

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

Agenda

- A. Call to Order
- B. Changes to the Agenda/Additions or Deletions
- C. Privilege of the Floor

ACTION ITEMS:

- D. Minutes from Special Board of Trustees Meeting July 17, 2023
- E. Minutes from Regular Board of Trustees Meeting July 24, 2023
- F. Minutes from Special Board of Trustees Meeting July 31, 2023
- G. Minutes from Emergency Board of Trustees Meeting August 2, 2023
- H. Property Lien
- I. Generator Maintenance Agreement
- J. Personnel Policy Acknowledgment Page Update
- K. Job Descriptions – Chief Wastewater Operator; DPW Utility Worker

DISCUSSION ITEMS:

- L. Winter Plowing Maintenance
- M. Village Trucks
- N. Flood Updates
- O. Management/Staff Report

OTHER ITEMS:

- P. Other Business

EXECUTIVE SESSION ITEMS:

- Q. Executive Session – Legal Action: 1 V.S.A. § 313 (1)(E)
- R. Adjourn

Upcoming Meetings:

Regular Board Meeting: August 28, 2023

Barton Village, Inc.
Special Board of Trustees Meeting

Monday, July 17, 2023

6:00 pm

Barton Village Memorial Hall

Attendance: Gina Lyon (Chair), Ellis Merchant, Marilyn Prue

Thomas Beach, Emily Cole, Bob Ferlazo, Meghan Wayland, Joan Vincent, Ally Howell, Patsy
Tompkins, Jacqueline Laurion (Clerk)

MINUTES

- A. **Call to Order:** Gina called the meeting to order at 6:03PM
- B. **Changes to the Agenda/Additions or Deletions** – None
- C. **Privilege of the Floor:** Bob Ferlazo; came to the meeting with three items to discuss. First, he inquired about the bond the village voted on in early 80's for installation of sewer system and treatment plant. Crystal Currier was able to advise that there were two bonds for the Wastewater Treatment plant; one bond is with the Vermont Bond Bank while the other bond is with USDA. She will dig a bit further on those bonds and provide additional details. Mr. Ferlazo provided his email for her to respond directly. Second, Mr. Ferlazo inquired how the Village was handling water run-off that takes place with new home construction. With new homes being built in the area, the water drainage from higher elevated properties is running down into lower lying properties causing issues that that property owner has to handle vs the property owner where the run-off originated from. The Trustees stated they would speak with Andy Sicard regarding this question and circle back with a response. The third question was related to the ditch drainage on Pageant Park Road. It needs to be cleaned out from Eastern Ave down to Pageant Park. With the storms we have experienced, the ditches are not able to hold the flood waters and twice the water has jumped the ditch banks and caused a lot of road damage to Cottage Lane and Lake Front Lane. Both roads are private roads and due to the water coming over the banks from the ditches it is at the cost of the homeowners that live on these roads to have them repaired. Mr. Ferlazo noted there is still run-off during regular rainstorms. The Trustees will speak with Andy Sicard about having the ditches cleaned out. Marilyn Prue wanted to take a moment and thank the folks that assisted with the flooding that the Village experienced – specifically, commending Gina Lyon on her time that she spent at the Emergency Shelter.
- D. **ACTION ITEMS:**
- E. **Barton Memorial Building -Use of Space**

- a. **NEK Mutual Aid:** Ally Howell & Meghan Wayland part of Northeast Kingdom Organizing were present. Neighborhood canvassing took place a few months back and due to the flooding, they have been working with families on Glover Street in Barton Village as well as other impacted families in Barton / Orleans / Glover. They have been assisting the families with food, water, clothing, and cleaning supplies. Their request is allowing space here in the Barton Memorial building for the set-up of a pickup station for items and the ability to utilize the shower facility. This is a short-term endeavor but NEK Organizing feels it is a central location that offers access to many folks. Jacqueline Laurion offered to be present at the hall from 12 pm-3 pm for attendance coverage Monday – Friday. They also requested use of a small space in the hall. The discussion turned to the office space located near the hall elevator. This could be staged with all the supplies they would have to hand out to those in need.
- b. **Senior Meals Site-** The Glover Senior Meals site location has been severely impacted by the flooding. Pasty Tompkins is asking to return to the Barton Memorial Hall and utilize the facility for their Senior Meal Center. The request is for Tuesday & Thursday from 8 am – 6 pm. Delivery and food preparation would take place and clean-up will also be handled by the group. At this time there will not be any in-person eating options. Gina Lyon posed a question about inspecting the kitchen and location change with the Northeast Council on Aging. The kitchen will need a thorough cleaning of the kitchen and Gina requested assurance from BASSI that the upkeep of the hall will be maintained after each use. Patsy provided that assurance. The hall door access needs to be addressed and Crystal Currier will address with Andy Sicard. Gina will speak with the officestaff to ensure the hall and hall bathrooms are being cleaned the same weeks the office is scheduled to be cleaned. A motion was made to allow Senior Meals to come in on Tuesdays & Thursdays for senior meal site, and also to NEK Mutual Aid to assist the local towns with flood clean up and human resources in general. The motion was seconded and approved.

DISCUSSION ITEMS:

- F. **Emergency Response Volunteer Committee:** Jacqueline Laurion wanted to discuss the events that took place regarding Barton Village’s emergency response procedures and the gaps of awareness that this recent emergency brought to light. Since the Memorial Building is a designated Red Cross Shelter, we want to be ready with cots, blankets, food, water, and other emergency provisions. Keeping emergency procedures and contacts up to date and a team of volunteers that could be present at the shelter in shifts, so the responsibility does not fall to just

one person. NEK organizing is ready and has the skill set to put together a team of leaders (Captains) that can connect with each other to get a better assessment of the Village & Town residents of Barton.

OTHER ITEMS:

- G. Other Business - None

EXECUTIVE SESSION ITEMS: NONE

- H. Adjourn: Gina Lyon made a motion to adjourn at 7:30PM and Ellis Merchant 2nd the motion.

