



Town of Barre VERMONT

BARRE TOWN SELECTBOARD MEETING February 21, 2023

AGENDA

1. Call to order.....8:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda
4. Consider approving February 14, 2023 meeting minutes
5. Announcements
6. Receive guests for non-agenda items.
7. Discussion regarding Town Charter amendments: a) auditors; b) Board of Civil Authority reorganization meeting
8. Consider awarding contract for new printer/copier
9. Consider approving weekly accounts payable warrants for February 21, 2023
10. Miscellaneous: a) Global Montello Group (d/b/a Jiffy Mart) 1. Tobacco license; 2. Tobacco substitute license
11. ‘Round the table
12. Executive session, if needed
13. Adjourn

MINUTES

The duly warned meeting of February 21, 2023 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 8:00 p.m.

Selectboard Members Present: Paul White, Norma Malone, and W. John “Jack” Mitchell. Those present virtually: Justin Bolduc.

Selectboard Members Absent: Bob Nelson.

Staff Members Present: Town Manager Carl Rogers, and Town Clerk Tina Lunt. Those present virtually: Assistant Town Manager Chris Violette.

Others Present: Times Argus Reporter Eric Blaisdell.

CALL TO ORDER: Chair White called the meeting to order at 8:00 p.m.

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

APPROVE THE AGENDA:

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

APPROVE THE MINUTES:

On a motion by Norma Malone, seconded by Jack Mitchell, the Selectboard voted unanimously to approve the February 14, 2023 meeting minutes with minor spelling and grammatical corrections.

ANNOUNCEMENTS:

- Reminder to all Town voters that election day for school budget and directors is fast approaching on March 7. Besides voting at the Barre Town School on election day, there are a couple other ways to vote prior to. One option is to request an early ballot be sent to you by calling the Town Clerk's Office at 802-479-9391. If you choose this option, keep in mind that the ballot must be received back by the election day for your vote to count make sure to consider mailing time constraints. Ballots can be dropped at the Town Clerk's Office, the drop box outside the Municipal Building (by 4:30 p.m. on March 6th), or on election day at the polls. Another voting option is to vote in person.
- The Barre Town Fire Department will be hosting their annual drive-thru rabies clinic on Saturday, March 11 at the Public Works Garage, 79 Pitman Road from 10:00 a.m. to 12:00 p.m. This dog and cat clinic welcomes residents from any town, the cost per vaccination remains at \$15.00. Please make sure that dogs are leashed, and cats are crated and that you have filled out an intake and consent form which can be found at barretown.org. The Barre Town Clerk's Office will be open from 10:00 a.m. – 12:30 p.m. at the Municipal Building to license Barre Town dogs.
- Barre Town is looking for a Deputy Health Officer. The Deputy fills in for the Health Officer when not available. Barre Town sees about a dozen Health Officer related calls per year. For more information about this position, contact the Town Manager's Office at 802-479-9331.
- The Barre Town Budget Committee continues to meet weekly on Tuesday nights beginning at 6:00 p.m. The Community Forest Committee is meeting regularly as well. The Forest Committee's next meeting is Monday, February 27 beginning at 6:00 p.m. Both of these committees welcome public participation which can be done at the municipal building or remotely. Remote options can be found on their agendas, posted at barretown.org.
- Be on the lookout for the next edition of the Barre Town newsletter, it should be in the mail this week.

GUESTS: None

TOWN CHARTER AMENDMENTS:

Background: During the Board's January 31 meeting a conversation was started considering two Charter amendments. One of the amendments is regarding the abolishment of the Office of Auditor and the second is regarding the annual reorganization of the Board of Civil Authority. Board consensus was to gather input from one of the Town's current auditors regarding the Office of the Auditor.

Selectboard Minutes of February 21, 2023 Continued:

Assistant Town Manager Chris Violette shared that he has been unable to make contact with Auditor Charles Woodhams. He will continue to work on this and is hoping to invite Mr. Woodhams in to speak with the Board.

