

Otter Creek Watershed Insect Control District  
Annual Meeting  
13 November 2024

Approved Minutes

Attendance

Board Members: Wayne Rausenberger, Ben Lawton, Jeff Whiting, Doug Perkins, Lynne Peck, Bruce Baccei, Albert Wenta, Tom Hogan, Paul Vaczy (via Zoom), and Jeff Schumann.

Guests: Doug Bailey (Brandon Select Board Chair), Seth Hopkins (Brandon Town Manager), Richard Russ (Brandon resident), and Will Mathis (OCW Operations Coordinator).

The meeting was called to order at 7:00 pm by Doug Perkins (Acting Chair), who announced that the Interim Chair (Steve Belcher) was ill and the Vice-Chair (Sharon Stearns, Brandon Representative) had resigned from the Board. The Acting Chair noted that there was a quorum present but not all towns were represented.

Wayne Rausenberger requested that the item concerning a motion to amend the By-Laws be removed from the agenda because that By-Laws amendment had not been properly warned. When questioned by the Acting Chair, Wayne asserted that Dave Atherton had not received the email sent on 29 October that gave notice about the proposed By-Laws changes. When informed that Dave Atherton had resigned from the Board prior to that notice being sent, Wayne withdrew his request. The Acting Chair then verified with all the other Board members present that they had received the By-Laws change notice email. As the By-Laws require making committee assignments at the Annual Meeting, the Acting Chair added Committee Assignments as the last item on the agenda before adjournment. The agenda, as amended, was then adopted.

There was no public comment.

The Acting Chair noted that there were several typographical errors in the Unapproved Minutes from the 10 October Regular Board Meeting. No other changes to those minutes were noted, so they were approved subject to needed corrections being made.

The Operations Coordinator reported that Clark Parmelee (VAAFM Field Inspector) had completed the required end-of-season inspection two weeks ago with no problems noted. All OCW trucks have been decommissioned for the winter except for the Ford F-150 and GMC, which still are out for repairs. All No Spray Zone stakes have been pulled, in theory, but Will requested Board members notify him if they spot any that had been missed in their town. The Acting Chair informed Will that the Interim Chair was awaiting Will's input concerning the Annual Town Report. Will stated that the annual report to VAAFM should be completed in the next couple of weeks. When questioned, Will stated that all of the trucks are in roughly the same condition, but perhaps the F-150 should be the first to be replaced. The Acting Chair gave Will

two airbag recall notices for the GMC, which will have to be addressed by the dealer.

On 7 November the Treasurer sent the Board a year-to-date statement of income and expenses versus budget, currently titled: Profit & Loss Budget Overview. There were some questions from Tom Hogan and Wayne about that statement, principally relating to line items with zero expense and zero dollars listed in the 2024 Budget, which made the report confusing. In addition, Al Wenta pointed out the report showed 2024 figures budgeted for payroll and taxes do not match the line items on the Excel spreadsheet version of the 2024 budget. These issues are minor; corrections will be made. The Treasurer, and Lynne Peck (in her role as OCW Bookkeeper) explained that integrating data into QuickBooks, and customizing the reports being provided to the Board, continue to be works in progress. The Treasurer also reported the following account balances:

Operations Checking Account	59,193.12
Equip Replace & Capital Improvement	34,045.68
Audit / Legal	8,404.26
Debit Card	415.51
VAAFM Grant	<u>61,559.51</u>
Total Funds Nominally Available	\$163,618.08

Jeff Schumann moved, on behalf of the Finance Committee, that the motion to approve a budget of \$242,045, with a deficit to be made up from current funds, that was adopted at the 9 Octobre 2024 Regular Meeting of the OCW Board of Trustees be amended to change the total budget amount from \$242,045 to \$248,145, the same amount as in the 2024 OCW budget. That motion was adopted by more than the required 2/3 majority.