Date of Next Regular Board Meeting: July 24, 2023

Regina Lyon, Board Chair

Barton Village, Inc.
Regular Trustees Meeting

Monday, July 24, 2023

6:00 pm

Barton Village Memorial Hall

Attendance: Gina Lyon (Chair) Marilyn Prue, Ellis Merchant, Crystal Currier, Nate Sicard, Lenny Zenno, Tim Dagesse (WasteWater Operator) Jacqueline Laurion (Clerk) NEKO staff-(EL Stone, Meghan Wayland), Ken Nolan VPPSA, Mr. Dopp (Glover Street)

Agenda

- A. **Call to Order** - Gina Lyon called the meeting to order at 6PM.
- B. **Changes to the Agenda/Additions or Deletions** - Add additional executive session related to personnel to the end of the agenda.
- C. **Privilege of the Floor:** Tim Dagesse inquired about why the Village truck was being removed from his use and moved to the Electric department. Crystal noted that there was a need in the electric department and that the truck was not being taken away; rather, the intent was for staff to share the vehicle. There is a question regarding who purchased the truck and Nate Sicard noted that the intent was for WW and not Electric. The minutes do not reflect that it was 100% meant for Wastewater use. Lenny asked why the truck was taken from Tim and the Trustees indicated that they were trying to use the truck for other departments and hope to come up with solutions that will work for all Barton Village departments. It was reiterated that no one was trying to “take the truck away” from the wastewater department; rather, trying to use the village assets to their fullest potential where needed. Nate Sicard noted that it is not wise to have Tim use his personal vehicle given the environment he works in daily. Tim noted that he is not just at the WW treatment plant but needed in a variety of situations that he cannot foresee or have control over from day to day. The Trustees will table this discussion for a future meeting but noted that they will try to accommodate the needs of the wastewater department along with all other Village departments.
NEKO requested assistance with Dumpsters from the Town and Village. I (Jacqueline Laurion) updated NEKO that Kristin Atwood of Barton Town recently updated me that the Town will take on the responsibility of the dumpsters and I will assist with the communication out to the Barton community. A question was raised about getting electric service turned back on for homes on Glover Street. Crystal indicated that a private homeowner can request the power be restored; however, a rental property or a commercial property is under State jurisdiction and the landlord or home-owner would need to have the dwelling certified by an electrician before services could be turned back on.

ACTION ITEMS:

- D. **VPPSA Operational Contract** - Ken Nolan of VPPSA was present and discussed the current contract with VPPSA that also includes Orleans, Lyndonville & Northline that provides operational services to Barton Electric. A few weeks back Northline provided a 90 day notice to terminate their contract with VPPSA. Orleans Electric has offered to provide contract services assisting Barton Electric. Line crews would be hired, a line truck would be purchased and there would be savings to the Village on the annual cost of around \$50,000. All operational activities would be handled by Orleans Electric. Orleans would hire a 3-man crew, one being an apprentice dedicated to Barton Electric and they would assume the day-to-day operations. VPPSA is proposing a 5-yr contract between Barton Village Electric and VPPSA and VPPSA will contract with Orleans Electric or another entity as it deems necessary. Barton Village would still have ownership of the electric department. Marilyn Prue decided to abstain from voting since she is an employee of Orleans Village. Gina Lyon made a motion to accept the new contract as presented by VPPSA with the intent that Orleans Electric will be the contracted vendor under the VPPSA contract for a 5-year term. Ellis 2nd the motion. The motion was approved.
- E. **Minutes from Special Board of Trustees Meeting July 6, 2023** - Motion made by Gina Lyon to accept the minutes as presented and 2nd by Marilyn Prue. The motion was approved.
- F. **Minutes from Regular Board of Trustees Meeting July 10, 2023** - Motion made by Marilyn Prue to accept as presented and 2nd by Ellis Merchant. The motion was approved.
- G. **Minutes from Special Board of Trustees Meeting July 17, 2023** - These minutes were not available; therefore, this agenda item will be tabled until the next meeting.
- H. **Financial Reports for period ending June 30, 2023** – The Wastewater Department is currently experiencing a large deficit of funds coming in vs funds going; therefore, a close review of the wastewater rates for the CY 2024 budget will be needed. A discussion regarding department staffing and hours worked in the WasteWater department will be reviewed in an effort to bring costs down. Ellis Merchant made a motion to approve the finance reports for the period ending June 30th 2023. Gina Lyon 2nd the motion. The motion was approved.
- I. **Letters to the Board** – Various Requests -1) A request came in from a Barton Village resident located on Park Street for an abatement of wastewater charges. The usage increased dramatically due to an open water pipe and water was running freely. Marilyn Prue stated an anonymous person has offered to pay this bill for this resident on Park Street. 2) Barton United Church is asking for an abatement of wastewater charges due to the flooding and its clean-up efforts. This request will be tabled until more detail comes out with what FEMA is covering and what the actual water usage was for the month. 3) A customer who installed a new Electric Service at 2000 Cooks Road, Westmore contacted the Chair to file a complaint regarding the overall cost of the line extension. Barton’s line extension policy does indicate that the customer

will receive an “estimate” and that the costs are trued-up once the work is completed and it is Barton’s policy that the service meter is not installed until the cost of the work has been paid in full. The remaining balance being disputed by the resident is \$11,084.00 A proposed solution made by the Trustees was to pay ½ of the bill now and then payments can be made for the balance due and that both would be interest free. This proposal also included the ability for him to receive a meter provided he stays current on both his service meter and the payments on the outstanding service installation. Marilyn Prue made a motion to submit this proposal to the resident and Ellis 2nd the motion. The motion was approved. 4) The Vermont Trapper’s Association submitted a request for a waiver to discharge firearms for their annual event on September 23rd and 24th. Marilyn Prue made a motion to allow a waiver to all allow the discharge of firearms on 9/23/2023 -9/24/2023 and Gina Lyon seconded the motion. The motion was approved.

- J. **Personnel Policy** - Crystal submitted the updated the personal policy and noted the only change since the last version was the inclusion of the following language per the Board’s request: *Holidays: Added language: “Any employee who is absent from work due to illness on the day preceding or following a holiday shall forfeit being paid for that holiday unless the employee’s illness is certified by a doctor’s certificate, if required by the immediate supervisor”*. Ellis Merchant made a motion to accept this the personal policy as presented and Gina Lyon 2nd the motion to be effective 7/24/2023. The motion was approved.
- K. **Rental Agreements:** Space and Location allocations based on departments. A question was posed by Marilyn Prue why the departments were allocated as they are. The proposed re-allocation for consideration is listed below. While the pilot won’t change the rental fees will change based on the new methodology and the actual space that is being used by each department. The proposed rental agreements result in the highway department seeing the biggest impact whereas the Electric would receive the largest reduction. Marilyn Prue questioned how this change will affect the Highway and Electric departments for the calendar year and should this be held off until 2024. After some discussion of departmental impact Gina Lyon made a motion to approve the inter-departmental rent agreements and the pilot agreement as presented for the 2023 year. Ellis 2nd the motion. The motion was approved.

