

BARRE TOWN SELECTBOARD MEETING AGENDA

September 25, 2018

1. Call to order 6:00 p.m.
2. Pledge of Allegiance
3. Consider approving agenda.
4. Consider approving minutes from meeting of September 18, 2018.
5. Announcements
6. Receive guests for non-agenda items.
7. Presentation by Business Management Systems Inc.
8. Consider adopting Conflict of Interest Policy.
9. Consider authorizing hiring attorney for one delinquent tax account.
10. Consider appointing interim Assessor.
11. Consider awarding contract to replace East Barre Fire Station roof.
12. Consider awarding contracts for road salt.
13. Review proposed personnel policy.
14. Consider approving weekly accounts payable warrants for September 25 plus three invoices from September 18, 2018.
15. Miscellaneous: a) special event liquor license for Dog River Brewery; b) other licenses and permits, if any.
16. Round Table.
17. Executive session: (if needed)
18. Adjourn.

BARRE TOWN SELECTBOARD MINUTES

September 25, 2018

The duly warned meeting of September 25, 2018 was held at the Barre Town Municipal Building, Selectboard Room, in Lower Websterville at 6:00 p.m.

The following members were in attendance: Norma Malone, W. John "Jack" Mitchell, Tom White and Paul White. Bob Nelson was not present

Attendance for the regular meeting included: Town Manager Carl Rogers, Asst. Town Manager Elaine Wang, Bonnie Batchelder (Batchelder Associates), Jaime Babin, Jeff Blow, Bruce Perlo Jr. (BMSI) and Bruce Perlo Sr. (BMSI),

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 Paul White, seconded by Norma Malone, the Selectboard voted to approve the meeting agenda as amended - add contracts and personnel under Item 17 Executive Session. Nelson was not present for the vote.

MINUTES

On a motion by Norma Malone, seconded by Jack Mitchell, the Selectboard voted to approve the meeting minutes of September 18, 2018 with minor grammatical and spelling corrections. Tom White did not vote as he did not attend the meeting and Bob Nelson was not present for the vote.

ANNOUNCEMENTS

Selectboard Minutes of September 25, 2018 continued:

- Your vote counts! General Election ballots are now available for absentee or early voting. Contact the Clerk's Office at 802-479-9391 for yours.
- Have you had your chimneys and stovepipes cleaned, and your furnace serviced yet this year? To be fire safe, these tasks should be done at least once a year. Now is the time before heating season is fully upon us.
- The town is looking for a Green Up Day Coordinator. This volunteer will help make Green Up in Barre Town next May successful by recruiting volunteers, suggesting areas for cleanup, and reporting back to the Green Up organization. The Town Manager's Office helps with these tasks and more. For additional information, call the Town Manager's Office at 802-479-9331.
- Littlejohn Road will be closed to through traffic between Sabetto and Donahue Roads on September 29, 2018 from 6:00 p.m. - 11:00 p.m. due to the Fall Fire event.

GUESTS - None

BUSINESS MANAGEMENT SYSTEMS INC.

Background: Barre Town has been using Business Management Systems Inc. (BMSI) software since July 1999. Prior to BMSI being selected the staff (Town Clerk, bookkeeper, assistant clerk and manager) studied and reviewed several accounting software packages. The software has several modules which include tax and utility billing, accounting and budgeting, and the Zoning Department using their permit management system. The Town has not used their payroll program since 2006 at which time we began using PayData (a payroll service). For the Fiscal Year 2018-2019 the annual support fees for BMSI modules are: \$1,755 for water and sewer billing; \$2,155 for tax billing; \$4,537 for fund accounting (includes accounts payable and a one-time conversion fee to upgrade the program this year), and \$2,673 for the permit management.

Bruce Perlo Sr., President of BMSI was present to provide information about their product. Informational packets were given to Board members. Highlights of the presentation:

- Company in business for 36 years, has 17 employees, over 200 customers in New England area and their products are focused on municipal governments only.
- The software consists of several modules (noted above) as well as fixed assets (infrastructure management, includes FEMA section), timeclock HR (payroll services - all), and all are integrated to work together.
- The company is moving its' software to web-based products (faster, easier, cost effective). Just need internet connection no network connection. Automatically backed-up daily and software updates done by BMSI as they roll out.
- Software support staffing has been added due to changes in new software. All software will have some errors. There are two types of support. Operation is one area which tends to be user based questions. The second is the software does not work. BMSI has added 8 developers on staff to assist with software issues. They are contractors and work exclusively with BMSI.
- Currently we have tax/utility web based and will go online this fiscal year with the accounting/accounts payable module.
- Added component to permit module to allow staff to enter remotely inspection information and citizens to complete applications online.
- Reporting capabilities - reviewed varying module reports. Accounting data is updated every 5 minutes and are reflected in the Fund Balance, Balance Sheet, and Trial Balance reports. All reports are customizable (using format, content, and detail).

