



# Town of Barre VERMONT

## BARRE TOWN SELECTBOARD MEETING

May 23, 2023

### AGENDA

1. Call to order.....6:00 p.m.
2. Pledge of allegiance
3. Consider approving the agenda
4. Consider approving May 16, 2023 meeting minutes
5. Announcements
6. Receive guests for non-agenda items.
7. Presentation of Annual Audit Report
8. Request by Barre City to extend use of Lawn Waste site
9. Consider proposed Dog Park Agreement
10. Miscellaneous Funds
11. Consider approving Board and Commission appointments
12. Consider approving the Grand List Extension List
13. Consider approving weekly accounts payable warrants for May 23, 2023
14. Miscellaneous: including permits and licenses, if any
15. 'Round the table
16. Executive session: personnel
17. Adjourn

### MINUTES

The duly warned meeting of May 23, 2023 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 6:00 p.m.

**Selectboard Members Present:** Paul White, Norma Malone, Bob Nelson, Justin Bolduc, and Mike Gilbar.

**Selectboard Members Absent:** None.

**Staff Members Present:** Town Manager Chris Violette, Town Clerk Tina Lunt, and Finance Director Katelyn Kran.

**Others Present:** Times Argus Reporter Eric Blaisdell and Alan Kessler, and Maggie Kessler. Those present virtually: Fred Duplessis.

**CALL TO ORDER:** Chair White called the meeting 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 Justin Bolduc, the Selectboard voted unanimously to approve the amended agenda as follows:*

1. Remove item #16 Executive Session

**APPROVE THE MINUTES:**

*On a motion by Norma Malone, seconded by Mike Gilbar, the Selectboard voted unanimously to approve the May 16, 2023 Selectboard meeting minutes with minor spelling and grammatical corrections.*

**ANNOUNCEMENTS:**

- There is a vacancy on the Barre Town Traffic Safety Advisory Committee (TSAC). TSAC makes recommendations to the Selectboard about matters related to town highway, parking, and sidewalk safety. TSAC is a five-member citizen board that meets monthly. If this topic interests you, and you'd like to be considered for this appointment, send an email or letter of interest to [cviolette@barretown.org](mailto:cviolette@barretown.org) or P.O. Box 116, Websterville, VT 05678. If you'd like more information, feel free to contact the Town Manager's Office at 479-9331.
- We are looking for a Deputy Health Officer. The Deputy fills in for the Health Officer when he's 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 479-9331.
- We are still seeking volunteers to help operate the Barre Town Lawn Waste Site on weekdays. The Public Works Department staffs the site on Saturdays, but weekday openings depend on a volunteer monitor(s). Volunteers are not required to help unload vehicles. One resident has volunteered to staff the site Tuesday 10:00 a.m. – 3:00 p.m. More volunteers could monitor the site additional weekday hours or serve as a substitute monitor. If you would like to learn more about helping to provide this popular service, contact the Town Manager's Office at 479-9331.
- Walk with the Dinosaurs on Saturday, June 4<sup>th</sup> as part of a scavenger hunt for kids from preschool through first grade! Siblings are also welcome. The hunt is from 2:00 p.m. – 4:00 p.m. and begins at the Barre Town Recreation Area Picnic Shelter, adjacent to Barre Town School. Come walk among the dinosaurs and discover secrets about these animals that once roamed the earth.
- Town Manager Chris Violette announced that the Town of Barre website will be temporarily unavailable on Wednesday, May 31 and Thursday, June 1 as their computer host Revise migrates information to their newly redesigned website.

**GUESTS:** None.

**ANNUAL AUDIT REPORT:**

**Background:** Sullivan, Powers & Co., P.C. has completed the Town's financial audit for fiscal year ending June 30, 2022. Fred Duplessis, one of the principals of the auditing firm, will give a brief overview, point out findings from it, and make recommendations for the future.

Selectboard Minutes of May 23, 2023 Continued:

Fred Duplessis, Sullivan, Power and Co. was present virtually. The financial statements of the Town as of the year ending June 30, 2022 has been audited. Mr. Duplessis informed the Board it is the firm's responsibility to offer an opinion on these financial statements. Mr. Duplessis stated as in the past they have an unmodified clean opinion on the governmental activities, business-type activities, and major funds. There is a qualified opinion on the General Fund and remaining funds.

