

BARTON VILLAGE INC.
MEETING OF THE TRUSTEES
MINUTES
December 9, 2019 6 PM

PRESENT: Nate Sicard, Cathy Swain, Tin (Justin) Barton-Caplin, Kate Kran, Bill Humphrey (Lyndonville Electric), John Morley III (Orleans Electric), Ken Nolan (VPPSA), Robin Smith (Orleans-Record), Meghan Wayland (Chronicle)

Call to Order: Called to order by NS at 6:00 p.m.

- A. Changes to Agenda / Additions or Deletions
 - a. None
- B. Meeting Minutes November 25th, 2019 Minutes
 - a. JBC motioned to approve November 25th, 2019 minutes, CS seconded. Unanimous approval.
- C. Privilege of the Floor
 - a. None
- D. Old Business
 - a. None
- E. New Business
 - a. None
- F. Other
 - a. Approval of Bills, Warrants, and previous Warrants signed.
 - i. CS motioned to approve bills, warrants, and previous warrants signed, JBC seconded. Unanimous approval.
 - b. Trustee Mail
 - i. Request to not shut off water & waste water
 - 1. No action taken by Trustees
 - c. Office / Facilities
 - i. Budgets
 - 1. Discussion of status of draft budgets
 - a. Kate reported needing membership costs & power purchase estimates from VPPSA for electric department (which was dependent on the VPPSA Board approving the Annual Budget)
 - b. Kate reported working with Andy on DPW related budgets
 - c. Discussion that the budgets needed to be approved by next meeting
 - ii. Electric Department Operations
 - 1. VPPSA
 - a. Discussion of VPPSA Draft Proposal to Assist with Barton Electric Department Operations

- b. Ken Nolan provided an overview of the proposal to have VPPSA provide support to Barton Village and provide management of field operations and coordination of contracted labor for the electric department (see non-confidential VPPSA powerpoint presentation). Additionally, VPPSA would be able to provide intensive capital planning/management expertise.
 - c. Discussion of what the Trustees were hoping for in terms of long term options:
 - i. Sustainability of an electric utility for current ratepayers that is affordable and reliable
 - ii. Reduce management & regulatory burden on Board of Trustees
 - iii. Securing an appraisal that would assist with long term planning options that include all of the following for consideration:
 - 1. selling the utility,
 - 2. selling the utility to another municipal electric department,
 - 3. securing long term contracts for management of field operations
 - 4. recruiting key staff back to the utility
 - d. Discussion of future activities that would benefit Barton Village rate payers:
 - i. Review joint ownership agreements and PILOTs related to poles
 - 1. Westmore provides a 30% credit in PILOT calculation though BVI owns only 50% of pole
 - e. Trustees also discussed some long term staffing models that they are evaluating that include management of DPW functions.
2. Account Write Off's
 - a. Discussion of the need for a well documented procedure for the write off process in Electric vs Water/Waste Water Departments
 - b. JBC motioned to approve and execute \$2,922.98 in Electric Department account write offs, CS seconded. Unanimous approval.
 3. Efficiency VT
 - a. JBC reported out on a recent meeting with a representative from Efficiency VT and how residents of Irasburg & Barton have been identified as paying a higher percentage of income towards utility bills and therefore Efficiency VT has additional incentives for residents in our area.
- iii. Water / Sewer Operations

1. Utility Partners COLA Review & Consideration of Approval
 - a. CS motioned to approve and execute a 1% COLA for the Utility Partners contract, JBC seconded. Unanimous approval.
 2. Account Write Off's
 - a. CS motioned to approve and execute \$1393.70 in water & waste water account write-offs, JBC seconded. Unanimous approval.
- iv. Highway
1. Review 5-year draft strategic plan for highway operations
 - a. Brief status update of review process on plan
- v. Consider Infant in the Workplace Policy
1. This was approved at the last Trustee meeting so Trustees just executed the final copy of the policy
- G. Executive Session:
- a. JBC motioned to enter Executive Session at 8:26 p.m. with Kate Kran to discuss personnel issues, CS seconded. Unanimous approval.
 - b. JBC motioned to exit Executive Session at 8:49 p.m., CS seconded. Unanimous approval.
 - c. No Action Taken
- H. Adjourn: CS motioned to adjourn at 8:50 p.m., JBC seconded. Unanimous approval.

Date of Next Meetings: December 23rd, 2019

Submitted by Tin (Justin) Barton-Caplin | Board Clerk

Attested by Shelia Martin | Village Clerk