

Barton Village, Inc.
Regular Trustees Meeting

Monday, December 23, 2024

6:00 PM

Barton Village Memorial Hall

Attendance: Gina Lyon (Chair), Marilyn Prue (Trustee), Ellis Merchant (Trustee), Vera LaPorte (Business Manager), Amy Braun (Lead Finance/HR), Jacqueline Laurion (Clerk), David Billado

Agenda

Full agenda with additional details can be found at <https://bartonvt.com/agenda-minutes/>

Audio recording of this meeting can be found for 30 days following the official approval of these minutes at the next Regular Board of Trustees Meeting on January 13, 2025 at <https://bartonvt.com/agenda-minutes/>

- A. **Call to Order** – Gina Lyon called the meeting to order at 6:02pm.
- B. **Changes to the Agenda/Additions or Deletions** – Marilyn Prue would like Item G to moved to Executive Session. Gina Lyon made a motion to move Item G to Executive Session - Personnel: 1 V.S.A. § 313 (a)(3). Ellis Merchant seconded and the motion passed.
- C. **Privilege of the Floor** – None.

ACTION ITEMS:

- D. **Minutes from the Regular Board of Trustees Meeting December 9, 2024** – Gina Lyon made a motion to approve as presented. Marilyn Prue seconded. Motion carried.
- E. **Minutes from the Special Board of Trustees Meeting December 11, 2024** – Gina Lyon made a motion to approve as presented. Marilyn Prue seconded. Motion carried.
- F. **Bills and Warrants** – Marilyn Prue reviewed accounts payable and warrant. The question on the table is do we have to pay out AP in total in December or can some of it wait until the first of the year. A discussion took place as to what could be removed in December to pay out in January 2025.
- G. **3.2% COL Increase for Non-IBEW Personnel** – Moved to Executive Session Personnel: 1 V.S.A. § 313 (a)(3)
- H. **Financial Reports for Period Ending 11/30/2024: - Details can be found at <https://bartonvt.com/agenda-minutes/>.** Gina Lyon made a motion to approve as presented. Ellis Merchant seconded. Motion carried.

- I. **Resolution for Authorized Representative to USDA:** As the Board is aware, the Village is facing a large wastewater facility project that will require funding. Mike Mainer with Aldritch + Elliott has suggested that the Village submit a grant application to the United States Department of Agriculture (USDA) Rural Development (RD), which requires that the Board authorize representatives for the purpose of applying for the grant. This document must be uploaded to the USDA's RD Apply website to begin the application process. The grant application is due January 15, 2025. Gina Lyon made a motion to approve Vera LaPorte and Amy Braun as authorized representatives to the USDA Rural Development grant program. Ellis Merchant seconded. Motion passed.

DISCUSSION ITEMS:

- J. **CY 2025 Budgets** – Following the budget discussion at the meeting on December 11th, the following changes were made. The updated drafts are attached for your review and further discussion.

Village

Changes:

- Updated interest income related to internal note with Wastewater
- Added line item for "Buildings/Structures-Municipal Lane" to Capital Expenditures/Capital Reserves/Debt Service
- Included \$312,000 for Buildings/Structures in Capital Expenditures [Salt/Sand Shed]
- Included \$231,900 in Grant Revenue from USDA for Salt/Sand Shed
- Added Debt Service of \$58,100 for Buildings/Structures-Municipal Lane
- Added \$20,000 to reserve for Building/Structures reserve
- Utilizes \$20,000 of Building/Structure reserve
- Reduced Capital Replacement Reserve to \$10,000
- Reduced BMB Reserve to \$10,000
- Reduced PP reserve to \$5,000

RESULT:

- **Tax Revenue 4.4% increase over CY2024 Budget**
- **\$6.00/\$100K home value**

Highway

Changes:

- Updated hours for DPW (Andy, Garret) for winter
- Removed Grant Revenue from USDA \$231,900
- Removed Debt Service for Salt/Sand Shed
- Reduced Paving Reserve to \$25,000
- Reduced Skid Steer/Snowblower reserve to \$5,000

RESULT:

