

BARRE TOWN SELECTBOARD MEETING AGENDA
October 30, 2018

1. Call to order 6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving minutes from meeting of October 23, 2018.
5. Announcements
6. Receive guests for non-agenda items.
7. Presentation by AccuFund.
8. Consider requesting extension for two stormwater grants held by Friends of Winooski.
9. Consider final acceptance of Carpenter Lane.
10. Consider introduction (first reading) of an ordinance amending the rules of conduct in recreation areas.
11. Consider introduction (first reading) of an ordinance designating Carpenter Lane a stop street.
12. Consider authorizing sale of 2008 Ford 550 one ton dump truck and 2011 Chevrolet pick-up truck.
13. Discuss proposed personnel policy.
14. Consider approving weekly accounts payable warrants for October 30, 2018.
15. Miscellaneous: including licenses and permits, if any.
16. Round Table.
17. Executive session: personnel (action possible).
18. Adjourn.

BARRE TOWN SELECTBOARD MINUTES
October 30, 2018

The duly warned meeting of October 30, 2018 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 6:00 p.m.

The following members were in attendance: Norma Malone, W. John “Jack” Mitchell, Bob Nelson, Tom White and Paul White.

Attendance for the regular meeting included: Town Manager Carl Rogers, Assistant Manager Elaine Wang, Town Clerk-Treasurer Donna J. Kelty, Matt Yezukevich (BlumShapiro Consulting), Bonnie Batchelder and Jaime Babin (Batchelder Associates), Jeff Blow, Ken Carpenter, Michele Braun (Friends of Winooski), Fred Longchamp (St. Sylvester Cemetery), and Eric Blaisdell (Times Argus reporter).

CALL TO ORDER – The meeting was called to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE - Those present recited the Pledge of Allegiance.

APPROVE THE AGENDA

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to approve the meeting agenda as amended: Item 15 – add an item to reconsider personnel action taken at the meeting of October 16, 2018.

MINUTES

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to approve the meeting minutes of October 23, 2018 with minor grammatical and spelling corrections.

ANNOUNCEMENTS

- Do not forget to vote on Tuesday, November 6th. Polling hours are 7:00 a.m. – 7:00 p.m. in the Barre Town Middle & Elementary School Gymnasium. There is no

Selectboard Minutes of October 30, 2018 continued:

deadline to register to vote. To register before election day contact the Town Clerk's Office by calling 802-479-9391.

- The lawn waste site on Holden Road is open 4 days a week, every week, the month of October only; Mondays 3:00 – 6:00 p.m., Wednesdays 3:00 p.m. – 6:00 p.m., Thursdays 9:00 a.m. – Noon, and Saturdays 8:00 a.m. – Noon. Stay tuned to www.barretown.org for the closure date.
- Winter indoor pickleball starts November 4 at the Barre Town Middle & Elementary School gym. Three courts will be available 9:00 a.m. – Noon every Sunday through March. The event is free of charge, but donations are welcome to cover expenses. The many local enthusiasts of the game will be happy to welcome new players, pros, and newbies alike.
- The winter on-street parking ban will begin November 1st. On-street parking is prohibited from 11:00 p.m. – 7:00 a.m. The ban is in effect regardless of the weather. Violators will be ticketed.
- Daylight savings time ends at 2:00 a.m. on Sunday, November 4, 2018. Be sure to turn your clocks back one (1) hour.
- The Town offices will be closed on Monday, November 12th in recognition of Veteran's Day.
- The next regular Selectboard meeting will be held on Tuesday, November 13th.
- The second quarter property tax payment is due Thursday, November 15, 2018. See the town website (www.barretown.org) to make sure you are using the payment method that is available and most convenient for you.
- Vermont Health Connect open enrollment is November 1st through December 5th. Go to their website (vthealthconnect.gov) or call 855-899-9600 for more information on plans and premiums.
- Post-executive session action at the October 23, 2018 Selectboard meeting. After last week's executive session, the Board voted on two (2) personnel requests.
 - (a) The approval of offering all current non-union police department administrator or administrative staff to enroll in Vermont Municipal Employees Retirement System Plan C, effective July 1, 2019. There is only one employee in this category, the Police Chief.
 - (b) The approval to authorize the Town Clerk's and Assessor Offices to be closed on Mondays, December 24 and 31, 2018 provided the staff use their vacation or floater holidays for each.

