

Barton Village, Inc.
Regular Trustees Meeting

Monday, April 8, 2024

6:00pm

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 Regular Board of Trustees Meeting March 25, 2024
- E. Minutes from Special Board of Trustees Meeting March 29, 2024
- F. Bills and Warrants
- G. Wastewater Deficit/Short-Term Loan

DISCUSSION ITEMS:

- H. Department Operations Updates
- I. Salt/Sand Shed Update
- J. Management/Staff Report

OTHER ITEMS:

- K. Other Business

EXECUTIVE SESSION ITEMS:

- L. Executive Session - Legal Action: 1 V.S.A. § 313 (a)(1)(E)
- M. Executive Session - Personnel: 1 V.S.A. § 313 (a)(3)

- N. Adjourn

Upcoming Meetings:

Regular Board Meeting: April 22, 2024

Second Annual Meeting: April 30, 2024

Regular Board Meeting: May 13, 2024

Barton Village, Inc.
Regular Trustees Meeting

Monday, March 25, 2024

6:00pm

Barton Village Memorial Hall

Attendance: Gina Lyon (Chair), Marilyn Prue, Ellis Merchant, Vera LaPorte (Village Business Manager). Dave Billido; Mark Bean, Andy Sicard, Lucas DiMauro (Water Treatment Manager) Meghan Wayland (NEKO), Barton Chronicle- Matt Wilson, Stephanie Bickford

Full Agenda and backup content available at www.bartonvt.com/agenda-minutes/

Agenda

- A. **Call to Order:** Gina Lyon called the meeting to order at 6pm
- B. **Changes to the Agenda/Additions or Deletions:** Addition of the 3/18/2024 Special Board meeting minuets and KBS Auditor proposal under Action Items; School light under Discussion Items.
- C. **Privilege of the Floor:** Mark Bean wanted to discuss the latest water bill that he received. The bill is in regard to a water pipe leak that took place in the trailer park. Added to the regular bill were charges for the door-to-door notification work that was required by the State to notify the park residents as the Village had to issue a stop order on drinking the water. Mr. Bean placed a small amount of oil into the curb stop in hopes of closing the water line for repair. He states that he never tried to close the curb stop. Andy Sicard also indicated that he never attempted to close the curb stop. Due to the oil that was used it triggered action from the Village Water Manager to reach out to the State for guidance. The Village followed the steps the State had advised them on ensuring the impacted residents in the area did not drink the water until it was tested for contamination. Mr. Bean still objected to the additional fees being charged and indicated that he was contacted by the Town Attorney asking questions about speaking with his personal attorney. Turns out no attorney called Mr. Bean but the Water Treatment manager Lucas DiMauro did contact him. Mr. Bean acknowledged his mistake in his understanding of who had called him. Mr. Bean states that with his conversation with the State he was told that the Village advised the State that up to 2 gallons of oil was used. That is in direct contrast with the emails the Village has to the State on this situation. There is no indication of the amount of oil used on the curb stop in the communications. The Village employees including 2 Trustees and Village Business Manager did a door-to-door notification to the park homeowners as required by the State of VT. This was done to notify residents to stop drinking the water until testing came back, and it was also done after the tests came back that the testing passed with no contaminates present in the water.

ACTION ITEMS:

- D. **Minutes from Regular Board of Trustees Meeting February 26, 2024:** Gina made a motion to approve the minutes as presented. Marilyn Prue seconded. Motion carried.

- E. **Minutes from the Special Board of Trustees on March 18th, 2024.** Gina made a motion to approve as presented. Marilyn Prue seconded. Motion carried.
- F. **Bills and Warrants:** Gina made a motion to approve after review.
- G. **2024 Highway Budget:** The Highway Budget did not pass at the annual Village meeting. Marilyn Prue and Crystal Currier have reworked this budget and have made the following changes:

Add: Grant funding from Town of Barton	\$5,000
Reduce: Grant funding from USDA	(\$65,000)
Add: Interest expense for Salt/Sand Shed financing	\$5,514
Reduce: Tax collector fees	(\$1,150)
Reduce: Truck expenses	(\$2,000)
Reduce: Summer Paving	(\$5,000)
Add: Financing for Salt/Sand Shed (revenue in)	\$142,000
Adjusted: Truck Capital to actual cost	(\$4,493)
Adjusted: Salt/Sand Shed to project cost	(\$2,000)
Remove: Computer Software Project cost	(\$6,600)
Add: Debt Service for Salt/Sand Shed (Yr 1), Assumes 10 yr, 6%	\$9,467
Add: Paving reserve	\$17,000
Reduce: Skid Steer/Snowblower reserve	(\$3,850)
Reduce: Backhoe reserve	(\$5,000)
Reduce: Municipal Garage reserve	(\$7,000)
Reduced truck reserve utilized	(\$4,493)
Add: Utilized reserves from paving to pay Passumpsic debt service	\$30,755
Add: Utilized matching grant fund	\$5,000

Results in Highway taxes collected of \$358,180 or 4.9% increase over CY2023 actual.

Summary of all taxes as voted:

Fund/Dept	Taxes Voted	Tax per \$100K
Village	\$72,578	\$6.40
Highway (proposed)	\$358,180	\$39.33
Water	\$68,804	\$ 0.00
Wastewater	\$65,540	\$19.74
Total Tax per \$100K		\$65.47

Gina Lyon made a motion to accept the revised Highway Budget as presented; resulting in taxes collected of \$358,180.00. Marilyn Prue seconded the motion. The motion carried.

H. Financial Reports for Period Ending February 29, 2024:

Highlights:

Village:

Cash - \$186,845

Net Profit (loss) to date: (\$15,393)

- Little to no revenue to date
- Office Salaries – on budget at 15% of annual
- Insurance paid through Q1

Highway:

Cash on Hand: \$25,719

Net Profit (loss) to date: (\$55,947)

- Little to no revenue to date
- Office Salaries – on budget at 16% of annual
- DPW Winter Labor – 69% of total but only occurs in winter months

Electric:

Cash on Hand: \$174,562

Significant amount of Customer advances on hand due to NEK/Comcast Make-Ready work/Customer Jobs [\$429k]

LTD to total Assets Ratio: 45.3% [going down slowly but this is great]

Net Profit: \$213,712, Net Loss after adjustments (\$48,924)

- Revenues slightly under-budget but not unexpected
- Several invoices pending: VPPSA Power Settlement and Distribution Operations, for Jan/Feb
- Office Salaries on budget at 17% of annual

- Expenses (after adjustments) – 30% under budget

Water:

Cash on Hand: \$50,223

LTD to total Assets Ratio: 22.8%

Net Profit (loss) to date: (\$15,463)

- Tax Revenue: none to date
- Expenses overall – 48.6% underbudget
 - Labor – overbudget by approx. 60% or \$6K
 - Outside Services – overbudget [Fred’s Energy repairs]

Wastewater:

Cash on Hand (\$165,555)

LTD to total Assets Ratio: 12.9%

Net Profit (loss) to date: (\$25,218.50)

- Tax Revenue: none to date
- Expenses overall 40% underbudget
 - Labor on budget at 17% of annual
 - Training, Fuel, Lift station, scada: overbudget

The Village Business Manager indicated that the Village was going to go back to disconnect notices for delinquent Water & Sewer bills. Since this action has not been taken for about 8 years the Village has some details to work out with how the process would roll out and be handled.

Gina Lyon made a motion to approve the Financial Reports for Period Ending February 29, 2024. Marilyn Prue seconded, and the motion carried.

The Village sent out 3 requests for proposals on auditing the 2023 Village annual financials. KBS came back as the only interested party. Gina motioned to accept the offer from KBS and Marilyn seconded. The motion carried.

DISCUSSION ITEMS:

- I. **NEKO Activities Update:** Meghan Wayland of Northeast Kingdom Organizing (NEKO) indicated that they wished to add Wednesday hall use to their current Tuesday, Thursday office space use. They wish to pay rent and ask the Trustees what they feel is fair. With discussion the Trustees decided to have Meghan and Vera meet to come up with an agreed upon rent. In addition, Meghan proposed the purchase of a digital projector using funds from NEKO to show films in the Memorial Theater. NEKO will do research on this effort with Andy Sicard. In addition, NEKO applied for a grant to assist with public transportation and won a grant for \$53,000. They are working with RCT to map out a loop from Barton Village to Derby. Another grant was won of \$50,000 to assist BASSI and other food initiatives taking place in the Village of Barton. The presence of NEKO has only strengthened the community of Barton and both NEKO & the Trustees have mutual respect.

