

**Barton Village, Inc.**  
**Regular Trustees Meeting**

Tuesday February 25, 2025

6:00 PM

*Barton Village Memorial Building – Back Office\*\*Meeting to be moved downstairs in the event there is an access issue for any attendee or participant. To request meeting be moved to downstairs prior to the scheduled date and time, please call the office at 802-525-4747, Monday – Friday, 7:30am – 4pm.\*\**

**Attendance:** Gina Lyon (Chair) Marilyn Prue (Trustee) Ellis Merchant (Trustee) John Morley (Business Manager) Jacqueline Laurion (Clerk)

**Agenda**

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

- A. **Call to Order:** Gina Lyon called the meeting to order at 6:01pm.
- B. **Changes to the Agenda/Additions or Deletions:** Gina Lyon would like to add action item J regarding Pageant Park. John Morley would like to add an action item K NEMRC.
- C. **Privilege of the Floor:** None

**ACTION ITEMS:**

- D. **Minutes from the Regular Board of Trustees Meeting February 11, 2025:** Gina Lyon made motion to approve the minutes as presented. Ellis Merchant seconded the motion. Motion carried.
- E. **Bills and Warrants:** Gina Lyon made a motion to review as the meeting continues & approve at the end of the meeting. Marilyn Prue seconded the motion. Motion carried.
- F. **Highway Certificate Correction:** Gina Lyon made an updated motion from the 2/11/2025 Trustee meeting to the HC without adding deleting or amending any new roads for this current year. Marilyn Prue seconded the motion. Motion carried.
- G. **LRUHS Coin Drop Application:** Darcy LeBlanc submitted a coin drop application. Request for 7/5/2025 (Saturday) with alternative date of 7/12/2025 (Saturday). 9am to 2pm. The location will be near the JP Sicard office. Gina Lyon made a motion to approve the LRUHS Coin drop application. Marilyn Prue seconded the motion. Motion carried.
- H. **NEKO Rental Agreement:** Received from NEKO and signed by Audrey Grant for use of the kitchen and hall Tuesday and Thursday 9am to 3pm. NEKO & the Trustees came to an agreement of \$500 a month for rent. Gina Lyon made a motion to approve the NEKO rental hall agreement. Ellis Merchant seconded the motion. Motion carried.
- I. **December Financials:** The December financials were reviewed, and John Morley would like to have an opportunity to review each department as it ties in with the NEMRC system that will be reviewed in item K. While it is correct, it can flow better and once John sits down with Crystal Currier, they can make some structure changes to the flow sheets. Gina Lyon made a motion to approve the December financials as presented. Marilyn Prue seconded the motion. Motion carried.
- J. **Pageant Park:** The 2025 fees and agreements discussed will be updated to be sent to the potential seasonal campers at Pageant Park. While the fees increased for the 2024 season, expenses have continued to increase. Each site has its own electrical box, and this was

introduced in 2024 and worked out well. An ad will be placed for the 2025 season caretaker and a new contract will be introduced to the caretaker. An ad will be posted on social media and run in the Barton Chronicle. The Trustees decided that seasonal camping rates will have to increase by \$200.00. Single seasonal pass will be increased to \$25 and \$45 for family pass. Day use will stay the same at \$3.00. Rental Pavilion would increase to full day rental only and \$75.00 fee. Pop up camping will now be \$45.00 per night. Tent \$30.00 per night. Gina Lyon made a motion to approve the Pageant Park rate increases for the 2025 camping season. Ellis Merchant seconded the motion. Motion carried.

- K. **NEMRC - New England Municipal Resource Center:** John Morley noticed that the Barton Village accounting system may not have been properly set up. NEMRC's recommendation is to start fresh/clean slate at the start of the year, but since that cannot take place, a start date of March will take place. NEMRC can remote into the system and make updates to the general structure platform configurations of the current system. NEMRC also offers other accounting services that can be considered. It is the recommendation of John Morley to contract with NEMRC to get the accounts organized and structured the way they were meant to be. Gina Lyon made a motion to sign the bulk-time purchase agreement. Ellis Merchant seconded the motion. Motion carried.