- **Tax Revenue 10.2% increase over CY2024 Budget**
- **\$68.53/\$100K home value**

Electric

Changes:

- Added Capital Budget Items

RESULT:

- **Net Loss of \$519K primarily due to Capital Upgrades**
- **Will need to review for financing of capital upgrades and related rate impact**

Water

Changes to Tax Revenue:

- Assumes \$20K of ERAF grant revenue transfers to “Generator” reserve in CY2024
- Utilizes \$20K of Generator reserve and \$20K of Capital Reserve for Generator purchase/installation
- Updated cost of Re-Epoxy Filters capital project
- Added grant to reflect cost of Re-Epoxy Filters capital project

RESULT:

- **Tax Revenue 2.3% increase over CY2024 Budget**
- **\$3.00/\$100K home value**

Changes to User Rates/Operations:

- Updated hours for Water Operations Labor
- Increased Chemicals to \$20,000
- Added 3% increase in user rates; represents increase of \$1.60 /month for usage of 4,000 gallons

RESULT:

- **Net Income of \$18,103; net cash flow increases of \$11,500, if budget is maintained**

Wastewater

Changes to Tax Revenue:

- Increased Debt Service for Village Loan to 7.5 yr payback
- Reduced Capital Reserve and Major Repair Reserve to \$7,500 each

RESULT:

- **Tax Revenue 6.6% increase over CY2024 Budget**
- **\$8.15/\$100K home value**

Changes to User Rates/Operations:

- Added 4% increase in user rates; represents increase of \$3.10 /month for usage of 4,000 gallons

RESULT:

- **Net (Loss) of (\$120,268) with a cash flow deficit of (\$29,811) if budget is maintained**

K. **Hydro Facility Upgrade Update** – As of the date of this memo, the backup generator installation at the hydroelectric facility is 90% complete. According to Facility Operator Denis Fortin the “tie in” will have to wait for water levels to return to normal, otherwise he would be unable to stop the generators from spinning (a problem that the backup generator will solve in the future).

L. **Flood Update** – Details can be found at <https://bartonvt.com/agenda-minutes/>.

Highlights

- 12/13/2024 – Recovery Scoping Meeting (RSM) with FEMA to go over Disaster Inventory (DI). The dredging at the Doyle Lane pond was included.
- 12/27/2024 – FEMA site inspection scheduled for High Street, Lincoln Avenue, and Doyle Lane. DPW Foreman Andy Sicard and Water Operator Lucas DiMauro will also attend.

M. **Department Operations Update** – Details can be found at <https://bartonvt.com/agenda-minutes/>.

OTHER ITEMS:

N. **Other Business** – Gina Lyon received an email from the State regarding the local hazard mitigation plan. This belongs with the town of Barton and not with the Village.

It was also noted that the Village has not received payment of rent for the use of the Village Memorial Hall. The total due is \$875.00, \$125 per month. Vera LaPorte will place a call to them to inquire about past due rent.

Marilyn Prue asked about cell phone coverage for Village eligible employees. Vera LaPorte gave an update as various staff had different requirements.

Ellis Merchant brought up a concern he had regarding a possible misunderstanding regarding the drinking of the Village water, specifically at Barton Graded. The water supply is fine to drink, but the school is handing out bottled water. Vera LaPorte is going to reach out to the school and the Village Water treatment manager to discuss where the misunderstanding took place. The water is fine to consume throughout the Village.

EXECUTIVE SESSION ITEMS:

O. **Executive Session - Legal Action: 1 V.S.A § 313 (a)(1)(E)** – None.

P. **Executive Session - Personnel: 1 V.S.A. § 313 (a)(3)** – Gina Lyon made a motion to go into executive Session at 7:56pm Marilyn Prue seconded. Motion Approved.

Agenda Item G was tabled pending employee reviews. The Board came out of Executive Session with no other action taken. Gina Lyon made a motion to adjourn. Marilyn Prue seconded. All approved and the motion carried.

Q. **Adjourn** – Meeting adjourned at 9:02pm.

Upcoming Meetings:

Regular Board Meeting: 01/13/2025

Regular Board Meeting: 01/27/2025