Cost Comparison [2023 vs 2022]

	2022				
	Highway	Electric	Water	Sewer	TOTAL
BMB Office/Garage	\$ 2,235.00	\$ 21,540.00	\$ 2,134.00	\$ 2,134.00	\$ 28,043.00
Municipal Garage/Land	\$ 2,540.00	\$ 30,226.00	\$ -	\$ -	\$ 32,766.00
High Street	\$ 305.00	\$ 1,585.00	\$ -	\$ -	\$ 1,890.00
	\$ 5,080.00	\$ 53,351.00	\$ 2,134.00	\$ 2,134.00	\$ 62,699.00
	2023				
	Highway	Electric	Water	Sewer	TOTAL
BMB Office/Garage	\$ 948.00	\$ 9,516.00	\$ 1,512.00	\$ 1,464.00	\$ 13,440.00
Municipal Garage/Land	\$ 20,664.00	\$ 20,664.00	\$ -	\$ -	\$ 41,328.00
High Street	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 21,612.00	\$ 30,180.00	\$ 1,512.00	\$ 1,464.00	\$ 54,768.00
2023 vs 2022 Change	\$ 16,532.00	\$ (23,171.00)	\$ (622.00)	\$ (670.00)	\$ (7,931.00)

DISCUSSION ITEMS:

- L. Pageant Park - Discussion regarding # of tents allowed at the park. Park map indicates only 3 tent sites are to be reserved. Seems more than three tents are being allowed at the park impending on the public use area. Crystal will review with Emily and Park Caretakers. It is important to keep the park grass and green areas open for picnics, family use and recreation (Volleyball & Horseshoes).
- M. VPPSA Membership - The letter from Ken Nolan, General Manager of VPPSA was for informational purposes, unless the Board disagreed with VPPSA's interpretation of Barton's membership. The Board does not disagree; therefore, no action was taken.
- N. Management/Staff Report - brief review no action taken.

OTHER ITEMS:

- O. Other Business - Gina Lyon received a thank you note from the Royers for the coin drop. It was very successful for the Senior Meals center.
Gina Lyon also noted that on behalf of the Barton Village Trustees she wrote a letter of support for a Downtown and Center tax credit for C & L Upholstery
Jacqueline Laurion will work with Kristin at the Barton Town offices on flood debris removal.

P. EXECUTIVE SESSION ITEMS:

Gina Lyon made a motion to find that premature general public knowledge of the Village's discussions with a specific hired consultant would place the Village in a position to suffer a substantial disadvantage because it would expose sensitive information regarding the contract work that may result in future litigation that the Village may be a party to. Ellis Merchant seconded the motion and the motion was approved.

Gina Lyon made a motion to enter executive session at 8:27 p.m for two purposes: 1) to discuss contract work that may result in future litigation that the Village may be a party to, as allowed under the provisions of Title 1, Section 313 (a)(1)(E) of the Vermont Statutes and 2) to discuss personnel matters as allowed under the provisions of Title 1, Section 313 (a)(3) and/or (a) (4) of the Vermont Statutes. The motion was seconded by Ellis Merchant and the motion was approved.

The Board came out of executive session at 10:00 p.m. and no action was taken.

Q. Adjourn: Gina Lyon motioned to adjourn at 10:01pm with unanimous approval.

Upcoming Meetings:

Special Board Meeting: July 31, 2023

Regular Board Meeting: August 14, 2023

Regina Lyon, Board of Trustees Chair

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**Barton Village, Inc.
Orleans Village, Inc.
Special Board of Trustees Meeting**

Monday, July 31, 2023

6:00 pm

Mack Building

20 Church Street, Orleans Vermont

Attendance:

Barton: Gina Lyon (Chair), Ellis Merchant, Marilyn Prue

Orleans: John Morley III, Eric Lanou, Duane Coburn

Others: Kenenth Nolan, VPPSA, Denis Fortin

MINUTES

- A. **Call to Order:** John Morley called the meeting to order at 6:00PM.
- B. **Changes to the Agenda/Additions or Deletions** – There were no additions/deletions to the agenda.

DISCUSSION ITEMS:

- C. **Invited Guest:** Ken Nolan, General Manager of Vermont Public Power Supply Authority (VPPSA) was present to discuss VPPSA's Advanced Meter Infrastructure (AMI) project. An overview of the project, the benefits of the project, and related grant funding was provided.
It was noted that Orleans Village has completed the mapping of its electric and water infrastructures and is pursuing next steps/implementation of the AMI project. Barton has only conducted the very basic of its infrastructure mapping at this point.
- D. **Adjourn:** Gina made a motion to adjourn at 8 p.m. Marilyn 2nd the motion. The motion was approved.

Date of Emergency Board Meeting: August 2, 2023

Date of Next Regular Board Meeting: August 14, 2023

Regina Lyon, Board Chair

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Barton Village, Inc.
Emergency Board of Trustees Meeting

Wednesday, August 2, 2023

6:00 pm

Barton Memorial Building

Attendance:

Gina Lyon (Chair), Ellis Merchant, Marilyn Prue, Crystal Currier, Liliana Tschanett, SBA, Jackie Laurion, Bob Ferlazo.

MINUTES

- A. **Call to Order:** Gina Lyon called the meeting to order at 6:02 PM.

Changes to the Agenda/Additions or Deletions – Liliana Tschanett from SBA was present and requested to speak under other business. The Business Manager requested that we add three items under “other business” 1) LEMP Agreement, 2) State of Vermont /Barton Village MOU, and 3) BMB Furnace.

Other Business item D (4) was brought to the front of the meeting so that Liliana Tschanett could address the Board and then leave. Ms. Tschanett explained that she is a Public Affairs Specialist from the Small Business Administration *Office of Disaster Recovery and Resilience*. She was assigned to this area to bring valuable disaster related information (grants, loans, etc) that the SBA can provide to those who have been impacted by the flood such as homeowners, businesses as well as profit and non-profit organizations.

ACTION ITEMS:

- B. Gina Lyon informed the Board that there are many activities taking place with regards to the July flooding event. Organizations are using the building for various flood-related recovery events and we are working on starting the residential debris clean-up. Several of these efforts require agreements/contracts and/or documents that need to be authorized in a rather quickly manner. It was suggested that the Board provide a blanket authorization for the Chair and/or the Business Manager to sign flood-related documents as needed with the requirement that any such documents be provided to the full Board at the next regularly scheduled meeting.

