

BARTON VILLAGE, INC.  
MEETING OF THE TRUSTEES  
DRAFT MINUTES  
AUGUST 28, 2017 6 P.M.

PRESENT: Nate Sicard, Cathy Swain, Tin (Justin) Barton-Caplin, Evan Riordan, Ed Helm

- A. Call to Order: 6:00 p.m. by NS
- B. Changes to the Agenda / Additions or Deletions
  - a. JBC motioned to add Senior Center and Banners on Utility Poles, CS seconded. Unanimous approval.
- C. Meeting Minutes August 14, 2017
  - a. JBC motioned to approve August 14, 2017 Minutes as amended, CS seconded. Unanimous approval.
    - i. Amendment: adding motion authorizing up to \$5000 for services by NEMRC related to accounting software
- D. Privilege of the Floor
  - a. Ed Helm discussed the charges associated with the base fee on the electric meter charger and is requesting that this fee and the resulting balance to date be waived given that the Village had not placed a donation box near the meter as agreed upon
  - b. Evan Riordan suggested that the electric department would assume the cost of the meter given that a donation box is not present and would waive the past charges. Possibly the charges could be counted toward the utility's community service requirement.
- E. Old Business
  - a. None
- F. New Business
  - a. Execute Refunding Documents
    - i. CS motioned to approve and execute the \$200,000 Refunding Loan documents with Passumpsic Bank with first payment due September 1, 2018—documents include Resolution & Certificate, Refunding Note, and Tax Certificate; JBC seconded. Unanimous approval.
    - ii. CS made an advisory motion that an Insured Balance Policy and Risk Management Custodial Credit Risk Procedure needed to be developed, JBC seconded. Unanimous approval.
  - b. Lien Releases
    - i. This discussion was tabled until the lien release documents were presented by staff
  - c. Banners
    - i. Discussion of whether a school project using banners on the utility poles would be supported by Trustees. ER indicated that comcast discouraged it due to increased risk. Trustees indicated support of the idea—as the risk was equal to

or less than risk associated with holiday decorations—securing any needed insurance riders.

G. Other

- a. Approval of Bills, Warrants, and previous Warrants signed
  - i. JBC motioned to approve bills, warrants, and previous warrants signed, CS seconded. Unanimous approval.
- b. Trustee Mail
  - i. VTrans Utility Relocation Agreement & Buy American Certification
    - 1. CS motioned to authorize NS to execute Buy American Certificate associated with Project BHF 2086 (5), JBC seconded. Unanimous approval.
- c. Office Updates
  - i. Due To / Due From Methods, Chart of Accounts, and Consolidation of Checking Accounts
    - 1. Kate Kran provided a written update for
  - ii. Website
    - 1. CS provided an update on the Village Website procurement process
- d. Memorial Building / Senior Center
  - i. CS provided an update on the Senior Center
  - ii. CS and ER mentioned staff complaints about the installed rug in the Village Offices.
- e. Generator Project Purchase Approval
  - i. NS provided an update on the USDA approvals and the project and provided a proposed site plan for the zoning permit.
  - ii. JBC motioned to NS and Andy Sicard to go forward with the quote from Bob's Electric for the 100Kw Generator, CS seconded. Unanimous approval.

H. Executive Session

- a. None

- I. Adjourn: CS motioned to adjourn at 9:15 p.m., JBC seconded. Unanimous approval.