Mr. Duplessis explained the qualified opinion on the General Fund and remaining funds result from the same issues. The two Internal Service Funds, Equipment and Building, are not operating as true Internal Service Funds. These funds are designed to allocate funds to various departments that are using the funds, and the last step is a true-up and this is not happening. This has caused the Equipment Fund to accumulate a deficit from prior years. Mr. Duplessis explained the deficit should be showing up in the General Fund. Additionally, the Building Fund was originally set up to pay for maintenance, however, it is being used as a Capital Project Fund and has a significant surplus. Mr. Duplessis suggests it be used appropriately so the funds can be allocated properly. Board action would be needed for this change to take place.

Discussion continued as Mrs. Malone inquired about the inappropriate structuring of the Internal Service Funds. Mr. Duplessis explained the restructuring options, noting the Internal Service Funds would need to be eliminated by the end of the fiscal year to avoid a qualified opinion on the next audit.

Mr. Gilbar stated he would prefer to see a Capital Reserve Fund for both funds. Additionally, Mr. Gilbar stated he wants to be sure the Town is investing enough in capital and infrastructure. He asked Mr. Duplessis if he would recommend the Town revisit their Investment Policy to address risks. Mr. Duplessis suggested reviewing the model policies that VLCT provides.

Mr. Duplessis went on to discuss ARPA funding and how to account for it. The most recent rules from U.S Treasury allow the Board to declare the funds spent on operating expenses (salaries, benefits, etc.). This would cause the funds to become part of the General Fund surplus which would allow the Town to spend the funds on virtually anything without any Federal or State "strings" attached. Spending a total of \$750,000 or more will trigger a single audit; an expense that was budgeted for Fiscal Year 2024. The funds change from unrestricted to restricted once the funds have been allocated by the Board. This also satisfies the ARPA timeline; the funds are spent within the timeframe required.

### **BARRE CITY'S REQUEST TO EXTEND USE OF LAWN WASTE SITE:**

Background: During the Selectboard's April 18, 2023 meeting, permission was granted to the City of Barre for their residents to use the Holden Road Lawn Waste Site for the period between April 29<sup>th</sup> and May 23<sup>rd</sup>. The City is requesting a two-week extension making the end date June 6<sup>th</sup>.

***On a motion by Justin Bolduc, seconded by Bob Nelson, the Selectboard voted unanimously to allow Barre City residents to use Holden Road Lawn Waste Site during normal operating business hours until June 6, 2023, and continuing the understanding that the City of Barre will reimburse the Town for 50% of equipment and labor cost during that time.***

Chair White suggested building an extension into the original motion next year. The Manager stated he will be working with the City Manager regarding this matter. There was a brief discussion regarding accepting volunteers from the City to help with the Lawn Waste Site.

**DOG PARK AGREEMENT:**

Background: Several years ago, a group of dog enthusiasts approached the Recreation Board and Selectboard about creating a Dog Park within the Town’s recreation facility adjacent to the school. A formal Development, Operation and Maintenance Agreement was signed by the three entities on November 21, 2017, thereby creating the Town of Barre Community Dog Park. The original agreement, likely with slight changes each year, has subsequently been re-signed with the most recent expiring on June 30, 2022. The agreement was overlooked and was not reviewed last year.

The Board was provided with a proposed agreement. This proposed agreement was approved by the Recreation Board during its May 1, 2023 meeting with a vote of 6-0-1.

The Manager shared his only concern with the agreement is possible confusion using the word “Committee”. He suggested making a note that this is not a Committee of the Town of Barre, rather it is a private Committee.

Alan Kessler was present to represent the Dog Park Committee. Mr. Kessler stated he has been involved with the dog park for one and half years. He shared that he has developed a deep respect for the Town of Barre Dog Park and the people that work with it. He noted it is a great asset to the Town. Mr. Kessler said he would like to see the Dog Park Committee be more of a structured Committee. He noted an organized Committee would help remedy problems that may arise at the park.

Conversation continued as Board members shared their feedback regarding some minor amendments to the agreement. Mrs. Malone inquired about the terms of the agreement. She stated it use to be a 2-year term and is now a 4-year. She suggested an annual review of the agreement. Board consensus is to move forward with an annual review.