Marilyn Prue made a motion that the Board provide blanket authorization that allows the Chair and/or the Business Manager to sign flood-related documents/agreements and/or contracts on behalf of the Board, and any such documents shall be presented to the Board at their next regularly scheduled meeting for discussion. The motion was seconded by Ellis Merchant. The motion was approved.

- C. Gina Lyon informed the Board that as noted above, documents are being required to move forward flood-related events. Once such agreement is to allow FEMA to use the Barton Memorial Building Hall. FEMA requires the Village enter into a license/use agreement with FEMA so that this can begin. Gina informed the Board that she signed this agreement on July 31st so that FEMA could begin using the building, effective today August 2nd. This agreement was provided to the full board for review and Gina requested the Board ratify the action to execute this agreement.

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Marilyn Prue made a motion to ratify the action taken by the Chair to enter into the License/Use Agreement with FEMA, dated July 31st, 2023. The motion was seconded by Ellis Merchant. The motion was approved.

D. Other Business:

(1) Gina Lyon informed the Board that the Village's Local Emergency Management Plan [LEMP], is required to be updated and approved by the Board annually. Both Gina and Crystal (Business Manager) worked with Bruce Melendy of NVDA to update the plan documents and the plan was provided to the Board for their review.

Marilyn Prue made a motion to approve the Village's LEMP as presented. The motion was seconded by Ellis Merchant and the motion was approved.

(2) As part of the debris clean-up efforts related to the July flooding, the Village is working with the State of Vermont and FEMA to participate in a one-time debris clean-up effort. This requires the Village enter into an MOU with the State of Vermont. As mentioned above, this is an example of the time sensitive documents that are related to the July flooding events. While the Board has provided the blanket approval above in agenda item "C" the document was available for this meeting so it was decided to have the Board authorize it directly. The MOU with the State of Vermont was provided to the Board for their review.

Gina Lyon made a motion to approve the MOU with the State of Vermont as presented and authorized Gina Lyon to sign the document on behalf of the Village. The motion was seconded by Marilyn Prue and the motion was approved.

(3) The Business Manager indicated that they have received the quote from Fred's Energy related to the replacement of the BMB furnace. The proposal from Freds, which is to replace the existing furnace with a Peerless Steam boiler is attached, as well as the two previous proposals from Nadeau's Plumbing and Heating. As we begin to see colder weather, the Business Manager explained that a decision is needed to move this forward as soon as possible. The Board discussed the various options and determined that it would not be sensible to move forward with a steam boiler as those are being phased out and it may become difficult to get parts in just a few years. The Business Manager indicated that there is approximately \$40-45K remaining in ARPA funds that has not been appropriated and the Village has approximately \$210k in reserve funds. While the reserve funds are currently dedicated for several purposes, there is approximately \$48k in general village reserves. It was noted that the Village could use the ARPA funds and then a combination of the general reserves and/or borrow from the overall reserve fund and pay it back with tax revenue collected in the future.

Gina mentioned that there are a number of organizations using our facility for disaster recovery and she suggested the Village draft a letter to our local representative and/or the Governor requesting assistance.

Marilyn Prue made a motion to move forward with the proposal from Nadeau's Plumbing and Heating proposal for the Buderus Oil Burner option with authorization to use any remaining ARPA funds applied to the cost and to use existing Village reserves as necessary to effectuate the furnace replacement. If the ARPA and existing reserves do not cover the cost, the Board will

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determine how the remaining balance will be covered at a future meeting. A motion was seconded by Gina Lyon. The motion was approved.

It was also agreed that Gina Lyon and Crystal Currier would work together to seek other avenues of funds such as contacting the local municipalities, local representatives, the Governor, etc.

(4) Moved to top of meeting.

(5) Gina Lyon asked Bob Ferlazo if he had anything to discuss regarding the flood events to which he responded he had items get wet and he disposed of them. He mentioned the ditch work being done on Pageant Park Road, which Gina responded Andy is currently working on and would be back at it Thursday. Bob questioned the ditching needed along Eastern Avenue, Route 16. Gina said she would email Andy regarding his question and see what Andy thought could be done to address this.

E. Adjourn: Gina Lyon made a motion to adjourn at 7:03 p.m. The motion was seconded by Marilyn Prue and the motion was approved.

Date of Next Regular Board Meeting: August 14, 2023

Regina Lyon, Board of Trustees Chair

Barton Village, Inc.
PO Box 519
Barton, Vermont 05822
(802) 525-4747

Memorandum

To: Barton Village Board of Trustees
From: Crystal Currier
Date: August 14, 2023
Subject: Property Lien
Agenda: Agenda Item "H"

As you are aware, an outstanding balance related to an installed electric service at 2000 Cooks Road in Westmore remains unpaid. The Board reviewed the information related to this property/service at the meeting held on July 24th and subsequently proposed a payment arrangement with the customer. Since it does not appear the customer is willing to work with the Village regarding payment, the attached document will place a lien on the property for the outstanding balance until it is paid in full.

Proposed Motion: Motion to approve the lien for property at 2000 Cooks Road in Westmore for amount due related to new service installation.

**BARTON VILLAGE, INC.
LIEN FOR MUNICIPAL ELECTRIC SERVICES**

KNOW ALL PERSONS that Barton Village, Inc., owner and operator of a duly organized Municipal Electric Department, acting by and through a majority of its Trustees, by the filing of this document, imposes a lien, in the amount of \$ 11,083.71, upon premises, in the Town of Westmore Vermont described as and owned by:

Michael Cloutier-2000 Cooks Road—Westmore VT

This lien imposed for the followings services rendered to the above described property

Amount due for Electric services installed

PURSUANT TO Section of the Charter of the Village of Barton, as amended by Municipal Act No., Laws of Vermont 1939, and such lien:

“...shall be a lien in the nature of a tax upon any real estate so supplied with the same, wherever located,... and may be collected in the same manner as any tax assessed by said Village.”

FURTHER, PURSANT TO 32 V>S>A. #5061, such lien, as a lien in the nature of a municipal tax,

“...shall be a first lien thereon, underlying all mortgages, attachments, liens, or other encumbrances thereon...”

Dated on August 14th, 2023 at Barton, Vermont.

