

**BARRE TOWN SELECTBOARD MEETING AGENDA**  
**January 22, 2019**

1. Call to order 6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Executive Session – contract.
5. Consider approving January 15, 2019 meeting minutes.
6. Announcements
7. Receive guests for non-agenda items.
8. Discuss financial software.
9. Discuss Fecteau Residential’s request to accept Cape Cod style asphalt curb.
10. Consider approving permitted truck routes for 2019.
11. Review proposed personnel policy.
12. Consider approving weekly accounts payable warrants for January 22, 2019.
13. Miscellaneous, including first class liquor license for Canadian Club, second class liquor license for Graniteville General Store, and other, if any late arrivals.
14. ‘Round the table
15. Executive session, if needed.
16. Adjourn.

**BARRE TOWN SELECTBOARD MINUTES**  
**January 22, 2019**

The duly warned meeting of January 22, 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, Bonnie Batchelder and Jaime Babin from Batchelder Associates, Ed Sawyer (SB Electronics), and Jim Fecteau (Fecteau Residential).

**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: Delete Item 11 and add Item 15 Executive Session for personnel.*

**EXECUTIVE SESSION (1)**

*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 Bob Nelson, seconded by Paul White, the Selectboard voted unanimously to go into executive session at 6:02 p.m. for contracts and to include Ed Sawyer.*

*On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to come out of executive session at 6:28 p.m.*

*On a motion by Bob Nelson, and duly seconded, the Selectboard voted unanimously to reconvene the regular Selectboard Meeting of January 22, 2019 at 6:28 p.m.*

## MINUTES

*On a motion by Norma Malone, seconded by Paul White, the Selectboard voted unanimously to approve the Selectboard meeting minutes of January 15, 2019 with minor spelling and grammatical corrections.*

## ANNOUNCEMENTS

- ✓ Barre Town Budget Committee meetings start this coming Tuesday, January 29<sup>th</sup> and will continue through the end of March. These meetings are open to the public and you are welcome to attend. They are held at the Municipal Building, 149 Websterville Road and start at 6:00 p.m. To see when the Committee will take up the topics that are of interest to you, look for the agenda the Friday before each meeting at [www.barretown.org](http://www.barretown.org) or at the community bulletin boards at Graniteville General Store, Hannaford, or Trow Hill Grocery.
- ✓ The newly created Barre Unified Union School District will have a special election on Tuesday, February 19, 2019 to vote on amendments to the Articles of Agreement. Sample ballots are posted around Town. To request your early ballot call the Town Clerk's office at 802-479-9391 or email [dkelty@barretown.org](mailto:dkelty@barretown.org).
- ✓ The third installment of property tax and second installment of sewer use charge are due on Friday, February 15, 2019.
- ✓ Mark your calendars for the Barre Town Thunder Chicken's annual fundraiser extravaganza for the Travis Mercy Memorial Skatepark on Saturday, February 16, 2019. If you like snowmobiling, eating, silent auctions, quilts, or skateboarding, you will not want to miss this. More details are available at [www.barretownthunderchickens.com/events](http://www.barretownthunderchickens.com/events).
- ✓ Registration for the 20th Annual Freezing Fun for Families snow softball tournament is now open. You can register your team, or donate, online at [www.freezingfunforfamilies.com](http://www.freezingfunforfamilies.com).

## GUESTS – None

## FECTEAU RESIDENTIAL REQUEST FOR CAPE COD STYLE ASPHALT CURBING

The Selectboard, by consensus, agreed to hear this request prior to the financial software based on the anticipated discussion time.

Background: Fecteau Residential has an approved 90 unit PRD. Their subdivision plans did not show curbing along streets. However, when the stormwater plans were designed concrete curbing was shown. Later Fecteau Residential realized their engineer called for concrete curbing and asked for reconsideration to use an asphalt Cape Cod style curb. The Selectboard sent the request back to the Development Review Board (DRB) for a recommendation.

The Town Engineer provided the Selectboard with a memo outlining the disadvantages of concrete and granite curbing; and copies of the DRB minutes which included asphalt curbing details.

### Conversation points:

- This type of curbing would not be suitable for all roads;
- Concerns over setting a precedent;
- Our Subdivision Rules and Highway Ordinance do not address “type of curbing” and the DRB/Planning Commission should look at our rules/ordinances; and
- Costs comparison and life expectancy.