Building Resilient Infrastructure and Communities (BRIC) Grant for Local Hazard Mitigation Plan (LHMP): The Town of Barton (including Barton Village and Orleans Village) has been awarded a subgrant under the Building Resilient Infrastructure and Communities (BRIC) by Vermont Emergency Management (VEM) for the purpose of updating the town’s Local Hazard Mitigation Plan (LHMP). More information will be made available as it presents itself to the Village Trustees.

Salt/Sand Shed Update: As the Board is aware, the USDA grant awarded for the construction of the new salt/sand shed falls significantly short of the amount required. In the search for additional funding, it was discovered that the Town of Barton has what is called a UDAG Fund possibly available for miscellaneous grants and loans.

- J. **Wastewater Operations Update | Flood Update:** NONE
- K. **Management/Staff Report:** Of note; Current Wastewater User Fees – Rate increase of 28.2% (\$17.07 increase based on usage of 4,000 gallons) to begin with April 2024 bills.

Current Water User Fees – Rate increase of 8.8% (\$4.29 increase based on usage of 4,000 gallons) to begin with April 2024 bills.

- L. School zone flashing signs for the 2-way approach of Barton Graded School; the cost ranges from 3k per sign and up based on different options on the signs available. More research will be needed to determine the best location for each sign. Installation is expected to be late Spring.

OTHER ITEMS:

Other Business: None

EXECUTIVE SESSION ITEMS:

- M. The board entered into Executive Session at 7:48pm under- Legal Action: 1 V.S.A. § 313 (a)(1)(E) Gina Lyon made the motion to enter into Executive Session and Marilyn Prue seconded the motion. Motion carried.
- N. The Board came out of Executive Session at 9pm with no action taken
- O. Adjourn-9:01pm

Upcoming Meetings:

SPECIAL Board Meeting: April 29, 2024 to warn for 2nd annual Village Meeting at 4:15pm

Regular board Meeting: April 8, 2024

Regular board Meeting: April 22, 2024

Regina Lyon, Board of Trustees Chair

Barton Village, Inc.
Special Trustees Meeting

Friday, March 29, 2024

4:15pm

Barton Village Memorial Hall

Attendance: Regina Lyon (Chair), Marilyn Prue (Trustee), Ellis Merchant (Trustee),
Vera LaPorte (Business Manager)

Agenda

- A. **Call to Order** – Gina Lyon called the meeting to order at 4:18pm.
- B. **Changes to the Agenda/Additions or Deletions** – Gina Lyon added FEMA Hazard Mitigation Grant Program, Letter to the Selectboard, and NEKO Grant Opportunity under Action Items (D1, D2, and D3 respectively); Vera LaPorte added 2024 Annual Meeting Minutes under Action Items (D4).
- C. **Privilege of the Floor** – None.

ACTION ITEMS:

- D. **Warning for Second 2024 Annual Meeting (Highway Department Budget)** – Gina Lyon made a motion to accept the Warning for a second 2024 Annual Meeting as presented. Ellis Merchant seconded. The motion carried.

D1. FEMA Hazard Mitigation Grant Program – Two property owners in Barton Village have expressed interest in the FEMA Hazard Mitigation Grant Program (HMGP) facilitated by Vermont Emergency Management (VEM) as a result of the July 2023 flood. The HMGP would provide funding to allow the Village to purchase the properties at pre-flood value and demolish any permanent structures on them, creating greenspace to help mitigate future flooding events. The greenspace would then be maintained by the Village in perpetuity. After discussion, Gina Lyon made a motion to approve participation in the HMGP provided that the property owners perform their due diligence and complete any required paperwork ahead of implementation. Marilyn Prue seconded. The motion carried.