BARTON VILLAGE TRUSTEES:

Regina Lyon

Marilyn Prue

Ellis Merchant

Barton Village, Inc.
PO Box 519
Barton, Vermont 05822
(802) 525-4747

Memorandum

To: Barton Village Board of Trustees
From: Crystal Currier/Tim Dagesse
Date: August 14, 2023
Subject: Generator Maintenance
Agenda: Agenda Item "I"

The Village currently has five (5) generators, one (1) at the BMB, one (1) at the village garage and three (3) at the various wastewater facilities. None of the generators are currently being maintained on a regular basis and none have had load bank testing for some time. Prior to CY 2023, there was a maintenance contract with Brookfield Services but that contract was terminated and not budgeted for CY 2023.

The proposed agreement 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:

BMB - \$1,875
Garage - \$525
WW - \$5,345
Total - \$7,745 year 1
Total - \$2,000 year 2

Proposed Motion: Motion to approve the Maintenance Agreement with Powers Guaranteed Generators as presented.



Planned Maintenance Agreement

Barton Village
 17 Village S
 Barton VT 05822

PM Pricing		
<input checked="" type="checkbox"/> Annual PM	\$	3,515.00
<input type="checkbox"/> Semi-Annual PM	\$	5,515.00
<input type="checkbox"/> Quarterly PM	\$	9,515.00

Please indicate PM selection above

Generator Locations

Site Name	Generator Info	Major	Minor	Load Bank*	Yes?	Fuel Lab*	Yes?
Municipal Bldg- 17 Village S	Kohler 100REOZJF	\$ 755.00	\$ 425.00	\$ 925.00	<input checked="" type="checkbox"/>	\$ 195.00	<input checked="" type="checkbox"/>
Village Garage	Coleman PM401211	\$ 525.00	\$ 300.00	\$ -	<input type="checkbox"/>	\$ -	<input type="checkbox"/>
WWTF 107 Municipal Rd	Kohler 125REOZJG	\$ 835.00	\$ 425.00	\$ 925.00	<input checked="" type="checkbox"/>	\$ 195.00	<input checked="" type="checkbox"/>
WWTF 340 Easter Ave	Kohler 40REOZJC	\$ 665.00	\$ 425.00	\$ 775.00	<input checked="" type="checkbox"/>	\$ 195.00	<input checked="" type="checkbox"/>
WWTF 481 Main St	Kohler 80REOZJF	\$ 735.00	\$ 425.00	\$ 825.00	<input checked="" type="checkbox"/>	\$ 195.00	<input checked="" type="checkbox"/>
		\$ -	\$ -	\$ -	<input type="checkbox"/>	\$ -	<input type="checkbox"/>
the annual fuel lab analysis is highly recommended		\$ -	\$ -	\$ -	<input type="checkbox"/>	\$ -	<input type="checkbox"/>
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*Price assumes a 2 hour load bank per NFPA110 standards. A 4 hour load bank (required every 3 years) is \$250 additional.
 *Fuel Lab is a lab test that analyzes stability, pour point, cloud point, amount of water, biodiesel, and bacteria content
 *Sample pricing does not include labor cost to obtain sample

Rates for work outside of the Planned Maintenance Agreement

Onsite Hourly Labor Rates			Trip Charge	Travel Labor		
Regular	Emergency	Sunday/Holiday		Regular	Emergency	Sunday/Holiday
\$ 130.00	\$ 195.00	\$ 260.00	\$ 275.00	\$ 520.00	\$ 783.00	\$ 1,040.00

Trip Charge: Flat rate charge per call out, covers vehicle operation and maintenance expenses
Travel Labor: Flat rate charge per call out, covers labor expenses while traveling to/from customer location
Emergency/Holiday Labor: 2 Hour minimum charge per technician, after normal hours or 48hr response is required
Fuel surcharge may be charged in addition to normal rates noted based on abnormal market pricing

Pricing is valid for 30 days from the issue date. Signature below indicates that the customer has read this agreement and agrees to all its pricing, terms and conditions as outlined on pages 1 - 2.

Signature: Timothy Dagesse Date: August 10, 2023

Prepared By: Ranae Goodrich 800-853-7202 / FAX: 603-352-9339 / rgoodrich@powersgenerator.com



Ask about our EGSA Certified Service Technicians!
 Powers Guaranteed Generators is a member of EGSA & NEGDA





Mailing Address:
 Powers Guaranteed Generators
 PO Box 10005
 Swanzey, NH 03446
 www.PowersGenerator.com

Service Locations:
 Concord & Swanzey, NH
 Norwood, MA
 Oxford, CT
 Toll Free: (800) 853-7202

Payment Terms:

You will be invoiced after each service visit; payment is due upon receipt of invoice. Any additional work outside of standard PM Service such as repairs, replacement parts and any emergency service calls, will be billed separately. Prices do not include sales tax. Any non-PM services are subject to an environmental service charge. Any service visits not covered by this PM agreement are subject to a minimum onsite labor charge of 2 hours. Finance charges in the amount of 1.5% will be assessed on past due invoices.

PM Agreements are valid for a minimum of 12 months and are subject to rate changes (such as a cost increase in oil or materials) Powers Generator reserves the right to increase fees to cover the costs. PM agreements are also subject to cancellation with 30 days written notice from either party. All previous contracts are void once this agreement is executed or received or after 30 days of agreement date. Regular rates: Mon- Fri 7am-4pm and greater than 48 hours response time. Emergency rates apply Mon - Fri 4pm-7am and/or a 48 hour response time is required.

Our Unmatched Performance Guarantees

Guarantee	Overview	If we fail to perform...
15 Minute Emergency Call Back	We guarantee to return any emergency calls within 15 minutes, no matter the time of day or night	Waive the Trip Charge
One Trip Diagnosis	We guarantee we will accurately diagnose and propose a solution for your generator repair on our first trip	Refund (via credit on the account) the service call(s) prior to proper diagnosis
Two Hour Response	We guarantee to be enroute within 2 hours of the original emergency call/request	Waive the Trip Charge
We guarantee our <i>workmanship</i> for life (parts, materials and components revert to the manufacturer's warranty policy)		

Major PM Service Checklist
1. Replace lubrication oil
2. Replace lubrication oil filter
3. Replace spark plugs
4. Check radiator, hoses, etc. for leakage and pliability
5. Replace fuel filters
6. Check unit for fuel or oil leakage
7. Check and adjust fan and governor belts
8. Service battery, add water, clean posts, check specific gravity
9. Service air filter (replacement not included)
10. Check AC output (voltage)
11. Check engine speed/frequency
12. Wipe down outside of generator and engine
13. Conduct safety shut down checks (oil pressure, over speed, high temperature, etc.)
14. Check ignition system
15. Check charging rate of battery charger
16. Coolant testing (liquid cooled generators only)
17. Submit report of inspection with any recommended repairs
18. Inspect transfer switch for proper operation, check connection and settings (if accessible)
19. Simulate power failure, check operation (with permission of owner/representative)

