430 to BVI General Fund
 - 3. Waste Water Department pays \$1,430 to BVI General Fund
 - 4. Electric Department pays \$41,392 to BVI General Fund
 - 5. Highway Department pays \$5,000 to BVI General Fund
 - b. Audit Discussion—Fire Department

- i. Discussion that the Auditor would like to understand how Fire Department funds and assets should be handled
 - ii. JBC motioned to transfer BVI Fire Department funds to a restricted cash account at Passumpsic Bank, CS seconded. Unanimous approval.
 - iii. Discussion that the assets will be transferred to BVI Village's balance sheet.
- G. 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.
 - b. Trustee Mail
 - i. None
 - c. Office / Facilities
 - i. Pageant Park Attendant Recruitment
 - 1. General discussion of need to check in with Malcolm about summer
 - ii. Red Cross Shelter
 - 1. Discussion of need for more protocols/discussions with Red Cross about operations and opening of Emergency Shelter
- H. Executive Session:
 - a. Personnel & Contract Negotiations
 - i. JBC motioned to enter Executive Session at 8:15 p.m. with Evan Riordan and Kate Kran to discuss personnel issues and contract negotiations, the premature disclosure thereof would be the Village at significant disadvantage, CS seconded. Unanimous approval.
 - ii. JBC motioned to exit Executive Session at 10:20 p.m., CS seconded. Unanimous approval.
 - iii. JBC motioned to authorize a step increase based on a successful performance evaluation for Kate Kran retroactively effective 03/18/2019, CS seconded. Unanimous approval.
 - iv. Add Trustee approval of \$10,000 for Economic Appraisal of Hydroplant (JBC motioned/CS seconded. Unanimous approval).
 - i. Adjourn: JBC motioned to adjourn at 10:21 p.m., CS seconded. Unanimous approval.

Date of Next Meetings: April 8th , 2019

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

Attested by Shelia Martin | Village Clerk