GUESTS

Resident Jeff Blow stated he has enjoyed watching the Selectboard meetings the past few weeks. However, he has noted the large equipment issues the Town has had. His concern is that perhaps the Town is keeping larger equipment (grader/excavator/loader) too long. A request was made to review the life span before approving the 5-Year Equipment Plan and to explore the option of leasing a loader (for salt loading) during the winter months.

PRESENTATION BY ACCUFUND

Background: Selectboard Chair Tom White stated he had been contacted by accounting software vendor AccuFund. A presentation is being made.

Bonnie Batchelder (Batchelder Associates) provided the Board with a handout explaining their position on the need to consider switching "accounting" software. Cited in the handout was the concern regarding the many manual processes (tracking miscellaneous receivables, bank reconciliations, and fund reconciliations) in place now

Selectboard Minutes of October 30, 2018 continued:

and issues with the “current” server based BMSI accounting software. She noted efficiencies could be gained with the purchase of the AccuFund software.

Matt Yezukevich, BlumShapiro Consulting presented a power point overview of the software. Highlights include:

- The AccuFund software can be a server or cloud-based accounting and financial package.
- Currently they have 350 – 400 government entities which use this software.
- The software comes with a core package (include the option to purchase additional modules (Budget Development, Accounts Receivable, Payroll, Human Resources, Grant Management plus more). With the core package and some additional modules this would eliminate the need for the majority of manual reconciliation processes Batchelder performs.
- Differences in support were noted for packages operating from our in-house server versus the cloud-based hosting.
- Pricing – software (core and modules) would include a one-time purchase fee, with annual support/maintenance fees. The fees/support (to include software upgrades) depend on where the software is stored (on-site or cloud-based).
- This software does not include the Tax, Utility, or Permit processing software.
- If the software was purchased, bridges (programs) would need to be created between BMSI and AccuFund to transfer fiscal information.
- Various reports were reviewed (easily customized to our specifications).
- Installation timeline would be 3 to 8 months depending on the amount of data to be transferred and bridge programs to be written.

**STORMWATER GRANT EXTENSION REQUEST
FOR FRIENDS OF WINOOSKI**

Background: The Friends of Winooski River (FWR) has a grant for designing three stormwater projects on or for town properties: 1) DPW truck garage on Websterville Road; 2) the recreation area; and 3) the school parking lot. The grant deadline is the end of this year. The FWR are hoping to get a grant extension but need to know the projects can move forward. Recently there have been questions about the recreation and truck garage lot projects. The Selectboard was provided site plans for the DPW lot and Recreation area lot depicting the proposed stormwater features.

In the notes to the Board, Manager Rogers pointed out concerns for the DPW garage lot (such as location for existing sewer line, future building/lot development and need to move adjust buildings, and topography, roof drain collection system). During discussion it was noted the retention area was overbuilt, the possibility of having to reapply for a grant if an extension is not granted, and rising cost of materials.

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to move forward with the Friends of Winooski River Barre Town DPW garage lot proposed stormwater improvements project and to ask for a grant extension.

A map for the recreation area was located and the Town Engineer did locate some pins to define the boundary line. Unfortunately, the erosion is occurring on Town property but the proposed retention area is located on St. Sylvester Cemetery land. It is believed that a letter exists giving the Town rights to drainage. That has not been located at this time. Ms. Braun was informed this drainage system flows to Graniteville Road and connects with the old beaver pond located on the Churchill property. It would be nice if this project could be tied in with looking at this pond area which needs attention.

Fred Longchamp (St. Sylvester Cemetery Commission) was present and stated he had not seen/reviewed any of the proposed drainage. His Board customarily meets once a year but if necessary could call a special meeting.

Selectboard Minutes of October 30, 2018 continued:

Ms. Braun will inquire if the recreation project can be amended to include the Churchill pond, and by Selectboard consensus will proceed with asking for an extension of the grant to design the DPW system (addressing the concerns).

CARPENTER LANE – FINAL ACCEPTANCE

Background: Kenneth Carpenter has been trying to correct a few deficiencies left on his Carpenter Lane subdivision. The Manager provided the Board with those items.

Mr. Carpenter was present. He stated all but one of the survey pins have been found, paving of the turnaround was to take place today but due to weather has been postponed. He believes the Town has already received the as built drawings, the Town will install the stop and street name signs then bill Mr. Carpenter, and Mr. Carpenter will have the deed prepared to turn the road over to the Town.