D2. Letter to the Selectboard – Gina Lyon presented a letter she composed to the Town Selectboard requesting \$40,000 from the Town’s Miscellaneous Grant Fund to assist with funding the Village’s new salt and sand shed. After discussion, Gina Lyon made a motion to approve of presenting the letter to the Selectboard at their regular meeting on April 1, 2024. Marilyn Prue seconded. The motion carried.

D3. NEKO Grant Opportunity – Northeast Kingdom Organizing (NEKO) hosted a meeting online on 03/28/2024 to discuss applying for a grant of up to \$10,000 through the Vermont Community

Foundation called “Arts and Community Spaces: Coming Together After the Floods.” Many ideas were discussed, such as painting a mural, throwing a block party, and revitalizing the Brick Kingdom trail behind EM Brown. NEKO has asked the Board for their support and whether the Village would be the fiscal sponsor should they receive the grant. After discussion, Gina Lyon made a motion to support NEKO’s request and serve as the fiscal sponsor for the grant. Marilyn Prue seconded. The motion carried.

D4. 2024 Annual Meeting Minutes – After review, Marilyn Prue made a motion to approve the 2024 Annual Meeting Minutes as presented. Gina Lyon seconded. The motion carried.

OTHER ITEMS:

E. **Other Business** – None.

F. **Adjourn** – Gina Lyon made a motion to adjourn. Ellis Merchant seconded. The motion carried and the meeting adjourned at 5:56pm.

Upcoming Meetings:

Special Board Meeting: April 1, 2024 (Town Selectboard)

Regular Board Meeting: April 8, 2024

Regular Board Meeting: April 22, 2024

2024 Second Annual Meeting: April 30, 2024

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 Carrier
Date: April 8, 2024
Subject: Agenda Item #G - Wastewater Cash Deficiency/Short-term loan

As the Board is aware, the wastewater fund has had a cash deficit for some time. This started in April of 2022 and has been in a deficit position since that time.

For some background, prior to 2022, the Village was utilizing Utility Partners to manage the water and wastewater facilities; however, in December of 2021, it was decided to hire an internal wastewater manager and in September of 2022, a DPW utility worker was hired, primarily to work at the wastewater plant. The cost of two new employees, combined with the effort to make repairs at the plant and operating over-budget for many years have contributed to the declining cash balance since the current period receipts are clearly not covering the current period costs.

The cash balance as of Friday, April 5th (so excluding any payments included in the warrant for Monday April 8th) is a deficit of (\$159,142). This deficit is reducing the overall general cash balance, making the Village short to pay other department invoices.

In an effort to cover the prior year shortfalls, the wastewater department needs an infusion of cash. To avoid overdrafts and the Village's overall ability to pay current invoices, I would recommend the Board authorize the transfer of \$200,000 from the Village reserve to the wastewater fund. This is a temporary fix and would be considered a loan from the Village to the Wastewater department for a specified period of time until the Board can determine the best avenue to finance the shortfall or recover the shortfall from other sources.

Proposed Motion: The Board authorizes the transfer of \$200,000 from the Village reserve to the Wastewater department. This transfer shall be considered a short-term loan, not to exceed a period of one year. The wastewater department shall pay the Village reserve interest quarterly, on the loan in the amount of 3.5% for the period the amount remains outstanding and unpaid to the Village.

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

Memorandum

To: Barton Village Board of Trustees
From: Vera LaPorte
Date: April 8, 2024
Subject: Department Operations Updates
Agenda: Agenda Item "H"

Electric Department

- Winter disconnection rules are no longer in effect as of 4/01/2024 and disconnection notices have been mailed. The total amount due from these customers is \$86,256.37 (does not include customers on payment plans). Disconnections are scheduled to take place on 4/23/2024, 4/24/2024, 4/25/2024, 4/30/2024, and 5/01/2024.
- There was a total of 77 outages over the 4/03/2024-4/04/2024 storm, caused mainly by heavy snow forcing trees onto the lines. Power was restored within a few hours in all cases. The number of outages during these storms continue to decrease as we focus on tree trimming.

