

BARRE TOWN SELECTBOARD MEETING AGENDA
January 15, 2019

1. Call to order 6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving January 8, 2019 meeting minutes.
5. Announcements
6. Receive guests for non-agenda items.
7. Department head visits: **a)** EMS Director; **b)** Town Engineer; and **c)** Fire Chief and Zoning Director.
8. Consider approving 5-year Paved Road Plan.
9. Consider approving Road Opening Certificate for Carpenter Lane.
10. Consider approving 2019 Highway Mileage Certificate.
11. Discuss software for financial operations.
12. Review proposed Personnel policy.
13. Consider approving weekly accounts payable warrants for January 15, 2019.
14. Miscellaneous, including licenses or permits if any.
15. 'Round the table
16. Executive session, if needed.
17. Adjourn.

BARRE TOWN SELECTBOARD MINUTES
January 15, 2019

The duly warned meeting of January 15, 2019 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 6:00 p.m.

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

Attendance for the regular meeting: Town Manager Carl Rogers, Assistant Manager Elaine Wang, Town Clerk- Treasurer Donna J. Kelty, Town Engineer Harry Hinrichsen.

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 Norma Malone, seconded by Paul White, the Selectboard voted unanimously to approve the meeting agenda as amended: Item #7 delete the EMS Director and Zoning/Planning/Fire Chief as they will not be present, and Item #16 add personnel to Executive Session.

MINUTES

On a motion by Bob Nelson, seconded by Jack Mitchell, the Selectboard voted unanimously to approve the Selectboard meeting minutes of January 8, 2019 with minor spelling and grammatical corrections.

ANNOUNCEMENTS

- ✓ If you missed Christmas tree pickup over the last couple of weeks, call the Town at 802-479-9331 with the roadside location of your tree. The Department of Public Works will still pick up trees as winter road maintenance allows.
- ✓ The Town needs a Green Up Day Coordinator. Help make Green Up in Barre town this May successful by recruiting volunteers, suggesting areas for cleanup, and reporting back to the Green Up organization. The Town Manager's Office helps

Selectboard Minutes of January 15, 2019 continued:

with these tasks and more. For more information, call the Town Manager’s office at 802-479-9331.

- ✓ Barre Town budget meetings start Tuesday, January 29th and will continue through the end of March. During those weeks, the Budget Committee will meet every Tuesday at 6:00 p.m. at the Municipal Building to discuss every area of town operations, projects, and costs. These budget meetings are open to the public. Agendas are posted to the website (www.barretown.org) the Friday before each meeting so you will be able to see when the committee will take up topics that are of more interest to you. Please note that from January 29, 2019 through the end of March 2019, the Selectboard’s regular meetings will begin at 8:00 p.m. to accommodate the Budget Committee meetings.
- ✓ The new Barre Unified Union School District has an interim Board of Directors. They have called for a special election on February 19, 2019 to amend the State’s Default Articles of Agreement. The warning and ballot are being prepared and will be posted to the Town’s website when available. To request your early ballot call the Town Clerk’s office at 802-479-9391 or email dkelty@barretown.org.

GUESTS - None

DEPARTMENT HEAD VISITS

Town Engineer Harry Hinrichsen: Conversation focused on a recent posting to Front Porch Forum regarding a Barre Town resident having difficulty receiving mail or packages due to the duplication of street names in the City and Town. Factors impacting delivery include: duplicate streets/roads may not be contiguous but have mail delivered by the Barre City Post Office, temporary mail carriers, E-911 information is correct, some delivery services do not recognize Barre Town as it uses multiple zip codes and they use GPS to locate a street.

At this point in time, it is recommended that if you have Barre City as mailing address be sure to use the 9 digit zip code assigned by the Post Office. Also in the address line, write Barre Town as the City even though you are using the 05641 zip code.

5-YEAR PAVED ROAD PLAN

Background: During the January 8, 2019 meeting the proposed 5-Year Paved Road Plan was presented. No action was taken to allow time for review. This Plan is one of the many tools used to prepare the next fiscal year budget.

Plan review included rating of roads, stabilizing/being consistent with the annual dollars spent on road work, making a lucrative contract for services by grouping streets, noting the various types of pavement and maintenance for each, and the ongoing issues with Sierra Lavin Road which is scheduled in year 2 of the Plan. Sierra Lavin Road repair/fixes will be a major project to include a drainage system for water diversion as well as rebuilding some of the road base.

On a motion by Norma Malone, seconded by Jack Mitchell, the Selectboard voted unanimously to approve the 5-year Paved Road Plan for Fiscal Year 2019-2020 through 2023-2024.