**Selectboard Minutes of January 22, 2019 continued:**

*On a motion by Paul White, seconded by Jack Mitchell, the Selectboard voted unanimously to accept the Cape Cod berm asphalt curbing for the Fecteau Residential Subdivision project described as “Beckley Hill 90 Lot Planned Unit Development” – Zoning Permit number P-170000003, with the condition the Town receives assurance in writing from ANR that it will accept the said Cape Cod asphalt curbing.*

**DISCUSS FINANCIAL SOFTWARE**

Background: During the last Selectboard meeting information was distributed regarding the Accufund Accounting software. The Selectboard is reviewing software packages (including the BMSI system currently use). This is for informational purposes only.

Bonnie Batchelder and Jaime Babin distributed an information packet. Print screens and demo reports were included for some of the more frequently used items by Town staff which include: bank/cash/general ledger reconciliation, sample budget report to include notes, fixed asset report, and debt service.

Discussion points:

- Manual processes which can be automated creating efficiencies resulting in timely financial reporting. Concerns that manual work entails more staff time but also a higher risk of error.
- Advantages to purchasing the payroll module and bringing the function back in-house.
- The change in workflow for Town staff (other than payroll) is minimal. The biggest changes would impact the bookkeeping function.
- Cost for the one-time purchase of software (core package and payroll), installation, training (Batchelder and Town staff) is \$103,574.57. This does not include the bridge from BMSI programs such as Tax, Water/Sewer, and NEMRC. The new system does not offer the Tax/Utility or Zoning permit modules. Bridge program costs are based on what is being imported/exported – estimated range for building a bridge is \$800 to \$1,000.
- Where would funding come from to make the purchase...put it in budget, use fund balance, etc.???? Discussion for another time.
- Batchelder would assist with writing Internal Controls Policy and Procedures Manual.
- Provided information on the implementation steps of a new software.
- Importance of Town owning software and town staff being involved in “software setup.”
- Upgrades which impact bridge programs – part of support costs or additional cost?
- Staff concerns are the unknown support service, having “another” software bridge, not knowing how “user-friendly” the software is as they have not had the opportunity to demo (use) it, unknown impact to staff time during transition period, and the proposed turn-around time.
- Under the Purchasing Policy there would be no need to go out to bid for the product as it is considered a professional service.
- Concern with crossing the line of micro-managing by making the decision as to what software will and will not be used day-to-day by the staff.
- Reporting to the citizens – providing materials in a format that is easy to understand.

Chair White recognized a lot of information was presented during this presentation and members need time to digest it. Bonnie and Jaime were thanked for taking the time to provide this additional information.

**2019 PERMITTED TRUCK ROUTES**

Background: The standard weight limit on town roads is 24,000 pounds. Towns have the authority to designate roads as LASH (Legal Limit Same As State Highways). Quarry Hill Road, Graniteville Road (to #773), Websterville Road, Pitman Road, Parker Road, and Sterling Hill Road (from Quarry Hill to #169) are designated as our primary truck routes. These roads do not require permits. However, a list of other streets in Town do require a Uniform Municipal Excess Weight Permit. Selectboard members were provided a copy of the 2019 permit. No changes are recommended.

*On a motion by Paul White, seconded by Jack Mitchell, the Selectboard voted unanimously to approve the 2019 Uniform Municipal Excess Weight Permit as presented.*

The motion discussion focused on what will the Town need to do for truck route permitting while Exit 6 is closed (for a short period this summer). The concern is for truckers using GPS, State involvement for signage, and the State setting the Uniform Municipal Excess Weight Permit fee of \$10 for a fleet and \$5.00 for a single vehicle.

**WEEKLY ACCOUNTS PAYABLE WARRANT**

*On a motion by Norma Malone, seconded by Paul White, the Selectboard voted to approve the accounts payable warrant dated January 22, 2019. Bob Nelson abstained from voting due to an employer conflict.*

**MISCELLANEOUS**

*On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to approve the following Liquor Licenses:*

- 1. 2019 First Class Liquor License plus an Outside Consumption Permit for the Canadian Club; and*
- 2. 2019 Second Class Liquor License for Graniteville General Store.*

**ROUND TABLE**

Chair White thanked Mr. Nelson for coming to the meeting tonight even though he is “under the weather.”

**EXECUTIVE SESSION (2)**

*On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted unanimously to go into executive session citing 1 V.S.A. 313 (a)(3) to consider the appointment/employment/evaluation of a public officer or employee at 8:30 p.m.*

*On a motion by Norma Malone, seconded by Jack Mitchell, the Selectboard voted unanimously to come out of executive session at 9:46 pm.*

**ADJOURN**

*On a motion by Norma Malone, seconded by Jack Mitchell, the Selectboard voted unanimously to adjourn at 9:46 p.m.*

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Donna J. Kelty Town Clerk-Treasurer

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Selectboard Chair

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**Barre Town Selectboard**