

Barton Village, Inc.
Regular Trustees Meeting
Monday, August 14, 2023
6:00 pm
Barton Village Memorial Hall

Attendance: Gina Lyon (Chair) Marilyn Prue, Ellis Merchant, Crystal Currier, Camden Devereux, Joel Devereux.

MINUTES

- A. **Call to Order** - Gina Lyon called the meeting to order at 6:01 P.M.
- B. **Changes to the Agenda/Additions or Deletions** - There were no additions/deletions to the agenda.
- C. **Privilege of the Floor:** Camden Devereux and Joel Devereux were present to discuss using the softball field. They do not have a schedule at this time but they are expecting that games will occur on Thursday and Friday nights; however, their schedule can be flexible to work around other organizations using the field. The application for using the field was provided to Camden and Joel to complete.

ACTION ITEMS:

- D. **Minutes from the Special Board of Trustees Meeting July 17, 2023:** Marilyn Prue made a motion to approve the minutes as presented. The motion was seconded by Ellis Merchant. The motion was approved.
- E. **Minutes from Regular Board of Trustees Meeting July 24, 2023:** Marilyn Prue made a motion to approve the minutes as presented. The motion was seconded by Ellis Merchant. The motion was approved.
- F. **Minutes from Special Board of Trustees Meeting July 31, 2023:** Marilyn Prue made a motion to approve the minutes with one correction - changing "Duane Coburn to Donald Coburn". The motion was seconded by Ellis Merchant. The motion was approved.
- G. **Minutes from Emergency Board of Trustees Meeting August 2, 2023:** Marilyn Prue made a motion to approve the minutes as presented. The motion was seconded by Ellis Merchant. The motion was approved.
- H. **Property Lien:** At the Board meeting held on July 24, 2023, the Board reviewed a complaint from a customer that had a new electric service installed at his property at 2000 Cooks Road in Westmore. An unpaid balance on the service invoice remains, therefore, the customer has not received a service meter. The Board offered to allow

the customer to pay ½ of the remaining balance, receive his service meter and set up a payment arrangement for the remaining ½ of the unpaid balance. The response from the customer was not positive and therefore, it is recommended that a lien be placed on the property for the unpaid balance. Gina Lyon made a motion to approve the lien for the property located at 2000 Cooks Road, Westmore for amount related to new service installation as presented. Marilyn Prue seconded the motion. The motion was approved.

- I. **Generator Maintenance Agreement:** Crystal Currier reminded the Board that there is currently no maintenance plan for the Village's five (5) generators. There was previously a maintenance contract with Brookfield Service in CY 2022 but that contract ended and the prior Board chose not to renew the contract. The proposed agreement was requested and recommended by Tim Dagasse, Barton's Chief Wastewater Operator and will provide planned maintenance on all generators with "major" maintenance, load bank testing and fuel labs in year one and moving to "minor" maintenance in year 2, with load bank testing only occurring every 3-5 years. This will result in a cost of \$7,745 in CY 2023 and will reduce to approximately \$2,000 in CY 2024. There was a short discussion regarding the vendor and the Board requested that the Business Manager obtain two more quotes for the Board's review.
- J. **Personnel Policy Acknowledgement Page:** The Board approved the updated Personnel Policy on July 24th. Subsequent to that approval, employees were asked to sign the acknowledgement page, indicating they had received the policy and were familiar with its contents. IBEW raised a concern with the language in Appendix A-Acknowledgement Page and a slight edit was made to alleviate their concerns. A copy of the updated Acknowledgement Page was provided to the Board for their review and approval. Gina Lyon made a motion to approve Appendix A - Personnel Policy Acknowledgement, as presented. Marilyn Prue seconded the motion. The motion was approved.
- K. **Job Descriptions:** With the addition of the new Business Manager starting on August 14th, along with other recent personnel actions, two employee job descriptions have been updated and presented to the Board for their review and approval. The two job descriptions include the Chief Wastewater Operator and the DPW Utility Worker positions. The job descriptions were reviewed. Marilyn Prue made a motion to approve the job descriptions for the Chief Wastewater Operator and the DPW Utility Worker as presented. Gina Lyon seconded the motion. The motion was approved.

DISCUSSION ITEMS:

- L. **Winter Plowing:** Crystal Carrier reminded the Board that the Village utilizes the Town of Barton and the State of Vermont for winter plowing maintenance of certain roads/highways within the Village. As the winter season approaches, these contracts/agreements need to be updated and approved by all parties involved, which can be a timely process. If not approved, the Village will need to obtain additional equipment in order to do the winter plowing maintenance independently. The expired contract with the Town of Barton was provided to the Board for their reference. The Board discussed the winter maintenance contracts and agreed that Gina Lyon would contact the Town and the Business Manager will contact the State to determine next steps.
- M. **Village Trucks:** Crystal Carrier informed the Board that one of the Village trucks is not in good condition and should be replaced. While this truck is technically inspected, it was recently looked over by a local auto shop and they have indicated that we should not expect this vehicle to pass inspection in the future. Crystal has requested Andy look for potential replacements and once those are available they will be presented to the Board for approval. The highway does have reserve funds available for "trucks" in the amount of approximately \$50k (after the CY 2023 contribution). This may not be sufficient but it will likely cover a significant portion of the need. Ms. Carrier noted that if the reserve funds are depleted, there will not be funds for other trucks if needed for winter maintenance as discussed in agenda item "L" above.
- N. **Flood Updates:** Gina Lyon and Crystal Carrier provided a brief report of events related to the July-2023 flooding.
- a. FEMA continues to occupy the BMB hall until further notice.
 - b. The one-time debris pickup was conducted last week and is complete.
 - c. There are several roads that were damaged and are still awaiting repair [Duck Pond, Vigario Road, Pleasant Lane]
 - d. Crystal and Vera will be working with VLCT and FEMA on the municipal claims.
- O. **Management/Staff Report:** Brief review no action taken.

OTHER ITEMS:

- P. Other Business – there was no other business brought up or discussed.

EXECUTIVE SESSION ITEMS:

- Q. Gina Lyon made a motion to find that premature general public knowledge of the Village’s discussions with legal counsel would place the Village in a position to suffer a substantial disadvantage because it would expose sensitive information regarding the litigation work that the Village is a party to. Ellis Merchant seconded the motion and the motion was approved.

Gina Lyon made a motion to enter executive session at 7:50m for the purpose of discussing legal actions that the Village is a party to, as allowed under the provisions of Title 1, Section 313 (a)(1)(E) of the Vermont Statutes. The motion was seconded by Ellis Merchant. The motion was approved.

The Board came out of executive session at 8:40 p.m. and no action was taken.

- Q. Adjourn: Gina Lyon made a motion to adjourn at 8:41 p.m. The motion was seconded by Marilyn Prue. The motion was approved.

Upcoming Meetings:

Regular Board Meeting: August 28, 2023

Regina Lyon, Board of Trustees Chair