

BARRE TOWN SELECTBOARD MEETING AGENDA

April 2, 2019

1. Call to order 8:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving March 26, 2019 meeting minutes.
5. Announcements
6. Receive guests for non-agenda items.
7. Interviews with Recreation Board applicants and consider appointment to Recreation Board.
8. Consider purchase of new accounting, financial software.
9. Consider approving policy requiring approval of all adjustments to the books (accounting) of original entry.
10. Consider award of contracts: a) pavement milling; b) paving.
11. Consider approving revision to Motor Vehicle Accident policy.
12. Consider approving new ambulance billing rates.
13. Review proposed personnel policy.
14. Consider approving weekly accounts payable warrants for April 2, 2019.
15. Miscellaneous: including licenses and permits, if any.
16. 'Round the table.
17. Executive Session: labor contract, personnel contract.
18. Adjourn.

BARRE TOWN SELECTBOARD MINUTES

April 2, 2019

The duly warned meeting of April 2, 2019 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 8:00 p.m.

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

Attendance for the regular meeting: Town Manager Carl Rogers, Assistant Manager Elaine Wang, Town Clerk-Treasurer Donna J. Kelty, Bonnie Batchelder, Jaime Babin, Moriah Fraga and Amanda Gray.

CALL TO ORDER - The meeting was called to order at 8:24 p.m.

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

APPROVE THE AGENDA

On a motion by Norma Malone, seconded by Jack Mitchell, the Selectboard voted unanimously to approve the meeting agenda.

MINUTES

On a motion by Norma Malone, seconded by Jack Mitchell, the Selectboard voted unanimously to approve the Selectboard meeting minutes of March 26, 2019 with minor spelling and grammatical corrections.

ANNOUNCEMENTS

- ✓ It is not too late to apply for seasonal work with the Department of Public Works this summer. Call 802-479-9331 for more information or visit www.barretown.org for the application. Application review begins April 15th.
- ✓ This is our last reminder for 2019 to file your Homestead Declaration Form by April 15th. Otherwise you will pay higher taxes to the State than you need to and possible owe an additional penalty. The Vermont Department of Taxes can help you at 802-828-2865.

Selectboard Minutes of April 2, 2019 continued:

- ✓ If you have a 3 to 10 year old, the City and Barre Town Recreation Boards look forward to seeing you and your youngster at Charlie's Playground (formerly Playground 2000) located on the road to the Barre City Middle and Elementary School on Saturday, April 20th for the 32nd Annual Egg Hunt. The event starts promptly at 10:00 a.m. – be on time and bring your own basket.
- ✓ You can register to vote any time, including right now! Find the link to register online at www.barretown.org or you can register in person at the Town Clerk's Office, Monday – Friday, 8:00 a.m. – 4:30 p.m. (149 Websterville Road).
- ✓ Green Up Day this year is on Saturday, May 4, 2019. Keep an eye out for areas you would like to clear of the litter exposed by the melting snow. Stay tuned for information on how to sign up for your area of choice to avoid duplication of effort.
- ✓ Chair White informed the viewing audience that after Executive Session at last week's meeting the Selectboard took the following action: To approve pay raises for the non-union staff which includes the Executive Secretary, Town Clerk-Treasurer, Town Engineer, Planning & Zoning Director, Police Chief, Public Works Superintendent, Shop Foreman, and Cemetery Sexton/Recreation Director as presented by the Town Manager.

GUESTS – None

RECREATION BOARD INTERVIEWS AND APPOINTMENT CONSIDERATION

Background: Recreation Board member Adi Dobrilovic has resigned. His term expires May 31, 2020. Through the various vacancy announcements two candidates (Moriah Fraga and Amanda Gray) have applied for the seat and are to be interviewed tonight.

Selectboard members posed numerous questions to the candidates and thanked them for volunteering. Chair White noted there is only one seat available and noted there are Boards to serve on. He asked the individual not being appointed to please continue to volunteer. Mitchell noted the Bulk Trash event is coming up and in need of volunteers.

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted unanimously to appoint Amanda Gray to fill Adi Dobrilovic's seat on the Recreation Board, said term to expire May 31, 2020.

ACCUFUND ACCOUNTING SOFTWARE CONSIDERATION

Background: AccuFund visited with the staff on March 20, 2019 and some changes were made in the plan. The Selectboard received a copy of their report which details what would be provided. The cost for the acquisition, annual subscription, training and implementation is not to exceed \$106,000 without prior approval from the Selectboard.

