

VILLAGE OF ENOSBURG FALLS
Meeting of the Board of Trustees

April 12, 2016

Present: Trustees - Walter Scott, Leonard Charron, Guy Breault, Ellen St. Marie, Bill Spears, Jr.
Staff – Jonathan Elwell, Caroline Marcy, Gary Denton
Guest – Matt Anderson (Distribution & Maintenance Assistant Supervisor – Vermont Gas)

Meeting called to order by Walter Scott at 6:35 p.m.

1. Modifications/Changes to Agenda

Leonard Charron requested to add Executive Session – For the Purpose of Discussing a Legal Issue.

2. Review/Approve Minutes March 22, 2016. Special Meeting April 5, 2016

Ellen St. Marie made the motion to approve the minutes of the March 22, 2016 Trustee meeting as written. Seconded by Leonard Charron. Unanimous. Guy Breault made the motion to approve the minutes of the Special Meeting held on April 5, 2016 as written. Seconded by Leonard Charron. Unanimous.

3. VT Gas, Line Work 2016

Matt Anderson, representing Vermont Gas, was introduced to the Board of Trustees. Matt initiated his discussion by giving the Board a brief history on the electrofusion issue that Vermont Gas has experienced in the Enosburg area.

During an annual walking survey in January 2015, a leak was detected on Water Tower Road. The leak was immediately repaired and it was determined that the failure was caused by improper preparation. An action plan was developed to evaluate other fusions by the same individual. One hundred four (104) holes were tested. 85% failed.

After testing, it was revealed that the problem was far more extensive than previously thought. Vermont Gas was unable to pinpoint the exact cause of the failures and the problem has been isolated to the Enosburg/Sheldon project area.

Consequently, in the name of safety, Vermont Gas would like to dig up the remaining 93 fusions and need Village permission to excavate through-out the entire Village. Matt passed around a color map depicting the sites excavated last year and the 93 sites that will be excavated in 2016.

Bill Spears, Jr. asked Matt when Vermont Gas plans to start work in the Village. Matt said that Vermont Gas can immediately mobilize and can start work as early as next week. A brief discussion ensued regarding the timing of Village projects and events such as the sidewalk

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project on Pleasant Street and the June Dairy Days festival. Matt assured the Board that Vermont Gas will plan work around the events and projects.

Due to the safety issue to customers of Vt. Gas and Village residents, it was the consensus of the Board to encourage Vermont Gas to proceed as quickly as possible with the planned repair project.

Matt Anderson left the meeting at 6:45 pm.

4. Pleasant Street Sidewalk Project Bids

The Board of Trustees reviewed the Bid Analysis letter prepared by Andy Rowe, Lead Engineer from Lamoureux & Dickinson, for construction of the Pleasant Street Sidewalk. A total of four bids were received ranging in price from \$78,595.50 to \$147,189.00. After careful review, Andy recommends that the Village award the project to Desroches Construction Services, Inc. for \$78,595.50. Jon Kaplan, Vtrans Municipal Assistance Director, has concurred with this recommendation.

Guy Breault made a motion to award the Pleasant Street Sidewalk construction project to Desroches Construction Services, Inc. for \$78,595.50 and to authorize Jonathan Elwell to sign all contract forms on behalf of the Village. Seconded by Leonard Charron. Unanimous.

Gary Denton left the meeting at 6:48 pm.