Selectboard Minutes of September 25, 2018 continued:

- Security for modules is customizable depending on staff needs (view only, amend, ability to post information).
- History detail needs to be archived. Practice is to only keep 5 to 7 years. The Sequel data base will increase processing speeds.

Bonnie Batchelder , Batchelder Associates is the Towns' bookkeeper. She has about 18 items of concern which she will forward to Mr. Perlo. Some of those concerns were due to and due from postings, getting support response quickly, and no full functioning bank reconciliation feature.

CONFLICT OF INTEREST POLICY

Background: The draft policy was provided to the Board during the September 18, 2018 meeting. With three Board members present at the last meeting, they decided to wait to approve the policy until this meeting to give other Board members opportunity to comment. The Committee working on this policy is an ad-hoc (temporary) committee. As such, when the policy is adopted the Selectboard may disband this temporary committee by motion.

There was brief discussion regarding staff being a liaison to Boards/Committees, recusal of appointed and elected officers, and this policy applies to all elected and appointed committees/boards.

On a motion by Norma Malone, seconded by Jack Mitchell, the Selectboard voted to adopt the Conflict of Interest Policy as presented at the September 18, 2018 meeting and reviewed at this meeting, September 25, 2018. Bob Nelson was not present for the vote.

On a motion by Paul White, seconded by Jack Mitchell, the Selectboard voted to disband the Conflict of Interest Policy Committee with appreciation. Bob Nelson was not present for the vote.

HIRE AN OUTSIDE ATTORNEY FOR DELINQUENT TAX COLLECTION

Background: The Town Manager. as Delinquent Tax Collector, has an account which was turned over to the Town Attorney for collection, including tax sale if necessary. Manager Rogers was notified by the Town Attorney he has a conflict in this case. Therefore, the Delinquent Tax Collector is asking the Selectboard to hire attorney Jim Barlow to handle this collection.

Attorney Barlow has worked at the VLCT for many years. He is now in private practice specializing in municipal work and has expertise in the delinquent tax collection and tax sale processes. The letter of engagement was provided to the Board for review.

On a motion by Jack Mitchell, seconded by Norma Malone, the Selectboard voted to hire Attorney Jim Barlow to handle the Turcotte delinquent tax case, including conducting a tax sale if needed, with rates per the letter of engagement dated September 24, 2018. Bob Nelson was not present for the vote.

APPOINT INTERIM ASSESSOR

On a motion by Norma Malone, seconded by Jack Mitchell, the Selectboard voted to designate Russ Beaudin as Interim Assessor. Bob Nelson was not present for the vote.

REPLACE EAST BARRE FIRE STATION ROOF

Background: In the current year budget there is \$42,400 in the Building Fund to replace the East Barre Fire Station roof after adding another 1" of ISO insulation board.

Selectboard Minutes of September 25, 2018 continued:

The roof was last done in 1998. Bid specifications were mailed to 14 roofers and contractors. The Town received three bids and two were within budget.

In the Managers' notes the low bid is from 'Til Dark Roofing. The company worked on our salt building roof last winter and replaced the small membrane roof on the South Barre Sewer Pump Station this summer. Their bid was \$34,600 and complies with our specifications. There was additional information which needs to be verified and will be provided at this meeting.

The second low bid was from Burrell Roofing at \$40,000. Warranty and wall insulation is to be provided at the meeting.

Manager Rogers stated that 'Til Dark Roofing is not a Carlisle dealer and cannot offer a 20-year warranty. The Roofing company floated the idea of partnering with another company. The other company stated the pricing was too low and would pass on the opportunity.

Burrell Roofing stated they would do the extra wall insulation at no charge and can meet the warranty. The final bid will remain at \$40,000. The bid specifications state the project is to be completed 30 calendar days within the notice of State permit to proceed.

The Town is required to get a State permit for any municipal building project. Permit paperwork has been submitted. Turn around time for this permit is 30 days. This could impact when the project will be completed. The hope is the permit will be available by mid-October.

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted to award the East Barre Fire Station roofing contract to Burrell Roofing based on their bid price of \$40,000. Bob Nelson was not present for the vote.

ROAD SALT CONTRACTS

Background: The Manager, as of last Friday, had not received cost information from American Rock Salt (DuBois Construction) or Cargill (Barrett Trucking). The State contract price from Apalachee would be \$89.00/ton or \$84.00/ton depending on whether the Town can get the lower District 4 pricing. Budget for this year is 2,400 tons at \$74.00/ton.

New rates were received and provided to the Board. The Manager stated we always divide the salt needed between two vendors to ensure during those shortage times the Town has what it needs. It is unclear as to why prices have increased so drastically. It was noted that if the Town needs salt we will purchase it even if we go over budget.