Wastewater Department

- Mike Mainer from Aldritch & Elliott will present options and recommendations for the WWTF project at the 4/22/2024 BOT meeting.
- New rates for wastewater will be implemented with the April billing (\$44.23 base and \$8.33/1000 gallons).
- The disconnection procedure for delinquent accounts will be as follows: Notices will be mailed 7 days after the monthly due date of the 12th. Customers will then have 14 days after that to make payment or enter into a payment agreement for the delinquent balance. If neither condition is met, disconnection will commence on the next day (adjustments will be made for weekends and holidays). Disconnection/reconnection fees are currently \$25.00 with after-hours reconnection at \$37.50. The total amount due on delinquent water/sewer accounts as of 4/05/2024 is \$18,291.44 (does not include accounts sent to tax).
- The wastewater treatment facility continues to operate well and all reporting deadlines are being met.

Water Department

- Water Manager Lucas DiMauro is in the process of obtaining another estimate for the rehabilitation of the carbon filters at the water treatment facility.
- New rates for water will be implemented with the April billing (\$26.93 base and \$6.53/1000 gallons).
- Disconnection procedure: See Wastewater Department update.
- The water treatment facility continues to operate well and all reporting deadlines are being met.

Highway Department

- Plowing during the 4/03/2024-4/04/2024 storm was performed quickly and thoroughly.

Proposed Motion: None.

Barton Village Inc.
P.O. Box 519
Barton, VT 05822-0519
Phone: (802) 525-4747

WARNING - THIS IS A NOTICE THAT YOUR WATER/WASTEWATER SERVICE IS ABOUT TO BE DISCONNECTED

Date: 04/05/24

Customer Name
Address

Account No.:
Location:
Delinquent Amount:
Total Amount Due:

SERVICE DISCONNECT DATES: 05/06/2024

According to our records, your water service is still unpaid. Please make full payment of the account or contact our office to make satisfactory arrangements before the first disconnect date shown above. If this is not done, we will no longer be able to extend credit and will have to discontinue your service on that day or any of the following four business days. ("Business days" means Monday through Thursday, excluding legal holidays when the office is not open). An unpaid bill may become a lien on your real property.

If payment has already been sent, we recommend that you contact our office to make certain that your payment is recorded on your account by the disconnect date as such payment may have become delayed or lost in the mail. Payment in the mail does not constitute payment until received by us.

SPECIAL CHARGES: Section 5151 of 24 V.S.A. provides that we charge a fee for coming to your location to collect the amount overdue. The same statute also provides that we shall charge a reconnection fee for restoration of service if your service has been disconnected for nonpayment. These fees are as follows:

Collection Trip:	\$25.00	Reconnection (after hours/holidays)	\$37.50
Reconnection (regular hours):	\$25.00		

THIS IS A FINAL REQUEST FROM: Barton Village, Inc., P.O. Box 519, Barton, VT 05822, (802) 525-4747

OTHER IMPORTANT INFORMATION: If you have a question concerning this bill or if you want to seek an agreement with us to pay the balance due in partial payments over a period of time, you should contact this office as soon as possible after receipt of this notice. In the event an agreement is entered into, failure to abide by its terms can lead to disconnection without further notice. If disconnection would result in an immediate and serious health hazard to you or to a resident within your household, disconnection will be postponed upon presentation of a duly licensed physician's certificate.

APPEALS: If you cannot reach agreement as to payment of this bill with the person whose names appear above, you may appeal to: Chairperson, Barton Village Trustees, P.O. Box 519, Barton, VT 05822, (802) 525-4747

An appeal cannot be undertaken unless you first attempt to settle with the credit department. You may appeal only as to the proper amount of your bill or the correctness of application of the rules and regulations. You may not appeal as to the level or design of the rates themselves. No charge will be made for the appeal. However, undisputed portions of the charges giving rise to this notice must be paid before the disconnection date given above.

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

Memorandum

To: Barton Village Board of Trustees
From: Vera LaPorte
Date: April 8, 2024
Subject: Salt/Sand Shed Update
Agenda: Agenda Item "I"

As the Board is aware, some of the anticipated grant funding from the USDA fell through due to the program not being as well funded as in previous years.

On 4/01/2024 the BOT attended the Town's regular Selectboard meeting to request funds from their Miscellaneous Grant Fund but as of 4/05/2024 there has been no response.