5. IBEW, Local 300 Health and Welfare Fund

Jonathan Elwell updated the Trustees regarding an email that he received from Tim and Jean Watkins notifying the Village of changes they have negotiated with BC/BS in regards to the IBEW Local 300 Health and Welfare Fund. The two significant changes are:

- Effective June 1st the IBEW Local 300 Health and Welfare Plan will no longer consider claims from out-of-network providers (these charges can still be paid out of the HSA)
- Effective June 1st all participants will be required to provide the name of their primary care physician

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Jean Watkins stated in the email that the revised hourly rate will be reduced to **\$10.30 per hour, effective June 1, 2016** from the anticipated rate of \$10.60. This will reduce the rate increase from 15.22% to 11.95%

Caroline Marcy proceeded to hand out a new spreadsheet analysis depicting how the revised hourly rate of \$10.30 will impact each fund:

Effect on Funds for YE 12/31/16	
General Fund	\$1,144.69
Water Fund	\$282.25
Sewer Fund	\$831.08
Electric Fund	\$2,446.19
	<hr/>
	\$4,704.21

Leonard Charron made a motion to stay with the IBEW, Local 300 Health and Welfare Fund insurance program. Seconded by Ellen St. Marie. Unanimous.

6. VT Better Back Roads, Duffy Hill Road Culvert Project Grant Application

The Board of Trustees reviewed a Vt. Better Back Roads Category D grant application prepared by staff for culvert work on Duffy Hill Road. Alan May, Better Back Roads Coordinator, and Bethany Remers, NPRC have visited the project site and stated that the project is a good fit for the Category D grant. The grant maximum is \$40,000 with a 20% match requirement. The local 20% match will be provided by Village staff labor and equipment. The grant application is due April 15, 2016.

Guy Breault made a motion to approve submitting the VT. Better Back Roads Category D grant for culvert work on Duffy Hill Road and to give authorization to Jonathan Elwell to sign all grant application documents on behalf of the Village. Seconded by Ellen St. Marie. Unanimous.

7. Wastewater Rates

During the January 2016 budget discussions, the preliminary budget revealed a \$77,000 deficit for FY 2016 in the wastewater department. Staff recommended a three-prong approach:

- Rate increase of 14% effective May 2015 which will result in a \$30,000 rise in revenues for 2016
- Eliminate the \$10,000 Equipment Savings line item (for 2016 ONLY)
- Use unrestricted cash in the operating fund to cover the remaining \$37,000 deficit

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It was the general consensus of the Board to approve the sewer budget with the recommendations listed above.

At this time, Staff is asking Board approval to implement the rate increase that will be reflected in customer's bills received in June for May service. A notice will be inserted with the May invoices, notifying customers of the rate increase. The average household will see an approximate \$6.01 increase in their monthly bill. The last increase occurred in January 2003 – over thirteen years ago.

Guy Breault made a motion to approve the rate increase effective June 1st for May services. Seconded by Leonard Charron. Unanimous.

8. Enosburg Falls Lions Club Dairy Festival Permit Request

Pierre Boudreau, on behalf of the Enosburg Falls Lions Club, prepared a letter for the Board of Trustees requesting a Peddlers/Festival permit for the dates of June 2nd thru June 5th, 2016 for the Vermont Dairy Festival.

In order to avoid a conflict of interest, Walter Scott and Leonard Charron recused themselves from this agenda item. Bill Spears, Jr. made a motion to approve the Enosburg Falls Lions Club request for a Peddlers/Festival permit for the dates of June 2nd thru June 5th, 2016 for the Vermont Dairy Festival. Seconded by Ellen St. Marie. Unanimous.

9. Lincoln Park Permit Request, Girl Scouts

The Board reviewed the request submitted by Jessica Lahue to set up a table in Lincoln Park to sell Girl Scout cookies on April 15th and April 16th. If raining, Jessica has requested permission to set up a 10' x 10' pop-up canopy. There will be a folding table (6') and 2 folding chairs. All garbage will be cleaned up and all debris removed after the event.

Leonard Charron made a motion to approved Jessica Lahue's request to set up a table to sell Girl Scout cookies on April 15th and April 16th, 2016. Seconded by Bill Spears, Jr.

10. Maple Park Permit Request, Enosburgh Public Library

The Board of Trustees reviewed an application submitted by Brenda Stanley on behalf of the Enosburgh Public Library to request permission to use Maple Park for their summer reading program. The events will take place on various days and times and includes story time with a story walk, games, bike safety, reptile program, and picnics.