*On a motion by Justin Bolduc, seconded by Norma Malone, the Selectboard voted unanimously to adopt the Town of Barre Community Dog Park Operation and Maintenance Agreement and authorize the Chair to sign it with any amendments as appropriate, pending the discussed amendments.*

**MISCELLANEOUS FUNDS:**

Background: There are three miscellaneous fund accounts that the Finance Office is requesting to clear off the books. These accounts have been earning minimal interest and causing unnecessary work for the Finance Office. Finance Director Katelyn Kran has provided the balances on the three accounts and suggestions on how the Town could use these funds.

1. Barre Beautiful Current Balance: \$1,304.27

It is not clear where these funds originated. Ms. Kran suggested using these funds on a project to beautify the Town would best fit, perhaps at a recreation area, cemetery, or roadway island.

2. Barre Heritage Current Balance: \$1,256.81

Ms. Kran suggested donating these funds to the Barre Heritage festival.

3. CVYMCA Current Balance: \$2,764.24

At one time, there was an idea to build a YMCA in the area. The previous Town Manager noted people who were involved in the fundraising indicate they would like to see these funds go to the

Selectboard Minutes of May 23, 2023 Continued:

program expenses, perhaps for recreation. Ms. Kran shared the idea of having an equipment rental program within the Recreation Department.

The Board has had previous discussions regarding these accounts.

***On a motion by Norma Malone, seconded by Mike Gilbar, the Selectboard voted unanimously to move monies from 3 separate accounts; Barre Beautiful \$1,304.27, Barre Heritage \$1,256.81, and CVYMCA \$2,764.24 to the General Fund with the intent the funds be utilized as follows: Barre Beautiful funds to be used for landscape enhancements at the municipal building, Barre Heritage Funds will be given to the Barre Partnership for the Barre Heritage Festival and the CVYMCA Funds will be made available for Recreation Department programs.***

Mrs. Malone inquired about the miscellaneous Cemetery Funds. Discussion focused on how to proceed with these existing accounts, Mrs. Malone noted these accounts are custodial accounts and have rules and laws that come along with them.

### **APPOINTMENTS FOR BOARDS, COMMISSIONS, AND COMMITTEES:**

**Background:** Annually the Selectboard makes various appointments to the Boards, Commission, and Committees as terms expire on May 31<sup>st</sup>.

***On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to reappoint Mark Reaves to the Development Review Board for a 3-year term to expire on May 31, 2026.***

***On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to appoint Jon Valsangiacomo to the Development Review Board for a 3-year term to expire on May 31, 2026.***

***On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to appoint Gerry Otis to the Development Review Board for a 3- year term to expire on May 31, 2026.***

***On a motion by Norma Malone, seconded by Mike Gilbar, the Selectboard voted unanimously to appoint Jim Fecteau as an alternate to the Development Review Board for a 1- year term to expire on May 31, 2024.***

***On a motion by Norma Malone, seconded by Mike Gilbar, the Selectboard voted unanimously to appoint Gina Galfetti as an alternate to the Development Review Board for a 1- year term to expire on May 31, 2024.***

***On a motion by Justin Bolduc, seconded by Norma Malone, the Selectboard voted unanimously to appoint Dave Freeman to the Traffic Safety Advisory Committee for a 3-year term to expire on May 31, 2026.***

***On a motion by Mike Gilbar, seconded by Bob Nelson, the Selectboard voted unanimously to appoint Doug Farnham to the Recreation Board for a 3-year term to expire on May 31, 2026.***

***On a motion by Mike Gilbar, seconded by Bob Nelson, the Selectboard voted unanimously to appoint Amanda Gray to the Recreation Board for a 3-year term to expire on May 31, 2026.***

Selectboard Minutes of May 23, 2023 Continued:

***On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted unanimously to appoint Angela Labrador to the Cemetery Commission for a 5-year term to expire on May 31, 2028.***

***On a motion by Bob Nelson, seconded by Justin Bolduc, the Selectboard voted unanimously to appoint Ken Yearman to the Housing Advisory Committee for a 3-year term to expire on May 31, 2026.***

The next item for action is to appoint a member of the Planning Commission. Three individuals shared interest in serving on the Committee; Chris Neddo, JP Isabelle and Rodney Morin. The Board voted using paper ballots. Clerk Lunt tallied the votes.

