

BARTON VILLAGE INC.
MEETING OF THE TRUSTEES
MINUTES
December 14, 2020 6 PM

PRESENT: Nate Sicard, Tin Barton-Caplin (via zoom), Kate Kran (via zoom), Jacqueline Laurion (via zoom), Jefferson Tolman (via zoom).

- A. Call to Order: Called to order by NS at 6:01 p.m.
- B. Changes to Agenda / Additions or Deletions
 - a. None
- C. Meeting Minutes November 9, 2020
 - a. JBC motioned to approve November 23, 2020, NS seconded. Unanimous approval
- D. Privilege of the Floor
 - a. None
- E. Old Business
 - a. None
- F. New Business
 - a. Resignation Letter – Cathy Swain
 - i. JBC motioned to officially accept Cathy Swain’s resignation letter effective November 23, 2020, NS seconded. Unanimous approval.
 - b. Vacancy
 - i. JBC motioned to appoint Jacqueline Laurion as a Barton Village Trustee effective tonight until the next Village Annual Meeting, NS seconded. Unanimous approval.
 - ii. Jacqueline will need to connect with Sheila Martin or Kristin Atwood to be sworn in.
- G. Other
 - a. Approval of Bills, Warrants, and previous Warrants signed
 - i. JBC motioned to approve bills, warrants, and previous warrants signed, NS seconded. Unanimous approval.
 - b. Budget vs Actual
 - i. Kate sent budget vs actual today.
 - ii. All departments are within budget
 - c. Trustee Mail
 - i. None
 - d. Office / Facilities / Operations
 - i. Budgets
 - 1. Kate provided an update on budget development
 - 2. Kate hopes to provide them for next board meeting
 - ii. Electric Department
 - 1. None

iii. Water / Sewer

1. Contract Labor – CPI Adjustment

- a. Proposes a 0.6% cost of living adjustment
- b. Jefferson also discussed the maintenance and sludge funds are exhausted
- c. Approximately \$6000 overbudget due to maintenance/sludge costs with another approximately \$4000 pending / outstanding costs.
- d. JBC motioned to accept the proposed 0.6% cost of living adjustment and to approve the annual CPI agreement letter, NS seconded. Unanimous approval.
- e. Discussion of source protection plan. NS will work with Jefferson to update this over the winter. Discussed that there should be too many major updates.
- f. Discussion of posted positions, no other applicants. Jefferson shared that recruiting qualified operators in the northeast is challenging.

iv. Highway

1. Winter Plowing Operations for Website

- a. Discussion of the Groton Winter Plowing Operations and replicating something similar for Barton Village
- b. Andy is finalizing the document for dissemination.

v. Other / Memorial Building

1. COVID Operations

- a. Brief discussion of remote operations
- b. Vaccinations & critical infrastructure em

2. Facility Grant Applications

- a. Kate is working three grant operations:
 - i. USDA Planning Grant for the Memorial Building
 - ii. USDA Community Facilities Grant for a hoop barn for salt storage by garage
 - iii. USDA/Efficiency Vt grants for improving the heating system
 - iv. Efficiency VT provided LED lighting to the Village for the Memorial Building to increase efficiency.
 - v. Kate will reach out to Pam to further discuss the Community Garden ideas for the state grant application Better Places Pilot Guide
- b. Public WIFI
 - i. Village should be receiving a public wifi router from state

H. Executive Session:

- a. JBC motioned to enter into Executive Session at 7:09 p.m. to discuss personnel items and VEC contracts where the premature disclosure would significantly disadvantage at Kate Kran, NS seconded. Unanimous Approval.
 - b. JBC motioned to exit Executive Session at 7:18 p.m., NS seconded. Unanimous approval.
 - c. JBC motioned to approve Amendment #2 to Contract for Services with VEC, to approve the Extension Letter for the LOI with VEC, and to authorize Nate Sicard to execute the documents via E-Sign platform, NS seconded. Unanimous approval.
- I. Adjourn: JBC motioned to adjourn at 7:19 p.m., NS seconded. Unanimous approval.

Date of Next Meetings: December 28, 2020

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

Attested by Shelia Martin | Village Clerk