

BARTON VILLAGE INC.
MEETING OF THE TRUSTEES
MINUTES
AUGUST 24, 2020 6 PM

PRESENT: Nate Sicard, Cathy Swain (via webex), Tin (Justin) Barton-Caplin (via webex), Kate Kran (via webex)

- A. Call to Order: Called to order by NS at 6:04 p.m.
- B. Changes to Agenda / Additions or Deletions
 - a. None
- C. Meeting Minutes August 10, 2020
 - a. JBC motioned to approve the August 10th, 2020 minutes, NS seconded. Unanimous approval
- D. Privilege of the Floor
 - a. None
- E. Old Business
 - a. None
- F. New Business
 - a. Consider Purchase Authority for August 27 Tax Sale
 - i. CS motioned to authorize Shelia Martin, Delinquent Tax Collector, to purchase on behalf of Barton Village any property with delinquent Barton Village taxes and that receives no other bids at the August 27, 2020 Tax Sale, JBC seconded. Unanimous approval.
- G. Other
 - a. Approval of Bills, Warrants, and previous Warrants signed.
 - i. CS motioned to approve bills, warrants, and previous warrants signed, JBC seconded. Unanimous approval.
 - ii. JBC motioned to authorize Nate Sicard to solely execute approved warrants on behalf of the Board during the ongoing COVID pandemic, CS seconded. Unanimous approval.
 - b. Budget vs Actual
 - i. No presentation of budget vs actual
 - c. Trustee Mail
 - i. Karen Jarvis sent a letter asking for tattered flags hung on BVI telephone poles to be removed given their tattered condition.
 - ii. Trustees discussed need to inform American Legion (who owns the flags) and to instruct Andy Sicard to remove flags.
 - d. Office / Facilities / Operations
 - i. Electric Department
 - 1. JBC reported out on PUC & Municipal Utility & VPPSA Meeting

2. Brief discussion of the Public Service Department's COVID Arrears Assistance Program – staff are promoting the program & NEKCA is available to assist customers with applications.
 - a. PUC is requiring each electric utility to either extend interconnection agreement execution deadlines or not
 - b. JBC and Kate discussed they did not believe there were any pending interconnection agreements needing execution
 - c. JBC motioned to extend any interconnection agreement execution deadlines that fall on or after March 25, 2020, through December 31, 2020, by one year, NS seconded. Unanimous approval.
 3. Brief discussion of previous requests for a rate case
 - a. VPPSA had previously stated that given the financial documentation submitted that there was not a compelling need for a rate increase
 - b. Discussion that the information VPPSA had didn't include concrete financial estimates on needed capital projects
- ii. Water / Sewer
1. NS reported out that the Leak Consultant found two significant leaks in the water system:
 - a. High Street & Main Street
 2. Andy has already addressed the leaks
 3. Hopefully this will reduce the high burn rate of chemical use & reduce operational cost increases.
- iii. Highway
1. Budget Changes
 - a. Kate presented the highway budget changes requested by Andy
 - i. Significant reallocation included moving funds allocated to High Street Paving project to a West Street Paving Project
 - b. CS motioned to approve the proposed budget changes & authorize Nate Sicard to execute the forms, JBC seconded. Unanimous approval.
 2. West Street Reconstruction Cost Approval
 - a. JBC motioned to authorize Andy Sicard to engage in a procurement process for the West Street Reconstruction project and to authorize Andy Sicard to execute any associated agreements/contracts issued to the lowest bidder and not to exceed the newly approved budget, CS seconded. Unanimous approval.
- iv. Other
1. Media Tools / COVID Operations

- a. Update on VT ALERT
 - i. Staff / Trustee training with VEM on Friday August 28th 1 p.m.
 - ii. Need to finalize process with Kate for soliciting and updating customers/resident contact info so that VT ALERT messages are received by a majority of customers / residents
 - iii. Need to finalize periodic updating of NEMRIC customer contact info
 - b. Face Coverings
 - i. Discussion whether BVI had yet received the cloth face coverings from VEM
 - 1. Kate will confirm with staff
 - ii. JBC reported out a broader effort to get face masks out to businesses and residents and that it would be great to promote/disseminate the BVI face masks
2. Planning Grants
- a. Discussion of ACCD Municipal Planning Grants due October 1st
 - i. Ideas focused on a planning process for the Memorial Building and/or BVI properties/buildings
 - ii. CS & Kate will take the lead on organizing a grant application
 - iii. JBC is willing to assist as well

H. Executive Session:

- a. CS motioned to enter executive session with Kate Kran to discuss contract items that the premature disclosure of would put the Village at significant disadvantage and personnel items at 7:31 p.m., JBC seconded. Unanimous approval
 - b. Kate Kran left executive session at 7:57 p.m.
 - c. CS motioned to exit executive session at 8:57 p.m., JBC seconded. Unanimous approval.
 - d. Trustees took no action
- I. Adjourn: CS motioned to adjourn at 8:58 p.m., JBC seconded. Unanimous approval.

Date of Next Meetings: September 14th, 2020

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

Attested by Shelia Martin | Village Clerk