***On a motion by Paul White, seconded by Bob Nelson, the Selectboard voted unanimously to appoint Rodney Morin to the Planning Commission for a 4-year term to expire on May 31, 2027.***

### **GRAND LIST EXTENSION REQUEST:**

**Background:** The Vermont Department of Taxes is suggesting that municipalities request a 30-day extension for lodging the Grand List. This is being suggested due to the change from New England Municipal Resource Center (NEMRC) tax system to Vermont Property Information Exchange (VTPIE). While the Town is already using VTPIE for some things and they have not experienced any issues, there still could be, and if those issues show up last minute, it could complicate the Town Assessor from lodging the Grand List on time.

***On a motion by Norma Malone, seconded by Mike Gilbar, the Selectboard voted unanimously to authorize the Chair to sign the Grand List Extension Request.***

### **ACCOUNTS PAYABLE:**

***On a motion by Norma Malone, seconded by Justin Bolduc, the Selectboard voted to approve the accounts payable warrants for the week of May 23, 2023. Bob Nelson abstained.***

### **MISCELLANEOUS:**

For the record the Town Clerk is informing the Selectboard that on May 23, 2023 a Request to Cater, Malt, Vinous and/or Spirituous Liquors was approved for JWD Corporation, dba Gusto's for an event held at Wilkins Harley Davidson on Saturday, May 27, 2020 from 10:00 a.m. to 3:30 p.m. by the Town Clerk. This report is entered into the record as a requirement of the Barre Town Request to Cater, Malt, Vinous, and/or Spirituous Liquors Policy adopted by the Selectboard on June 19, 2018.

***On a motion by Paul White, seconded by Bob Nelson, the Selectboard voted unanimously to approve the Request to Cater, Malt Vinous and/or Spirituous Liquor application for Good Measure Brewing Co. for an event to be held at 663 South Barre Road on June 3, 2023 from 11:00 a.m. to 1:00 p.m. – authorizing the clerk to approve***

Town Manager Chris Violette updated the Board on the following items:

- Mr. Violette updated the Board regarding paving that will be started, beginning on Pine Hill Road.
- Mr. Violette informed the Board that the Town's Local Management Emergency Plan (LMEP) has been accepted by Vermont Emergency Management.

Selectboard Minutes of May 23, 2023 Continued:

- The Community Forest Management Committee has wrapped up its official Committee. A sub-committee has been formed to finalize the last of their work. The Committee plans to present the plan on June 27<sup>th</sup> to the Selectboard.
- Mr. Violette acknowledged the Public Works and EMS crew for all their hard work.
- Mr. Violette shared next week’s agenda items: discuss appointing constable, recommendation from TSAC, Regional Planning Commission appointment, sewer relocation request, and dog warrant.

**ROUND TABLE:**

Mike Gilbar:

- Mr. Gilbar stated he would like to see the Internal Service Fund issue dealt with this year. He recommends speaking with Finance Director Katelyn Kran on making this decision. Mrs. Malone stated she would like to hear what the budgetary impact would be.

Bob Nelson:

- Mr. Nelson said he was happy to see the Board packet notes regarding the line stripping and he was excited to witness this work getting started.

Justin Bolduc:

- Mr. Bolduc inquired about the list of hold-over the Board typically receives. Town Manager Chris Violette noted he will have this list by the 27<sup>th</sup> for the Board to review.

Paul White:

- Chair White inquired about the Rec Board minutes, noting the discussion on large improvement projects. Mr. Bolduc said he has been working with Doug Farnham and the Rec Director to make a general plan as far as budget is concerned.
- Chair White inquired about the status of the uncollected ambulance funds. Mrs. Malone stated the Town is waiting for the RFP before the “bucket” is cleared.

**ADJOURN:**

*On a motion by Norma Malone, seconded by Bob Nelson, the Selectboard voted unanimously to adjourn at 8:03 p.m.*

APPROVED MINUTES

Barre Town Selectboard

\_\_\_\_\_  
Paul White, Chair

\_\_\_\_\_  
Norma Malone, Vice Chair

\_\_\_\_\_  
Justin Bolduc

\_\_\_\_\_  
Mike Gilbar

\_\_\_\_\_  
Bob Nelson

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

ATTEST: \_\_\_\_\_, Barre Town Clerk.