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to extend the conditional acceptance of Carpenter Lane through November 30, 2018 to allow for the remaining deficiencies to be corrected.

Mitchell expressed concern that there has been ample time to get these things completed and voted in favor of the motion with concerns.

**FIRST READING
AMENDING RULES OF CONDUCT IN RECREATION AREA**

Background: The Town of Barre now owns the Recreation Area located next to the Barre Town Middle & Elementary School (off Websterville Road). The Recreation Board has reviewed the current ordinance regarding conduct on town properties and propose changes to ensure that: a) behaviors prohibited in other recreational facilities (e.g. playgrounds) are also prohibited in the Recreation Area; b) marijuana use is managed appropriately; c) drunken behavior can be regulated in the Recreation Area; and d) the ordinances are caught up on other housekeeping issues. The Recreation Board had long discussion about the enforceability of an alcohol prohibition in relation to softball league members and consulted with the Police Chief. The best course of action is to make the ordinance a straight prohibition, with the police department using discretion with enforcement. Additionally the Recreation Board is planning to develop informal guidelines in consultation with the softball league presidents.

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted unanimously to read the ordinance amendment by title only “An Ordinance of the Town of Barre, Vermont Amending and Updating Conduct provisions Relating to Town Recreation Properties.”

Discussion focused on illegal substance versus the short list of items in the ordinance, alcohol use on softball fields and at the picnic shelter, enforcement concerns, and liability to the Town should the Town not do an alcohol prohibition.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to advance “An Ordinance of the Town of Barre, Vermont Amending and Updating Conduct provisions Relating to Town Recreation Properties” to a second reading (public hearing to take comment) on November 13, 2018.

FIRST READING – STOP STREET FOR CARPENTER LANE

Background: In anticipation Carpenter Lane will become a town street an ordinance amendment was created to make it a stop street.

Selectboard discussion and consensus is to table this item until it is determined that Mr. Carpenter will remedy the deficiency list.

SALE OF EQUIPMENT

The Town has a one-ton and pick-up for sale. The Manager noted the Selectboard should discuss in executive session the selling price for the one-ton and to table discussion on the sale of the pick-up until confirmation from the buyer is received.

DISCUSS PERSONNEL POLICY

Background: Assistant Manager Wang provided Board members with answers to their questions for pages 16 -30.

During discussion there was some confusion about what has/has not been approved. As a result Wang, was directed to provide the Board with a clean draft policy copy (in the order of the proposed table of contents outline) and include a separate list of changes that have been made. This will provide clarification as to what is complete. Ms. Wang did note due to law changes additional section language must be added regarding crime victim leave and the use of alcohol. The clean policy with list will be presented at the next meeting.

WEEKLY ACCOUNTS PAYABLE WARRANT

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted to approve the weekly accounts payable warrants for October 30, 2018.

MISCELLANEOUS

On a motion by Paul White, seconded by Norma Malone, the Selectboard voted unanimously to reconsider the following motion made at the October 23, 2018 meeting: To approve all current non-union Police Department administrator(s) or administrative staff to move from Group B (pension) to Group C (pension) effective July 1, 2019.

On a motion by Paul White, seconded by Norma Malone, the Selectboard voted unanimously to approve all current non-union Police Department administrator(s) or administrative staff to move from the Vermont Municipal Employees Retirement System Group B (pension) to Group C (pension) effective January 1, 2019.

'ROUND THE TABLE

Asst. Manager Wang informed the Board she had received a card of thanks from Fred Thumm (Town representative to the CVSWMD) for the get well wishes.

Mitchell congratulated the Red Sox on their World Series victory. He also stated he will not attend the November 20th Selectboard meeting.

Bob Nelson and Tom White cannot attend the November 13th meeting. Paul White will be out of town but can call in to ensure there is a quorum.

Board members wished all a Happy and Safe Halloween!

EXECUTIVE SESSION

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted unanimously to find the need to go into executive session citing premature general knowledge would put the Selectboard at a substantial disadvantage.

On a motion by Jack Mitchell, seconded by Bob Nelson, the Selectboard voted unanimously to go into executive session at 9:13 p.m. to discuss personnel and contracts.

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to come out of executive session at 9:47 p.m.

ADJOURN

On a motion by Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to adjourn at 9:47 p.m.

_____	_____:
Donna J. Kelty, Town Clerk-Treasurer	Selectboard Chair
_____	_____:
_____	_____:
_____	_____:

Barre Town Selectboard