Norma Malone, Bonnie Batchelder, and Jaime Babin provided the Board with details on the update for the AccuFund accounting software. Some of the big changes were the number of access users and concurrent users, adding the property tax module, to include building a bridge (additional \$5,000) from NEMRC, and that the program will be cloud based (means updates will be automatic over the weekend).

The timeline to complete is 6 months, the contract for the purchase of software will be with BlumShapiro and agreements with AccuFund and Batchelder for the necessary prep work to migrate systems.

Mitchell stated this purchase would be a "big leap" for the Town and staff. He is not a fan "contracting out" services he feels should be in house. Charter requirements, Accounting staff changes, and the fact the Town would still retain the services of BMSI for the zoning/planning permit process.

Selectboard Minutes of April 2, 2019 continued:

Consensus is the one-time financing to purchase the software would utilize the unassigned fund balance. However, it was unclear as to who was contracting with who for what. The contract would involve three parties: Blum Shapiro to purchase the software, AccuFund for the installation and training, and Batchelder Associates for assistance with the initial setup (such as GL#'s , etc.). This contract pays for the training of both Batchelder Associates and Town staff.

Paul White raised a concern having Batchelder Associates part of the contract – asking what happens if the business were to go under tomorrow or if Bonnie retired. Ms. Batchelder responded she does have retirement plans in the foreseeable future and the new owner is to be Ms. Babin. Batchelder Associates reputation is on the line.

On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted to approve and acquire the AccuFund Financial Software in conjunction with Batchelder Associates in an amount not to exceed \$111,000 with said purchase to be paid for through the General Fund unassigned fund balance. Mitchell voted no.

Mitchell stated he voted no as he is not comfortable using this portion of the unassigned fund balance when the Selectboard does not have handle on what the number is.

ADJUSTMENTS TO THE GENERAL LEDGER POLICY

Background: The outside audit for the Fiscal Year ending June 30, 2018 had four recommendations. One is to enact a policy requiring the appropriate officials authorize and review all general journal entries. Management responded to the audit recommendation stating a policy has been written and given to the Selectboard for approval. The Town Manager will be the “official” that approval all adjusting entries presented by staff and the contracted accountant/bookkeeper. The Board has received the draft policy.

During the discussion Ms. Batchelder stated waiting for the Manager to approval entries would cause delays in getting the monthly financial statements completed. Other topics include the concern for the Managers time, the Town Charter states that when the Manager is not available or incapacitated there is an Acting Town Manager (Chris Violette – appointed by the Selectboard) to perform these duties, limited staff, and that perhaps a list of entries that had been completed by the accounting department be presented at the end of the month for review/sign off.

Consensus is to rewrite a few sentences in the policy and bring it back to the Board.

AWARD CONTRACTS FOR MILLING AND PAVING

Background: In accordance with the Highway Fund budget for 2019-2020 there are several contracts planned for the 2019 road paving work. The milling work is budgeted at \$2.00 per square yard. For paving the budgeted price is \$72.90 per ton. Bidding specifications were sent to various companies.

There were two bidders and both were under the budget price, but the paving contract price could change depending on what happens to the price of liquid asphalt per the State’s contract for liquid bituminous material (rack price).

On a motion by Bob Nelson, seconded by Norma Malone, the Selectboard voted unanimously to award the 2019 pavement milling contract to Garrity Asphalt at the unit bid price of \$1.40 per square yard.

On a motion by Paul White, seconded by Norma Malone, the Selectboard voted unanimously to award the 2019 road paving contract to Pike Industries based on their per unit bid price of \$70.45 per ton.

Selectboard Minutes of April 2, 2019 continued:

REVISED MOTOR VEHICLE ACCIDENT POLICY

Background: The Town has a Motor Vehicle Accident policy which was recently reviewed. The Fire Chief asked for changes to give himself, the Deputy and two Assistant Chiefs the flexibility to direct a firefighter(s) to respond directly to a fire scene instead of going to a Station and responding in a fire vehicle. This authority could be used in a situation where manpower is needed immediately and a firefighter is close to the scene.

By consensus the item was tabled until next week's meeting until the Fire Chief is available to answer questions.

AMBULANCE BILLING RATE CHANGES

Background: During the Budget Committee's review of the proposed Ambulance Fund it was noted the rates are due for a review/increase. The Selectboard was provided an EMS Fee Schedule chart detailing the rates for 2015, 2016, and the proposed new 2019 rates (10% increase). See the minute attachment for details.