Conversation began as Board members discussed the language in Section 6, Board of Civil Authority. Town Attorney Mike Monte proposed two language options for review. Option 1 suggests the Town Clerk designates Deputy Clerks to fill in when the Town Clerk is unable to attend a BCA meeting. Option 2 recommends the BCA electing a Clerk at a meeting when the Town Clerk is not present.

Board members and Town staff discussed who might be a good candidate for Deputy Clerk. The Deputy Clerk's duties would include taking meeting minutes and administering oaths. Conversation continued as Board members discussed the fact that there are specific skillsets needed for these meetings. Board consensus is they favor option 1 but more research is needed.

Additionally, Mrs. Malone suggests adding in language to Section 6a in the event the Chair and Vice Chair are not present at a BCA meeting. She suggested the first order of business state that the Board will elect a Chair Pro Tempore.

Conversation continued as the Selectboard discussed abolishing the Office of the Auditor. Mrs. Malone stated in 2019 language was added to the Charter regarding this matter. Town residents approved a Charter change giving the Town authority to eliminate the elected auditors. A second vote is needed to eliminate the positions.

Mr. Rogers explained in the past the Auditors have helped prepare the Town Report. These duties include choosing a cover picture, preparing the delinquent report, deciding who to dedicate the report to, and help with editing. In recent years, the auditors have not helped with some of these items and Town staff have picked up the duties.

Board consensus is to get input from Mr. Woodhams before they decide the next course of action.

MUNICIPAL BUILDING MULTIFUNCTION COPIER:

Background: The 5-Year Equipment Purchase Plan has a replacement multi-function printer for the municipal building scheduled to replace this year and is included in the Equipment Fund budget at \$8,000. Bids were solicited and a total of seven were received from four companies. The bid specification asked for pricing on two print speed options, thus the reason more bids than bidders. Bids were opened on February 13, 2023. All bids submitted meet specifications.

The low bidder was Usherwood Office Technology for a Xerox EC8056 at \$4,995. The second low bid was Symquest for a Konica/Minolta KCM450i at \$5,740.79. All companies, except Symquest charge a maintenance fee based on a per copy use. Overall, Finance Director Katelyn Kran and Town Manager Carl Rogers suggest the Symquest Konica/Minolta KMC450i is the best choice for the Town's needs.

Mr. Violette was present virtually. Chair White inquired about the timeline of receiving the copier. Mr. Violette stated it is within approximately 30-45 days. Chair White inquired if the monthly maintenance fee was fixed or would it increase in future years. Mr. Violette stated he will follow-up on this issue.

On a motion by Norma Malone, seconded by Jack Mitchell, the Selectboard voted unanimously to award the purchase of a new copier/printer to Symquest of South Burlington, VT in the amount of \$5,740.79

with a maintenance contract of \$125.00 per month that includes unlimited supplies (except paper and staples), technical support, parts and onsite service that includes mileage.

ACCOUNTS PAYABLE:

On a motion by Norma Malone, seconded by Jack Mitchell, the Selectboard voted unanimously to approve the accounts payable warrants for the week of February 21, 2023.

MISCELLANEOUS:

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to approve the 2023 Tobacco and Tobacco Substitute License for Global Montello Group d/b/a/ Jiffy Mart.

ROUND TABLE:

Jack Mitchell:

- Mr. Mitchell stated there is a bus sign not being used on Gregoire Street as the bus does not stop at this location anymore. Additionally, the bus does stop by the post office if the Town would like to relocate the sign.
- Mr. Mitchell inquired about the readvertising of the Zoning Administrator position. He asked if there expectation is to receive more applications. Town Manager Carl Rogers said he hopes by extending the application period they will.

ADJOURN:

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted unanimously to adjourn at 9:04 p.m.

APPROVED MINUTES

Barre Town Selectboard

Paul White, Chair

Norma Malone, Vice Chair

Justin Bolduc

Jack Mitchell

Bob Nelson

Filed in the Barre Town Clerk’s Office on this _____ day of _____, 2023.

ATTEST: _____, Barre Town Clerk.