Jeff Schumann then moved adoption, on behalf of the Finance Committee, of the proposed 2025 OCW budget that was sent to all Board members by the Treasurer on 7 November. That proposed budget is a 0% increase from the 2024 Budget and the total of the towns' assessments (\$160,751) also is the same as in the 2024 Budget, though there is some minor fluctuation up or down in the individual town assessments based on using updated Equalized Education Grand List (EEGL) numbers in the Assessment Algorithm. Wayne moved to amend the proposed budget to make it identical to (i.e., the individual town assessments and all expense line items) the 2024 Budget. After discussion, Wayne withdrew that amendment. The Board then adopted the proposed 2025 Budget as prepared by the Finance Committee. The Treasurer noted that truck mileages are an input parameter for the budget and until all OCW trucks have been decommissioned for the winter the final mileages won't be known. However, any adjustments resulting from inputting the final mileages will be very minor and would not affect either the approved total expenses number or the total amount of the towns' assessments.

Jeff Schumann moved that the OCW By-Laws Article II – Officers, Section 3. Treasurer, final sentence be amended to add the words “no later than 15 January of the following year.” so that sentence would then read “The outgoing Treasurer shall prepare, and attest by signature to the

accuracy of, an annual financial statement to be submitted to the member towns no later than 15 January of the following year.” That motion was adopted unanimously.

Jeff Schumann then moved that the OCW By-Laws Article IV – Meetings, Section 2. Annual Meeting, second sentence be amended to replace the words “and the Treasurer shall submit their annual reports” with the words “shall submit his/her annual report for approval by the Board” so that sentence would then read “At the Annual Meeting the officers for the ensuing year shall be elected, the Chair will make committee assignments, the Chair shall submit his/her annual report for approval by the Board, the District budget for the following year will be approved, and any other business proper to come before said meeting shall be conducted.” That motion also was adopted unanimously.

The Treasurer moved that the OCW’s call center service be suspended from mid-December thru mid-March, which would save the District \$109.00 per month. Someone will have to monitor the OCW phone for messages during the suspension period. The motion was adopted.

Since the draft Annual Report to the towns had not been sent to the Board in time for proper review and the Interim Chair (and author) was absent, the Acting Chair called for a Special Meeting of the Board to start at 7:00 pm on Wednesday, 20 November for the purpose of reviewing and approving the Annual Town Report. Seth Hopkins confirmed that the OCW Board could meet upstairs in the Brandon Town Hall at that time.

Jeff Whiting was nominated to be the OCW Auditor in 2025. Jeff W. was elected Auditor by unanimous consent. Steve Belcher was nominated to be the OCW Secretary in 2025. Steve was elected Secretary by unanimous consent. Doug Perkins was nominated to be the OCW Treasurer in 2025. Doug was elected Treasurer by unanimous consent. Jeff Whiting then resigned as OCW Auditor, effective immediately, and was nominated to be OCW Vice-Chair in 2025. Jeff W. was elected to be Vice-Chair by unanimous consent. Albert Wenta was nominated to be OCW Auditor in 2025. Albert was elected Auditor by unanimous consent. Jeff Schumann was nominated to be OCW Chair in 2025. Jeff S. was elected Chair by unanimous consent.

The Acting Chair moved that a three-person Ad Hoc Hiring Committee be formed consisting of Brad Lawes, Jeff Schumann, and Jeff Whiting. Jeff Schumann shall serve as Chair of that committee. Said committee shall be responsible for finalizing the Operations Coordinator’s Duties and Responsibilities, placing advertisements for the Operations Coordinator position, receiving and reviewing applications, interviewing candidates, and hiring the 2025 Operations Coordinator. In addition, working closely with the Operations Coordinator, the Ad Hoc Hiring Committee shall be responsible for placing advertisements for all other employee positions that are envisioned as part of the approved 2025 OCW Budget, receiving and reviewing applications for those positions, interviewing candidates, and hiring the candidates who will be employed by the OCW in 2025. A report on the Ad Hoc Committee’s progress in fulfilling these responsibilities shall be made to the OCW Board of Trustees at their February meeting. That motion was adopted.

The Acting Chair handed out paper forms on which Board Representatives and Alternate Representatives could indicate their preferences for OCW committee assignments. Those forms were collected by Jeff Schumann for his decisions, as incoming Chair, about those assignments.

The Annual Meeting was adjourned at 8:38 pm.

Respectfully submitted:

Douglas Perkins

Acting Chair / Treasurer / Acting Secretary