

BARTON VILLAGE INC.
MEETING OF THE TRUSTEES
MINUTES
March 8, 2021 6 PM

PRESENT: Nate Sicard, Tin Barton-Caplin (via zoom), Jacqueline Laurion (via zoom), Crystal Currier (VPPSA), Ken Nolan (VPPSA)

Call to Order: Called to order by NS at 6:05 p.m.

- A. Changes to Agenda / Additions or Deletions
 - a. None
- B. Meeting Minutes February 22, 2021
 - a. JBC motioned to approve February 22, 2021, JL 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. JBC motioned to approve bills, warrants, and previous warrants signed, JL seconded. Unanimous approval.
 - 1. Crystal made a note that she worked with Emily to implement a more electronic process for the Payroll system
 - 2. Crystal is also working to review AP prior to the printing of the checks so to reduce the number of journal entries
 - b. Trustee Mail
 - i. None
 - c. Office / Facilities / Operations
 - i. Electric Department
 - 1. Ken referenced the VEC report that NS sent along. But no other communication has occurred with VEC and proposed setting up a meeting with NS, VEC, and Ken/Crystal. There were items in monthly report that Ken just wanted to clarify if it was part of the VEC contract or not.
 - a. NS mentioned that after March 20th, 2021 would work.
 - 2. Ken mentioned that Crystal is working on moving the office to more electronic documentation.
 - 3. Ken brought up just the need for a discussion to set up bounds of Crystal's purview given some of the requests coming from staff.
 - 4. Crystal is working on NEMRC reports that don't add up correctly

5. Crystal is running into road blocks as most files are paper vs electronic and is working towards moving the office to paperless.
 6. Crystal has focused mostly on getting the financial systems to place where she feels confident in the financial statements.
 7. Discussion of the need to update bank signer cards
- ii. Water / Sewer
 1. None
 - iii. Highway
 1. None
 - iv. Other / Memorial Building
 1. Operations during COVID-19
 - a. None

G. Executive Session:

- a. None

H. Adjourn: JL motioned to adjourn at 6:57 p.m., JBC seconded. Unanimous approval.

Date of Next Meetings: March 22nd, 2021

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

Attested by Shelia Martin | Village Clerk