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Guy Breault made a motion to approve the use of Maple Park by the Enosburgh Public Library for their summer reading program. Seconded by Bill Spears, Jr.

11. Village of Enosburg Falls Posting Locations

Walter Scott informed the Board that Angela Wright, Joint Zoning Officer, has secured a bulletin board at the Enosburg Post Office for use by both the Village and Town. The current official posting sites for the Village are:

- Village Main Office (16 Village Drive)
- Community National Bank
- Merchant's Bank

Walter proposes to change the third posting site from the Merchant's Bank to the Enosburg Post Office. The Post Office offers the Village greater convenience and higher visibility to the public.

Leonard Charron made a motion to adopt the Enosburg Falls Post Office as an official posting site for the Village in place of the Merchant's Bank. Seconded by Ellen St. Marie. Unanimous.

12. Manager's Report

- NEPPA Board of Directors Summary: NEPPA held its first Board of Directors Meeting for 2016 March 24th and 25th. This was only David White's second NEPPA Board Meeting since becoming its new Executive Director in November 2015. Jon mentioned that one of David's objectives will be to improve training to NEPPA's members. At this time, the only lineman's training available through the NEPPA organization is over five hours away in Littleton, MA. Local training opportunities for utility linemen would be beneficial to the Enosburg Falls Electric Department.
- Village Center Designation: On March 30th, the Village received a letter from Noelle MacKay, Commissioner Department of Housing and Community Development, informing the Village that our application for Village Center designation was renewed. Bill Spears, Jr. asked how this designation benefits the Village? Jon responded that commercial property owners located within the designation are eligible for substantial tax credits for certain improvements to their buildings. Avis Anderson was able to qualify for one of these tax credit benefits when she installed the sprinkler system at the Somerset Inn. The Village will also receive higher priority for certain grants that are located in or close to the Village Center Designation. An in-direct benefit results for the Village as a whole when property values increase; thereby increasing the grand list tax base. On April 26th @ 6:30 p.m., the Enosburg Business Association has invited Richard Amore, Planning Coordinator with the Vt. Dept. of Housing and Community

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Development to give a presentation to local business owners concerning the Village Center Designation program. The EBA will be reaching out to each business owner located within the designation to personally invite them to the presentation.

- Northwest Regional Planning Commission Committees?: Jon has not heard from anyone expressing an interest in the vacant committee positions. He re-advertised the committee positions in the County Courier again, and the ad will run April 7th and April 14th.

13. Other Business

Bill Spears, Jr. inquired as to the status of the PSB Section 108 process on the Hydro Upgrade project. Jon explained that a response has been submitted to the PSB regarding their request for river flow projections and related revenue requirements over eight years into the future. Jon stated that the Village will wait another few weeks for a response. At some point (Jon suggested mid-May) the Village will have to decide whether to move forward with a "Plan B" for 2016 if it appears the State of Vermont is going to delay an approval on the Section 108 process beyond what is reasonable to complete work during the 2016 construction season. The state has had Enosburg Falls' 108 application since December 2015, and still not taken action on it.

14. Executive Session – For the Purpose of Discussing a Legal Issue

Leonard made a motion to enter Executive Session for the purpose of discussing a legal issue. Seconded by Ellen St. Marie. Unanimous.

The Board entered Executive Session for the purpose of discussing a personnel issue at 7:55 pm.

The Board re-entered their Regular Meeting at 8:00 pm. There was no action takes as a result of Executive Session.

15. Adjourn

There being no other business to come before the Board at this time, Leonard Charron made a motion to adjourn. Seconded by Ellen St. Marie. Unanimous. The meeting adjourned at 8:00 pm.

Respectfully Submitted,

Caroline Marcy, Director of Finance

These minutes were approved as written at the April 26th, 2016 Trustee Meeting.