CARPENTER LANE ROAD OPENING CERTIFICATE

Background: Now that Carpenter Lane has been accepted by the Selectboard, a Certificate of Road Opening must be adopted. This is a required document for the 2019 Agency of Transportation Highway Mileage Certificate.

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted unanimously to approve a Certificate of Opening for Carpenter Lane.

2019 HIGHWAY MILEAGE CERTIFICATE

Selectboard Minutes of January 15, 2019 continued:

Background: Annually the Town must file a Highway Mileage Certificate which tells how many miles of Class 2, 3, and 4 roads within our boundaries. Barre Town receives just over \$200,000 per year through the state highway grant program which uses this information to assist with making grant awards. The only change from last year is to add Carpenter Lane.

On a motion by Bob Nelson, seconded by Norma Malone the Selectboard voted unanimously to approve and sign the 2019 Highway Mileage Certificate as presented.

SOFTWARE FOR FINANCIAL OPERATIONS

Background: Last fall the Board received information on two software packages, AccuFund and Business Management Systems Inc. (BMSI) which we currently use. The item is on the agenda at the request of the Board to have further discussion.

BMSI has already updated to the web based tax/utility module (combined the old cash receipts and tax/utility modules) as well as upgraded the appraisal interface. Monies are in the current fiscal year budget to upgrade the accounting and accounts payable modules which will be combined into one web based system.

BMSI has also provided quotes on the payroll module (which would be integrated with the accounting module). The Town used this module prior to going with Paydata, and would need to repurchase it at one time fee of \$4,500 if payroll is brought in-house. BMSI also offers a payroll service like we get from PayData. The service cost is \$1,250 per year plus \$2.00 for each check transaction (paper or electronic) which comparable to what we pay our current vendor.

Tom White provided a letter from Batchelder Associates, PC providing information on the Accufund software package. During discussion the Board had a difficult time understanding how this system compared to the existing BMSI proposal. Having just received the document there was not enough time to absorb all the data. Consensus of the Board is to have a comparison sheet of the two systems and their costs.

The Clerk-Treasurer informed the Board that in the current fiscal year budget was monies to upgrade the accounting system (merging of the BMSI Accounts Payable and General Ledger modules). The initial meetings/training will be taking place in the next couple of weeks. The late start to the upgrade was to allow the calendar year to end to ensure there would be no issues with issuance of W2s. Malone inquired if proceeding with this upgrade was the right thing to do when the Board is still investigating another software option. Paul White did raise a concern that Batchelder would be the lead in the implementation and questioned what might happen if at some point we did not use Batchelder's services.

This discussion will be continued at a later meeting to allow the Board time to review the materials presented to have program cost comparisons available.

PERSONNEL POLICY

Background: The Board will be finishing their review of Part III (of five), Employee Benefits. Information provided to the Board prior to the meeting included sections on vacation time, worker's compensation, longevity pay, and federally-mandated benefits.

Conversation centered on clarifying longevity disbursement, Supervisor and employee responsibility to report an injury, and new wording for the Workman's Compensation section. Rogers noted current practices which may need to be incorporated. Wang will research this.

WEEKLY ACCOUNTS PAYABLE WARRANT

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted to approve the accounts payable warrant dated January 15, 2019. Bob Nelson abstained due to an employer conflict.

MISCELLANEOUS - NONE

ROUND TABLE

Malone inquired on the Websterville Fire District #3 Audit. Sullivan & Powers is wrapping up the Town audit and noted that some work is being completed based on the invoicing.

Nelson inquired if Asst. Manager Wang had responded to his email regarding the Town Report. She thought this had been done but will double check.

Paul White stated he appreciated all the detailed materials Chair White provided for the financial software discussion. However, for him, it would be much better if it had been received in the Board packet so he had ample time to review. It was difficult to read and be part of the conversation at the same time.

Chair White reminded the viewing audience the best avenue to reach the Selectboard is by means of email or phone. Communication details are available on the Town website (www.barretown.org) or by calling the Town Manager’s office (802-479-9331).

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 clearly place the Selectboard at a substantial disadvantage.

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted unanimously to go into executive session at 8:07 p.m. for personnel issues.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to come out of executive session at 8:25 pm.

ADJOURN

On a motion by Bob Nelson, seconded by Jack Mitchell, the Selectboard voted unanimously to adjourn at 8:25 p.m.

Donna J. Kelty Town Clerk-Treasurer

Selectboard Chair

Barre Town Selectboard