

Barton Village, Inc.

Regular Trustees Meeting – Minutes

Tuesday, November 11, 2025

6:00 PM

Barton Village Memorial Building – Back Office

(Meeting to be relocated downstairs if accessibility accommodations are needed; requests may be made by calling 802-525-4747, Monday–Friday, 7:30 AM–4:00 PM.)

A. Call to Order

Chair Gina Lyon called the meeting to order at 6:02 PM.

Attendance

- **Gina Lyon – Chair, Business Manager**
 - **Marilyn Prue – Trustee**
 - **Ellis Merchant – Trustee**
 - **Shelia Martin – Finance Manager / HR**
 - **Jacqueline Laurion – Clerk**
 - **Johanna Pastel – Lake Region Theater**
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B. Additions or Deletions to the Agenda

Added two action items: I. - Water, Sewer & Electric bill write-offs, and J. – Asset Management Revolving Loan Agreement

C. Privilege of the Floor

- None.
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ACTION ITEMS

D. Minutes – Special Board Meeting (October 27, 2025)

Motion by Ellis Merchant to approve the minutes as presented.

Seconded by Marilyn Prue.

Motion carried.

E. Minutes – Regular Board Meeting (October 28, 2025)

Motion by Gina Lyon to approve the minutes as presented.

Seconded by Ellis Merchant.

Motion carried.

F. Bills and Warrants

Motion by Marilyn Prue to approve the Bills and Warrants as presented.

Seconded by Ellis Merchant.

Motion carried.

Motion by Gina Lyon to change Bills & Warrants review to *weekly* instead of bi-weekly.

Seconded by Marilyn Prue.

Motion carried.

G. Financial Reports – Period Ending September 2025

- Reviewed by Shelia Martin.
- Discussion regarding autopay for routine bills and preference for weekly Bill & Warrant review.

Motion by Gina Lyon to approve the financial reports.

Seconded by Ellis Merchant.

Motion carried.

H. Lake Region Theater – Use of BMB Theater - Johanna Pastel spoke to the Trustees regarding renting the theater once again for the 2025/2026 theater season.

- Request for use December 2025 – March 2026.
- Noted issues: plywood flooring could cause splinters on stage, backdrop needs fresh paint, side stairs need to be improved, and improved stage lighting.
- MERP grant may support lighting upgrades.
- Historical Preservation to be consulted by Gina before any upgrades/repairs can be made. Gina to follow up with Johanna.

Motion by Gina Lyon to approve theater use with mutually agreed financial terms.

Seconded by Marilyn Prue.

Motion carried.

I. Water, Sewer & Electric Bill Write-offs

Six properties sold had uncollected balances due to clerical errors.

Motion by Gina Lyon to write off:

- \$866.64 Water & Sewer
- \$411.73 Electric

Seconded by Ellis Merchant.

Motion carried.

Sheila Martin will continue reviewing the remaining outstanding electric accounts and it will be discussed at a future Trustee meeting.

J. Asset Management Revolving Loan Agreement

The loan requires the signatures of the full Board and the Finance Manager.

Motion by Gina Lyon to sign the \$50,000 Vermont State Revolving Water Treatment Plan forgivable loan.

Seconded by Ellis Merchant.

Motion carried.

DISCUSSION ITEMS

K. Department Operations Updates

K1. Department of Public Works

- Reginald Prue JR. accepted part-time position and started on 11.04.25. Reginald is a former temporary summer DPW worker.
- Winter notice has been distributed via multiple channels, email, social media, on Website, and at the Village Office.
- Salt & Sand shed delivery is now expected on 11/21/2025. Ongoing delays out of the hands of DPW.

- Backhoe failure requires major repair; potentially up to 10K in cost. The Village of Orleans will be renting its backhoe to the Village of Barton so they can wrap up some outstanding projects that require the use of a Backhoe. The financial Backhoe line item has a total of \$29,174.00 that can be considered for use.

K2. Electric Department

- DCU attachment to poles for AMI project is ongoing.
- AMI meters to be ordered and will enhance billing efficiency.

K3. Hydro Plant

- Project progressing with one-month construction delay. The new opening month is December 2025
- System component evaluations underway. The new headgate is working via automation. No more manual work on that piece.
- Automatic headgate installed; penstock #2 fabrication ongoing.

K4. Water Treatment Plant

- DEC service line notices due 11/15. This is pertaining to Vermont Department of Environmental Conservation, Drinking Water and Ground Water Protection Division (DEC) to be received by Village residents regarding the material of their water service line.
- Website link provided for resident information. WWW.bartonvt.com Click on the ***Regarding your water service line ** link.
- Three pneumatic pistons were ordered at a total cost of \$700, including shipping.
- Generator project advancing.

K5. Wastewater Treatment Plant

- Lagoon “bee” to be removed for winter; return expected to be Spring 2026.
- Aldrich & Elliot are scheduled for a December meeting to discuss next steps and potential bond vote.

K6. Office

- Billing alignment underway for water, sewer, and electric.
- Tax payments are approximately 50% collected.

- Taxes due November 21.

K7. Pageant Park

- No updates.
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L. Other Business

- Gina Lyon will be attending NVDA/VLCT event 11/12/2025 in Newport.
 - Gina requested November 26 off.
 - Tax abatement hearing to be scheduled for Bellview camper.
 - Barton Village Tree work quotes from H Bros total approx. \$21,000; line item over budget by \$6,400. There are several trees posing a risk, and if taken down now, they will save the Village a large sum of money needed to do electrical repair if the trees fell on power lines.
 - Ellis Merchant recused himself due to employment with H Bros.
 - Work deemed necessary by Marilyn Prue.
 - Gina will coordinate with John Morley.
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EXECUTIVE SESSION

M. Executive Session – Legal (1 V.S.A. § 313(a)(1)(E))

- Not needed.

N. Executive Session – Personnel (1 V.S.A. § 313(a)(3))

Motion by Gina Lyon to enter Executive Session at 7:58 PM.
Seconded by Marilyn Prue.
Motion carried.

At 9:15pm Gina Lyon made a motion to exit Executive Session.
Seconded by Marilyn Prue.
Motion carried.
No action taken.

At 9:16pm Gina Lyon made a motion to adjourn.

Seconded by Ellis Merchant
Motion carried.

Upcoming Meetings:
Regular Board Meeting: 11/25/25
Regular Board Meeting: 12/09/25



Regina L. Lyon, Trustee, Board Chair