Minor PM Service Checklist
1. Check lubrication oil
2. Check lubrication oil filter
3. Check spark plugs
4. Check radiator, hoses, etc. for leakage and pliability
5. Check fuel filters
6. Check unit for fuel or oil leakage
7. Check and adjust fan and governor belts
8. Service battery, add water, clean posts, check specific gravity
9. Service air filter (replacement not included)
10. Check AC output (voltage)
11. Check engine speed/frequency
12. Wipe down outside of generator and engine
13. Conduct safety shut down checks (oil pressure, over speed, high temperature, etc.)
14. Check ignition system
15. Check charging rate of battery charger
16. Coolant testing (liquid cooled generators only)
17. Submit report of inspection with any recommended repairs
18. Inspect transfer switch for proper operation, check connection and settings (if accessible)
19. Simulate power failure, check operation (with permission of owner/representative)

Barton Village, Inc.
PO Box 519
Barton, Vermont 05822
(802) 525-4747

Memorandum

To: Barton Village Board of Trustees
From: Crystal Currier
Date: August 14, 2023
Subject: Appendix A-Personnel Policy Acknowledgement
Agenda: Agenda Item “J”

The Board approved the updated Personnel Policy at the meeting held 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. See edits highlighted in yellow.

Given this change, requesting approval of the revised Appendix A –Personnel Policy Acknowledgement, as presented.

Proposed Motion: Motion to approve Appendix A - Personnel Policy Acknowledgement, as presented.

APPENDIX A
Personnel Policy Acknowledgement

I,....., acknowledge that:

- A. I received a copy of the Village's personnel policy on_____ and it is my responsibility to familiarize myself with its contents;
- B. I understand that it is my responsibility to ask questions if there is anything in the policy that I do not understand;
- C. I understand that the language used in this personnel policy is not intended to create, nor should it be construed to create, a contract of employment between myself and the Village;
- D. For Non-Collective bargaining unit employees, I acknowledge that the Village reserves the right to add, amend or discontinue any of the provisions of this policy that are not related to collective bargaining unit employees for any reason or none at all, in whole or in part, at any time, with or without notice;
- E. For Collective Bargaining unit employees, I acknowledge that the Village will negotiate in good faith with the collective bargaining unit to add, amend or discontinue any of the provisions of this policy specific to Collective Bargaining Unit employees;
- F. I acknowledge that it is my responsibility to comply with all the provisions of the Village's personnel policy.

Employee's Signature

Date

Barton Village, Inc.
PO Box 519
Barton, Vermont 05822
(802) 525-4747

Memorandum

To: Barton Village Board of Trustees
From: Crystal Currier
Date: August 14, 2023
Subject: Job Descriptions
Agenda: Agenda Item "K"

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 for your review and approval. The job descriptions are attached and have been reviewed by the employee and IBEW (if applicable).

- 1) Chief Wastewater Operator
- 2) DPW Utility Worker

In an effort to get all job descriptions updated, it is expected that they will be updated as time allows and presented to the Board for approval within the next couple of months.

Proposed Motion: Motion to approve updated Job Descriptions for two positions 1) Chief Wastewater Operator and 2) DPW Utility Worker, as presented.

BARTON VILLAGE, INC.

17 VILLAGE SQUARE
P.O. BOX 519
BARTON, VT 05822
(802) 525-4747

JOB DESCRIPTION

Position Title: Chief Wastewater Operator [CWWO]

Position Classification: Full-time, FSLA Non-Exempt Hourly Position (Non-Collective Bargaining Unit Position)

Reports To: Barton Village Business Manager; in the absence of a Business Manager, the Board of Trustees

Date Approved by Board of Trustees: August 14, 2023; Effective Date: September 1, 2023

GENERAL SUMMARY:

The Chief Wastewater Operator of the Village of Barton Wastewater Treatment Facility is primarily responsible for all aspects of the operations of the wastewater treatment facility, including testing, monitoring, reporting, facility infrastructure, regulatory issues, training, and budgets. In addition, the CWWO will assist with DPW functions and water treatment facility activities as needed.

Essential Job Functions

- Successfully Manage and Operate the technical components of an aerated lagoon wastewater treatment system designed for 265,000 gallons per day for approximately 380 customers.
- Oversee the overall system, including operating approximately 5 miles of wastewater collection system piping and manholes, sewage pump stations, including a main lift station and force main to the principal treatment facility which includes extended aeration lagoons and chemical filtering.
- Ensures that the Village maintains a staff of certified system operators including mentoring of other Village staff to acquire and hold a Vermont Class 2 Wastewater license to provide operations redundancy. This also includes coordination with VRWA for training.
- Work closely with the Business Manager and other public works staff to schedule projects, maintain inventories, develop system reports, maintain and improve high tech components of the WWTF including SCADA operations.
- Works with the Town of Glover to obtain data as necessary and effectuates the contract between the Town of Glover and Barton Village.
- The individual will assist in developing and maintaining budgets, including adequate customer rates, capital project planning, long-term maintenance forecasting and equipment replacement.
- Handling the regulatory issues confronting the utility such as maintaining the Wastewater Discharge Permit requirements and OSHA safety requirements.
- Coordinates all necessary contractors, vendors or engineering support to maintain the system and documents.
- The position will require the individual to be available during emergency situations and outages.
- The position will require coordination for all training, equipment maintenance, all aspects of safety and ensure compliance with required testing, reporting and recordkeeping for all staff working in the wastewater facility.
- The position will require coordination with other management to implement updates and changes for modernization of the operation and efficiency of the operation.
- Performs any other related duties as required including assisting with DPW projects, Water Treatment Facility projects, joint meter reading and shared on-call as needed.
- Maintain a positive image with the public.

Supervisory Responsibilities:

- Limited supervision to individuals providing support for activities within the wastewater treatment facility and as directed by the Village's Business Manager or in the absence of a Business Manager, the Board of Trustees

Required Qualifications/Certifications:

- VT Class 2 Wastewater treatment license for a 0.265MGD aerated lagoon treatment facility.
- Knowledge of applicable codes, requirements and associated occupational hazards and safety requirements for public works utility industry are not required at the time of hiring but are expected to be developed as part of the position.
- Valid Driver's License [CDL if applicable].
- Knowledge of office practices, procedures, and equipment, including the use of computers.
- 2 Year college degree or equivalent technical education preferred.