Crystal Currier continues to search for additional grant opportunities to fund the salt/sand shed.

Proposed Motion: None.

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

Memorandum

To: Barton Village Board of Trustees
From: Vera LaPorte
Date: April 8, 2024
Subject: Management/Staff Reports; Upcoming Items
Agenda: Item "J"

Office Equipment/Computers:

- *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 in June with US postal requirements. I will be bringing options for replacing this machine to the Board in the near future
- The new WWTF computer has been successfully installed

Barton Memorial Building:

- NEK'D Plumbing completed their work on the Hall bathroom on 3/25/2024 and at the estimated price.

Village

- Sidewalks
- LHMP – BRIC grant has been awarded to the Town in the amount of \$11,835 to update the LHMP
- LEMP – Local Emergency Management Plan will be re-adopted after the Village annual meeting and filed with the Regional Planning Commission by May 1, 2024

Highway Department

Current Projects:

- Eastern Ave/Route 16 Ditching – Complete, Vera reached out to VT State on 01/02/2024 to ask if it can be included in the Municipal Grant in Aid Funding, reply pending
- Damage to Duck Pond Road from 12/18/2023 storm will be addressed in new FEMA disaster 4762DR-VT
- Andy to obtain paving estimate for West Street North
- Salt/Sand Shed Project
 - Project Engineer, Tyler Billingsley East Engineering working with Crystal and USDA

- Construction/Funding Options – Some USDA grant money awarded (see Salt/Sand Shed Update memo from BOT meeting 03/11/2024), Town possibly has funds available through Miscellaneous Grant Fund

Wastewater Department

Pending Projects:

- Wastewater Infrastructure Improvements
 - Aldrich & Elliot – Agreement approved 06/12/2023. 30% progress meeting with Michael Mainer/VT State on 10/30/2023, 60% progress meeting on 02/13/2024
 - VT Dept of Environmental Conservation State Revolving Loan Programs funding application completed and approved June 12, loan documents received 10/04/2023 and approved by BOT on 10/16/2023. Two payments received so far in the amount of \$11,450
 - DRAFT sewer ordinance and surcharge procedure complete and currently under BOT review, will readdress in future meetings
- VT Department of Environmental Conservation Inspection Report Response
 - Initial response provided by Tim
 - NOAV letter received 10/02/2023. NOAV response is complete and VT State is happy for now
- Insurance/FEMA recovery for flood damage – Two projects from the July 2023 have been paid by FEMA for a total of \$10,428.08 (75%) currently reimbursed, FEMA has now announced that they will cover the remaining 25% for these two projects (\$3,476.02)
- Glover Agreement – Michael Mainer from Aldrich & Elliott to research in tandem with the Village's rates, will perform a holistic rate study of Barton Village and Glover rates

Water Department

- May Pond Land Research
- Lucas working with Crystal on State of Vermont Revolving Loan Application for capital projects
- 01/31/2024 Do Not Drink Order/Event went as smoothly as could be anticipated, State involvement was immediate and decisive

Hydro Plant

Pending Projects:

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

Electric:

Rate Case

- Rate increase approved at 10.82% on 11/16/2023

IRP [Integrated Resource Plan]

- IRP approved by the PUC 11/16/2023, next filing due no later than 03/06/2026

High Street Site Investigation & Remediation

- Contract balance amount is \$169,445, paid to date is \$156,112.29, balance is \$13,332.71
- Sampling completed 10/29/2023 and VHB currently compiling data as it comes in

AMI – VPPSA Project – determine participation

Outages on 11/27/2023, 12/04/2023 and 12/18/2023

- Proved challenging but response and organization is getting better as it is fine-tuned, Orleans Electric and Barton Village employees did an excellent job
- Working on vegetation management plan with Dave DiSimone to reduce outages by identifying and cutting problem trees/brush, particularly along main trunk line
- Planned outage on 01/12/2024 went well, but local businesses unhappy with loss of business during that time – will add businesses to Critical Care list for outage alerts

GIS Project

- Vera/Andy/Garrett attended training in Orleans on 02/08/2024 to complete the GIS inventory project for the distribution system started by summer help in 2023

Misc Items:

- Website – Vera working on it when she can