On a motion by Bob Nelson, seconded by Jack Mitchell, the Selectboard voted unanimously to approve the 2019 EMS Fee Schedule rates as presented effective April 29, 2019.

PERSONNEL POLICY REVIEW

Due to the lateness of the meeting consensus was to pass over this item. Assistant Manager Wang noted the Town Manager has provided a few "tweaks." The policy in next week's packet will contain those recommendations.

WEEKLY ACCOUNTS PAYABLE WARRANT

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted to approve the accounts payable warrant dated April 2, 2019. Nelson abstained as he could not physically review the invoices.

MISCELLANEOUS - None

'ROUND TABLE

Malone once again reminded residents there will be a Barre Unified Union School District vote on April 9th to elect school directors for the new District.

Paul White inquired if the Board will the weaknesses identified by the Audit. Rogers noted they will be included as part of the audit report.

Paul White also noted he may not be able to make next week's meeting.

Tom White thanked the citizens who served on the Budget Committee this year.

EXECUTIVE SESSION

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted 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 Paul White, the Selectboard voted to go into executive session at 10:08 p.m. to discuss labor contract and personnel contract.

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted to come out of executive session at 11:04 p.m.

SELECTBOARD ACTION

On a motion by Paul White, seconded by Norma Malone, the Selectboard voted unanimously to approve the EMS Director wage increase as presented by the Town Manager retroactive to Fiscal Year 2018 – 2019.

Selectboard Minutes of April 2, 2019 continued:

ADJOURN

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted unanimously to adjourn at 11:07 p.m.

Donna J. Kelty Town Clerk-Treasurer

Selectboard Chair

Barre Town Selectboard

(See next page for the EMS Fee Schedule.)

Selectboard Minutes of April 2, 2019 continued:

AGENDA ITEM # 12 Effective ~~7/1/16~~ ^{4/29/19}

Town of Barre EMS Fee Schedule

Code Description	2019				2016				2015			
	Town Rate	Effective Date	Mcare Rural*	Mcaid VT*	Town Rate	Effective Date	Mcare Rural*	Mcaid VT*	Town Rate	Effective Date	Mcare Rural*	Mcaid VT*
A0425 Mileage BLS/ALS	\$ 17.05	4/29/19	\$ 11.43	\$ 5.82	\$ 15.50	7/1/16	\$ 10.97	\$ 8.60	\$ 13.50	1/20/15	\$ 11.01	\$ 3.02
A0426 ALS 1 Non-Em.	\$ 726.00	4/29/19	\$ 287.15	\$ 217.63	\$ 660.00	7/1/16	\$ 273.60	\$ 214.50	\$ 575.00	1/20/15	\$ 275.10	\$ 117.18
A0427 ALS 1 Emer.	\$ 726.00	4/29/19	\$ 454.66	\$ 344.58	\$ 660.00	7/1/16	\$ 433.20	\$ 339.63	\$ 660.00	1/20/15	\$ 435.55	\$ 185.54
A0428 BLS Non-Em.	\$ 610.50	4/29/19	\$ 239.29	\$ 181.36	\$ 555.00	7/1/16	\$ 228.00	\$ 178.75	\$ 450.00	1/20/15	\$ 229.25	\$ 97.65
A0429 BLS Emer.	\$ 610.50	4/29/19	\$ 382.87	\$ 290.17	\$ 555.00	7/1/16	\$ 364.80	\$ 286.00	\$ 555.00	1/20/15	\$ 366.75	\$ 156.24
A0433 ALS 2 Emer.	\$ 1,050.50	4/29/19	\$ 658.06	\$ 268.54	\$ 955.00	7/1/16	\$ 627.00	\$ 491.57	\$ 955.00	1/20/15	\$ 630.40	\$ 268.54
A0434 S.C.T.	\$ 1,309.00	4/29/19	\$ 777.70	\$ 589.41	\$ 1,190.00	7/1/16	\$ 741.00	\$ 580.94	\$ 1,190.00	1/20/15	\$ 745.00	\$ 317.37

No Transport Fee \$ 82.50 4/29/19 \$ 75.00

* Medicare/Medicaid are billed full rate. Collum rates are current "allowable" they will cover

CMS Mileage Rates

1-17 11.43
18+ 7.62

Recommended on: 3/28/19
Approved on:
Effective on: 4/29/19