#### **DISCUSSION ITEMS:**

- L. **FirstNet Phones:** Amy Braun drafted a FirstNet phone policy for the Village Personnel that are receiving a phone to sign and receive their FirstNet phone. This phone is for Village Personnel use for their day-to-day work use and specifically during emergencies where regular cell service fails. The past two years of flooding have proven the need for these emergency phones to be used instead of their personal phones.
- M. **MERP:** A communication was sent out to MERP Grant Program Manager expressing the Villages withdrawal from the Grant process. Gina Lyon advised the MERP team that the Village did not have the resources to dedicate to this large project management initiative. Of the \$300,000 the Village may be able to take 20% and hire a person to manage this project. Outreach was made to Gina by a person MERP identified to set up a meeting to discuss this grant project. Gina will reach out to this person to have a conversation as to what they are offering to take on.
- N. **Special Meeting March 4<sup>th</sup>:** Gina Lyon would like to call a special 4:30pm Trustee meeting to review two items on the agenda. Meet with Ken Nolan regarding AMI. In addition, go over the Annual Village Meeting that is taking place on the 11<sup>th</sup> of March.
- O. **Finance Manager Position:** John Morley has been in contact with VLCT, who may be able to function as a recruiter to find a Finance Manager and permanent Business Manager for the Village of Barton. John then met with Municipal Management Services Incorporated who can also aid in locating people to apply for these two open positions with the Village of Barton.
- P. **VLCT - Ethics Policy and other Policies:** John Morley also spoke with VLCT regarding Village/business ethic policies. A complete review of all policies will be reviewed by VLCT, and they will then advise on the next steps and recommendations for the Village to adopt/update and review.
- Q. **FEMA Update:** Gina Lyon has been working on the FEMA summary sheets for flood related activities. Gina is meeting with John Morley and Andy Sicard on Friday morning (2/28/2025) to sort through the various open summary sheets. A question pertaining to the aqueduct in the Village of Barton was discussed with Eric Pope who is currently doing a hydrology study starting up from High Street and down to the Village Main Street. Research would have to take place to see who owns the aqueduct.

**R. Department Operations Updates:** John Morley updated the Trustees of the following:

Electric Outage on Route 58 (2/26/2025): Customers have been notified.

**Hydro Plant:**

There is currently a large leak at the Hydro Plant that will force the manual shut off the gate. This will take an immense amount of work to close. In addition, the plan needs to replace the exciter 100%, which cannot be fixed.

Denis Fortin (Hydro Plan Manager) is coordinating with vendors for proposals to replace the exciter.

**Village Department:**

Cold patching is to take place on the Village roads.

The Village snow blower is experiencing repair issues that need attention.

**Water Department:**

Barton Graded School still does not drink Barton Village water.

John Morley will reach out to the school superintendent to assure them that the water is safe to drink and will send supporting documents.

Ellis Merchant Inquired about the following items.

School Safety Signs: Ellis is seeking an update on safety signs that have been delayed for months. A review of the purchase orders and a follow-up with the vendor will be necessary. John Morley will reach out to the Vendors for an update.

Village Hydrants: Ellis also inquired about who cleans the Village hydrants. He has personally been going around his road and cleaning them out after the snowstorms. John will speak with Andy Sicard to organize this and will also locate a hydrant map for the Village to keep on file.

**OTHER ITEMS:**

- S. **Other Business:** Gina Lyon added that the Village office has the annual meeting booklets ready for Village residents.

**EXECUTIVE SESSION ITEMS (if needed):** - None. Not needed.

- T. Executive Session - Legal Action: 1 V.S.A. § 313 (a)(1)(E)

- U. Executive Session - Personnel: 1 V.S.A. § 313 (a)(3)

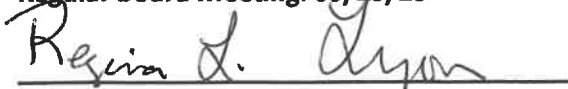
- V. **Adjourn:** Gina Lyon made a motion to adjourn at 8:17pm. Ellis Merchant seconded the motion. Motion carried.

**Upcoming Meetings:**

**Special Board Meeting: 03/04/2025**

**Annual Meeting: 03/11/2025**

**Regular Board Meeting: 03/25/25**



**Regina Lyon, Board Trustee Chair**