

Barton Village, Inc.
Special Trustee's Meeting
Monday, March 20th, 2023
6:00 pm
Barton Village Memorial Hall
Draft Minutes

PRESENT: Regina (Gina)Lyon, Marilyn Prue, Shelia Martin, Crystal Currier, Ken Nolan, Jacqueline Laurion, David Billado, George Komendat, Joseph Gresser, Leonidas Zenonos (briefly and left)

A. Call to Order:

- a. Gina Lyon called the meeting to order at 6:01 p.m.

B. Changes to the Agenda/Additions or Deletions:

- a. Under G.1. added D. Accept the resignation of Justin Barton Caplin as Trustee.
- b. Under G.1. added E. Purchase of new office equipment.

C. Meeting Minutes from March 13, 2023:

- a. Marilyn Prue and Gina Lyon accepted the March 13, 2023, meeting minutes for public record.

D. Meeting Minutes from March 14, 2023- Yearly Annual Village Meeting:

- a. Marilyn motioned to approve the March 14, 2023, annual meeting minutes. Gina seconded. Unanimously approved. Gina and Marilyn both signed and handed to Shelia Martin for filing.

E. Privilege of the Floor:

- a. Leonidas Zenonos excused himself as he came to offer his services to the newly elected trustees but felt it wasn't necessary as Jacqueline was in attendance as a resource. He was thanked and left.
- b. Jacqueline asked to speak. She offered her services as a community member to assist with the Website, Facebook Page and any administrative duty that she could help with. She presented a three-page packet consisting of previous Trustee roles to Gina and Marilyn, who both accepted graciously and accepted her offer to help.

F. Old Business:

- a. None.

G. New Business:

1. Reorganization of the Trustee Board:

A. Elect a Chair (w/certificate of election):

- i. Marilyn motioned to appoint Gina as Board Chair. Gina seconded. Unanimously approved.

B. Elect a Clerk (optional, also needs certificate of election):

- i. Gina asked how minutes were taken previously. Jacqueline reported Justin Barton-Caplin did. Gina offered to take minutes for tonight and asked if anyone was interested in being clerk. Jacqueline raised her hand and said she would. Marilyn motioned to appoint Jacqueline as clerk. Gina seconded. Unanimously approved.

C. Designate who will take minutes if no clerk:

- i. See G.B.i.

D. Accept the resignation of Justin Barton Caplin as trustee:

- i. Marilyn motioned to accept. Gina seconded. Unanimously approved.

E. Purchase of new office equipment:

- i. Crystal reported that the machine used for folding and stuffing invoices into envelopes is broken, aged, and no longer supported or has replacement parts to fix it. The volume of invoices needing to be mailed is high requiring the need for this machine. Crystal provided two quotes she had for replacement machines and recommended the Quadiant DS40-1. Marilyn and Gina agreed with Crystal's suggestion. George Komendat asked if there was a warranty provided with the machine. Gina reviewed the quote provided to Crystal from Absolute Office Equipment that indicated it would be part of the annual maintenance contract, but Crystal will be verifying this for sure with the company. In the meantime, Memphremagog Press quoted Julie Nelson a fee of \$176.00 to process the invoices for the upcoming billing cycle. Crystal stated they would be using their service as she did not think she could purchase and get the replacement machine in time. Marilyn and Gina agreed with Crystal.

2. Process for appointing Trustee for Justin Barton Caplin who resigned as Village Trustee on March 14, 2023:

- i. Marilyn suggested the Village post an advertisement like a job opening for those interested individuals to submit a letter of interest with a resume to the Trustees. Gina asked which papers the Village uses, the Chronicle, Newport Daily Express, or both. Jacqueline responded in the past they used the Chronicle. Crystal will draft a notice to be published and send to Marilyn and Gina for review. Marilyn suggested the resumes be reviewed at the April 10, 2023, meeting. Gina agreed.

H. Other:

1. Ken Nolan VPPSA discussion of Service:

- a. Ken Nolan reviewed the service agreements VPPSA has with Barton Village. He explained that Barton Electric Department is a member of VPPSA and has been for 20 years. Currently the two board of director seats for Barton Village is Patty Richards and Chris Recchia, two consultants Barton Village has previously obtained. Marilyn asked Jacqueline if she knew where the consultants were with their assessment and recommendations to which Jacqueline responded they were approximately halfway through and would report to the previous trustees at every meeting. Per Ken, the two agreements between VPPSA and Barton Village consist of office management and field operations. Crystal functions as the office manager for the Village and there are three

electric companies managing the electric department; North Line, Village of Orleans, and Village of Lyndonville. The agreements will continue until the Trustee Board indicates a need for a change. Ken discussed the PUC responding to the request for rate increase and will be investigating, which was to be expected. VPPSA will continue to manage this for the Village.

2. Payroll & Warrants:

- a. Marilyn questioned Shelia about payroll, which Shelia explained the process. Jacqueline assisted with questions as well.

3. Meeting minutes and warning of meetings:

- a. Gina kept minutes for this meeting and asked how to post and what the deadline was to warn a meeting if need be. Shelia advised Gina to send the meeting minutes to those that received them in the past, based off from an email received, and to Emily Marlow who will post to the Village's website. Jacqueline stated in the past the meetings were posted three days prior.

I. Adjourn:

1. Gina asked if anyone had anything else, to which no one responded. She motioned to adjourn at 6:50 p.m. Marilyn seconded. Unanimously approved.

Date of Next Meeting: April 10, 2023, at 6:00 p.m.

Submitted by Regina (Gina) Lyon, Board Chair

Attested by Shelia Martin, Village Clerk