On a motion by Paul White, seconded by Norma Malone, the Selectboard voted to award the road salt contracts to: American Rock Salt (DuBois Construction) for 2,100 tons at \$79.75/ton and Cargill (Barrett Trucking) for 300 tons at \$80.67/ton. Bob Nelson was not present for the vote.

REVIEW PROPOSED PERSONNEL POLICY

Background: During their meeting last week the Board agreed to pre-read/review pages 1 -15 of the draft Personnel Policy. Tonight will be a review of those pages.

Malone stated she is struggling with this policy. She provided Board members with additional information. The Town has a Charter/Ordinance which requires an Administrative Code which has three components. All the components, one of which is a personnel policy are to be embedded in Ordinance. Ordinance and Policy are different in structure and serve different functions. The VLCT information sheet explains this well.

Selectboard Minutes of September 25, 2018 continued:

She feels policy should be removed from ordinance, understanding the legal process to do so will be a long difficult process, and recognizes our Administrative Code has not been amended since 1991. With regards to the draft Personnel Policy there is a mix of working conditions and conditions of employment. Some of the policy components (such as nepotism, code of conduct, etc.) should apply to more than just paid employees. An example would be an independent contractor such as Assessor.

Asst. Manager Wang, after speaking with VLCT, Independent Contractors should be a separate policy. The Charter specifies what goes into the Ordinance, those not mentioned can legally be stand alone policy(ies). The purpose of this draft policy is to determine whether we incorporate into the charter or we redraft to incorporate those items not addressed by ordinance until an ordinance change is complete.

Asst. Manager Wang states she believes mandated policies are being done by the Town. In the meantime, she will review to ensure there are no others we should have currently. Wang will provide a copy of all the Towns' stand-alone policies to Board members. Handbook versus policy and authority for each were talked about. To expedite the review process during meetings, Board members are asked to provide questions to Elaine Wang prior to the meeting with answers being provided via email.

Wang will go through the Table of Contents and reorganize the draft Policy. Discussion ensued on dividing the policy into separate documents based on the varying components (General Personnel information, Wages and Benefits, Workplace Rules and Regulations). At the next regular meeting on October 9th the agenda item will be to address questions which needed research and the revised/reorganized table of contents.

WEEKLY ACCOUNTS PAYABLE WARRANT

On a motion by Norma Malone, seconded by Paul White, the Selectboard voted to approve the weekly accounts payable warrant for September 25, 2018, PLUS the three Nelson Hardware invoices excluded from the September 18, 2018 warrant. Bob Nelson was not present for the vote.

MISCELLANEOUS

On a motion by Paul White, seconded by Norma Malone, the Selectboard voted to approve and authorize the Town Clerk to sign a Special Event Permit for Foy Enterprises LLC, dba Dog River Brewery for an event to be held on October 24, 2018, at the One Credit Union, 560 South Barre Road from 5:00 p.m. to 7:00 p.m. Bob Nelson was not present for the vote. Jack Mitchell recused himself from the vote.

'ROUND THE TABLE

The East Barre sidewalk project paving is scheduled to be completed this week, weather cooperating.

Malone: Department Head Reports - a reminder has been sent out as of last Friday. For BAD it was due to timing. Paul White would be happy with quarterly reports from Department Heads if they go along with their Selectboard visits.

Malone: Curtis Road reconstruction. To allow paving to go through as scheduled the Curtis Road project will be completed as soon as weather/time permit.

Malone: She received a complaint on the condition of Sierra Lavin Road. Travel lane has major wheel rut issues along the flat area. Temporary patch last year did not hold up. Rogers stated the road evaluations are being done now so this issue will be noted.

Selectboard Minutes of September 25, 2018 continued:

Mitchell: Update on Carpenter Lane. On this subdivision the Town allowed increasing size of turnaround and the stop sign ordered. Rogers has recently provided Mr. Carpenter a copy of the conditions again. The Town Engineer has also been in touch with the Developer as well. The Town has conditionally accepted the road for one year which expires in October 2018.

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. Bob Nelson was not present for the vote.

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted to go into executive session at 8:38 p.m. to discuss contracts and personnel. Bob Nelson was not present for the vote.

On a motion by Paul White seconded by Jack Mitchell, the Selectboard voted unanimously to come out of executive session at 9:10 p.m. Bob Nelson was not present for the vote.

ADJOURN

On a motion by Jack Mitchell, seconded by Paul White, the Selectboard voted to adjourn at 9:10 p.m. Bob Nelson was not present for the vote.

The minutes were drafted from an audio tape. An audio copy is available in the Town Clerk's office.

Donna J. Kelty, Town Clerk-Treasurer

Selectboard Chair

Barre Town Selectboard