Working Conditions and Physical Demands:

- The employee will be required to live within 30 minutes of the Village.
- Ability to lift up to 75 lbs.
- Valid vehicle license.
- Working conditions and workloads may cause increased stress levels.
- Pre-employment physical exam required and may be periodically required due to nature of employment.
- An initial background check will be required.

Term of Employment:

- This is an hourly (non-collective bargaining unit) position with wage set by the Board of Trustees and benefits in accordance with the Barton Village Personnel policy.
- Ninety (90) days' notice of departure due to the unique licensing and limited ability for the Village to find a WWTF operator.

This job description was approved by the Board of Trustees and supersedes all prior versions of the job description for this position.

BARTON VILLAGE, INC.

17 VILLAGE SQUARE
P.O. Box 519
BARTON, VT 05822
(802) 525-4747

JOB DESCRIPTION

Position Title: DPW Utility Worker

Position Classification: FLSA Non-Exempt. Full-time, Collective Bargaining Unit

Supervisor: Barton Village Business Manager, Dept Heads as Directed by the Business Manager

Pay Grade: 2

Date Approved by Board of Trustees: 08/14/2023 Effective Date: 09/01/2023

GENERAL SUMMARY:

The DPW Utility Worker is primarily responsible for supporting the operations and maintenance of public works utilities including wastewater collection and treatment, water treatment and distribution, highway and other related drainage systems, sidewalk maintenance and all associated equipment.

Essential Job Functions:

1. Treatment Facility Operations

- Support the facility operators licensed to operate the Barton Village Water and Wastewater Treatment Facilities.
- Daily testing and reporting.
- Maintenance of chemical feed equipment, pumps, air blowers, filters and emergency backup systems
- Support operators with on-call duties for nights and weekends.
- Participate in training programs to achieve water treatment and wastewater treatment licenses.

2. Water Distribution System

- Water system repairs and maintenance, water system flushing, customer water connects and disconnects, including season turn on/turn offs and install, rebuild and test water meters.
- Monthly meter reading of customer water meters for billing.

3. Wastewater Collection System Maintenance

- Wastewater collection system repairs and maintenance including manhole maintenance, flushing and clog maintenance.

4. Road and System Maintenance

- Hot and cold patch road repair, ditching, clearing of road right-of-way areas

- and general road maintenance.
- Snow plowing and removal.
- General bridge maintenance, storm water collection system maintenance,
- Support DPW foreman with on-call duties.

5. Equipment Operation

- b. Ability to operate equipment as necessary to perform job duties.

6. Customer Relations

- a. Maintain a positive image with the public.

7. Available during emergency situations.

8. Other Duties as Assigned

Supervisory Responsibilities:

This position does not supervise any other Barton Village employee.

Required Qualifications/Certifications:

1. Minimum of a high school diploma or equivalency.
2. Must have a valid driver's license [CDL if applicable].
3. CPR certification (or acquire in the first 3 months).
4. Successfully clear a criminal background check.
5. Must hold a certified water treatment and wastewater treatment license or enter a training program upon employment and successfully pass the training programs within 3 years.
6. Ability to use sound judgment in decision making and capable of working independently without direct supervision.
7. Basic organizational and basic skills.
8. Ability to effectively and efficiently schedule and organize work schedules and work loads.
9. Demonstrated ability to interact well and communicate both verbally and written, with others, including co-workers, customers, and the general public.
10. Ability to complete work accurately.

This job description was approved by the Board of Trustees and supersedes all prior versions of the job description for this position.

Barton Village, Inc.
PO Box 519
Barton, Vermont 05822
(802) 525-4747

Memorandum

To: Barton Village Board of Trustees
From: Crystal Currier
Date: August 14, 2023
Subject: Winter Plowing Maintenance
Agenda: Agenda Item "L"

The Village utilizes the Town of Barton and the State of Vermont for winter plowing maintenance of certain roads/highways within the Village. As we approach the winter season, these contracts/agreements need to be updated and approved by all parties involved. If not approved, the Village will need to obtain additional equipment in order to do the winter plowing maintenance independently.

The contract with the Town of Barton for the CY 2022-2023 season is attached for your information and further discussion. I was not able to locate a recent copy of the contract with State contract.

Proposed Motion: None

**INTERLOCAL AGREEMENT BETWEEN
THE TOWN OF BARTON AND BARTON VILLAGE, INCORPORATED**

KNOW ALL PERSONS BY THESE PRESENTS that it, the TOWN OF BARTON, a municipality having its situs in the County of Orleans and State of Vermont, hereinafter referenced as TOWN; and it, BARTON VILLAGE, INC., a municipality having its situs in the Town of Barton, County of Orleans and State of Vermont, hereinafter referenced as VILLAGE,

W I T N E S S E T H:

For and in consideration of the mutual covenants and agreements hereinafter set forth, TOWN and VILLAGE, pursuant to the provisions of Title 24, Section 4901(a) of the Vermont Statutes Annotated,, do hereby enter into the within and foregoing INTERLOCAL CONTRACT, hereinafter referenced as CONTRACT, whereby TOWN agrees to perform certain governmental services in behalf of VILLAGE as more fully and particularly set forth and contained herein.

1. TOWN hereby agrees that TOWN will plow the following VILLAGE streets, hereinafter referenced as STREETS, at such times as TOWN plow trucks pass over the hereinafter recited STREETS as the TOWN plow trucks are traveling over said STREETS on route to plow TOWN roads:

- a. Elm Street (0.64 mile)
- b. Duck Pond Road (0.27 mile)
- c. Roaring Brook Road (0.56 mile)
- d. Pageant Park Road (0.59 mile)
- e. Breezy Hill Road (0.09 mile)
- f. Kinsey Road (0.24 mile)
- g. Eastern Avenue (0.74 mile)
- h. High Street (0.64 mile)

2. TOWN will apply salt and/or sand to said STREETS in such amounts as TOWN shall deem appropriate at such times as TOWN'S plow trucks pass over said STREETS; however, TOWN shall apply no salt or sand to Pageant Park Road.

3. Except as herein provided, VILLAGE shall continue to be responsible for the general maintenance, including plowing and sanding, of said STREETS, recognizing that the TOWN plow trucks may not be passing over said STREETS at all times when maintenance may be required. VILLAGE shall specifically be responsible for the plowing and sanding of intersections.

4. VILLAGE shall pay to TOWN that total sum of Thirty Thousand Four Hundred Thirteen and Sixty Five One-Hundredths Dollars (\$30,413.65), representing Eight Thousand Sixty Seven and Twenty Eight One-Hundredths Dollars (\$8,067.28) per mile of the STREETS the subject of this Agreement, which said payment shall be paid as follows:

Twelve Thousand One Hundred Sixty Five and Forty Six One-Hundredths Dollars (\$12,165.46) shall be paid by VILLAGE to TOWN on or before December 30, 2022, and the balance thereof, namely Eighteen Thousand Two Hundred Forty Eight and Nineteen One-Hundredths Dollars (\$18,248.19) shall be paid by VILLAGE to TOWN on or before March 31, 2023.

5. VILLAGE shall also reimburse TOWN for any damage, other than normal wear and tear, sustained by TOWN equipment while TOWN is performing the services to VILLAGE herein specified.

6. VILLAGE will hold TOWN harmless and free from any

and all liability arising from damage occurring to VILLAGE utilities, including, but not limited to, sewer manholes, water valve boxes and catch basin frames while TOWN is performing the services to VILLAGE herein specified.

7. The term of this CONTRACT shall commence on the date of execution hereof by TOWN and VILLAGE, and shall expire on May 1, 2023 unless the TOWN and VILLAGE shall renew or otherwise extend the term hereof.

8. VILLAGE shall reimburse TOWN for such reasonable costs, including reasonable attorney fees and additional insurance costs, which TOWN may incur in connection with the implementation of this CONTRACT.

9. This CONTRACT may be terminated by either party hereto upon the terminating party providing no less than thirty (30) days written notice of its intent to cancel this CONTRACT.

Dated at the Town of Barton in the County of Orleans and State of Vermont this ___ day of December, 2022.

TOWN OF BARTON, by its
Selectboard, duly authorized

Dated at the Town of Barton in the County of Orleans
and State of Vermont this __ day of December, 2022.

BARTON VILLAGE, INC., by its
Trustees, duly authorized

Barton Village, Inc.
PO Box 519
Barton, Vermont 05822
(802) 525-4747

Memorandum

To: Barton Village Board of Trustees
From: Crystal Currier
Date: August 14, 2023
Subject: Village Trucks
Agenda: Agenda Item "M"

It has come to my attention 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 will pass inspection in the future.

I have asked Andy to begin looking for a truck as a replacement for this vehicle. There is approximately \$32K in the restricted funds for truck replacement with another \$18k to be added for CY 2023; for a total of approximately \$50K available. While this may be sufficient for the majority of the cost, it will deplete the savings for truck replacement and does not take into account any potential need for additional equipment should the Village need to take over winter maintenance currently provided by the Town and/or the State of Vermont.

For further discussion at the Board meeting.

Proposed Motion: None

Barton Village, Inc.
PO Box 519
Barton, Vermont 05822
(802) 525-4747

Memorandum

To: Barton Village Board of Trustees
From: Crystal Currier
Date: August 14, 2023
Subject: Flood Updates
Agenda: Agenda Item "N"

Gina and Crystal will provide the Board with an update on the July flooding and subsequent events, including but not limited to:

Barton Memorial Building
Village wide debris pickup
FEMA
Wastewater Plant Update
Highways

Proposed Motion: None

Barton Village, Inc.
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Memorandum

To: Barton Village Board of Trustees
From: Crystal Currier
Date: August 14, 2023
Subject: Management/Staff Reports; Upcoming Items
Agenda: **Item "O"**

Personnel:

- Business Manager – Vera Laporte arrives August 14th

Office Equipment/Computers:

Computer Hardware –NMERC moved their programs to the cloud on Friday 06/23 and after working out a few bugs, it seems to be running smoothly. VPPSA IT staff has been contacted and they will begin to research appropriate sized server to house the shared files and make that transition. The new server is being prepared and VPPSA will be scheduling the installation.

Mailing Machine/Postage – The lease on the mailing/postage machine expired in 2020. Since that time, the village has paid the lease on a month-to-month basis. The current machine will soon become noncompliant with US postal requirements. I will be bringing options for replacing this machine to the Board in the near future.

Village

Sidewalks

LEMP – Local Emergency Management Plan has been completed, approved by the Board and filed with NVDA.

Highway Department

Current Projects:

- Pageant Park Road Ditching/Culvert Issue – In process, using Municipal Grant in Aid Funding
- Eastern Ave/Route 16
- Flooding – Duck Pond Road, Vigaro Road, Pleasant Lane
- Plowing Contracts
- Paving
 - Andy to obtain paving estimate for West Street North
- Salt/Sand Shed Project

- Project Engineer, Tyler Billingsley East Engineering working with Andy and USDA
- Construction/Funding Options
- Ballfields
 - Letter to area schools/organizations

WasteWater Department

Pending Projects:

- Follow-up on Sewer Ordinance Violations
- Wastewater Infrastructure Improvements
 - Aldrich & Elliot – Agreement Approved June 12th
 - Vt Dept of Environmental Conservation State Revolving Loan Programs funding application completed and approved June 12th
- Vt Department of Environmental Conservation Inspection Report Response
 - Initial response provided by Tim
- Insurance/FEMA recovery for flood damage
- Glover Agreement
- Review Current Wastewater User Fees

Water Department

- May Pond Land Research
- Lucas working with Crystal on State of Vermont Revolving Loan Application for capital projects
- Review Current Water User Fees

Hydro Plant

Pending Projects:

- Removal of Fuel Tank
- Penstock – major upgrade will require financing (village vote and PUC approval)

Electric:

Rate Case

- Surcharge was implemented in May
- May require partial refund if full rate not granted by PUC
- Public Hearing Held May 11th
- VPPSA/staff responded to two rounds of discovery questions from Vermont Public Service Department
- VPPSA to file Rebuttal Testimony August 11th

IRP [Integrated Resource Plan]

- VPPSA Filed on 03/05/2023
- Public input/comments (due 06/02/23)
- VPPSA/staff responded to PSD Discovery questions July 17th

High Street Site Investigation & Remediation

- Meeting held on March 22nd
- Site Investigation provided by VHB 01/26/2022
- Supplemental Investigation Work Plan provided by VHB 07/12/2022
- First testing occurred on May 25th and 26th, Additional testing approx. June 8th, reports expected late summer
- Contract balance - \$75k (not expended)
- Project Update expected 07/24/2023

AMI – VPPSA Project – determine participation

Misc Items:

- Generators – to be discussed BOT Mtg 08/14/2023
- Furnace Replacement –Nadeau’s notified, pending update
- Website
- Audit – RFP went out on July 17th with responses due August 30th