Present: Trustees - Bill Spears, Jr., Guy Breault, Adam Goss, Walter Scott, Leonard Charron

 Staff – Jonathan Elwell, Caroline Marcy

Guest - Michel Consejo & Elizabeth Malone – Representing Channel 15

For health reasons, Chair, Walter Scott requested that the Vice-Chair run the Trustees Meeting, but that Walter will participate on all agenda items. Meeting called to order by Vice-Chair, Adam Goss at 6:30 p.m.

1. Modifications/Changes to Agenda

An item under Executive Session – Discussion of a legal issue - has been added.

1. Review/Approve Minutes of July 28, 2015 Trustee Meeting

Walter Scott made the motion to approve the minutes of the July 28, 2015 Trustee Meeting as written. Seconded by Leonard Charron. Unanimous.

1. Northwest Access Television

Elizabeth Malone, Executive Director of Northwest Access TV, initiated the presentation by reviewing the purpose of their non-profit organization. Currently, Northwest Access TV has a staff of 12 that provide local community TV coverage of events in communities surrounding the St. Albans area. They are looking to expand into several more communities [Enosburg, Richford, Berkshire, Fairfield, Montgomery and Bakersfield] to fill the vacancy that was created when North Country Cable ceased operation. They run two (2) channels:

* **Channel 16** - the Government channel. Selectboard, Trustee, and Town Meeting events are presented on this channel.
* **Channel 15** - everything else. Community events, sports, church services, band concerts, parades are some examples of events presented on this channel.

In addition to operating these two local channels, this organization offers equipment and training for students and community members who would like to produce their own shows. Although these two channels are available to Comcast customers, NW Access TV will provide training on how to go on-line using YouTube so others who do not have access to Comcast can view shows that are produced.

At this point, Elizabeth and Michel, asked for Trustee support of their application to Comcast to expand service into this area. The consensus of the Board was that this initiative would be beneficial to the Village of Enosburg and they would be willing to sign a statement in support of it. Elizabeth responded that she will prepare a draft copy of a letter of support that the Trustees will then review and sign.

1. Enosburg Food Shelf Coin Drop Request

Jon Elwell directed the Trustee’s attention to a letter prepared by Jean McDermott, Fundraiser-Coordinator of the Enosburg Food Shelf. The Enosburg Food Shelf is requesting permission to hold its annual coin drop on Saturday, September 5th from 9 am – 2 pm. It will be at the same location as previous years, by the Jolley convenience store on Main Street.

Guy Breault made the motion to approve the request of the Enosburg Food Shelf to conduct a coin drop on the date and location as outlined in Jean’s letter. Seconded by Walter Scott. Unanimous.

1. Electric Dept. Tailrace Cleaning Bids

The Trustees briefly reviewed a memo submitted by Greg Clark, Superintendent of the Enosburg Falls Water and Light Department, regarding the submission of bids for the cleaning of the Kendall Plant Tailrace Project. Two bids were submitted: Hunt Underwater Specialties and Commercial Divers Plus.

Commercial Divers gave a bid of $2,880 for the first day and $2,450 per additional day.

Hunt Underwater Specialties gave a bid of $2,494.94 per day.

Leonard Charron asked if there were any differences in qualifications between the two diving outfits. Jon responded that they both were qualified to perform the work as required.

Greg’s recommendation was to accept the Hunt Underwater Specialties bid proposal. It is not known if this project will take one or more days, but the likelihood is that the Hunt bid proposal will be the most economical.

Leonard Charron made a motion to accept the Hunt Underwater Specialties bid proposal for the Kendall Plant Tailrace Cleaning Project. Seconded by Bill Spears, Jr. Unanimous.

1. Better Backroads, Duffy Hill Road Ditching Project

Last week, staff was notified that the Village of Enosburg Falls received a grant award of $10,000 from the Better Backroads Program to perform ditching work on Duffy Hill Road in order to improve road related water quality issues.

Guy Breault made the motion to accept the grant award and to authorize Jon Elwell to sign the grant agreement paperwork. Seconded by Walter Scott. Unanimous.

1. Mid-Year Financial Report

Caroline Marcy had prepared an eight page in-depth financial analysis of each department’s financial position based upon the first six month’s activity in 2015.

Revenues in the three enterprise funds are performing ***slightly*** over budget projections.

Expenses within all funds are within normal parameters with the exception of certain insurance line item expenses as explained in earlier financial memos.

The memo emphasized areas of strengths and areas that still need attention. Preventative repair and maintenance has been shown to reduce future costly repairs and down-time. The sewer department was highlighted as a model example of good planned maintenance.

Guy Breault inquired about the hydro plant and generation. Caroline directed the Board’s attention to page 6 containing a chart outlining the past six months hydro generation and credit. By viewing the chart, readers are able to determine the time periods when the hydro has not been fully operational, mostly due to repair issues. In many cases, the repair cost itself has been insignificant compared to the cost of the lost generation.

1. Manager’s Report
* Hydro Renovation Project Status Report - Although the Board will not be speaking directly with Lee Carroll and Turner Group until September 8th, on-going communications and discussions have occurred. In addition, a meeting was held with several members of the Electric Department to determine if there are any mechanical issues that should be addressed in Phase I of this project as opposed to Phase II. Several items have been identified as critical and will be discussed with John Lavigne and Lee Carroll once John Lavigne is back from vacation. He is supposed to return this week.
* New England Clean Power Link – TDI-New England is proposing a project to run a very large power line from the Quebec-Vermont border 100 miles under Lake Champlain then east to Ludlow, VT. As part of the proposal, if allowed, TDI would commit $720 million toward cleanup of Lake Champlain or other environmental cleanup goals of the State. The project would be a 154 mile underwater and underground transmission line that would supply hydroelectricity from Canada through Vermont and into the New England market. TDI is shooting for a 2019 completion date for the project.
* Lake Champlain Municipal per Parcel Fee Rejected – Earlier in the spring, Jon had informed the Board of legislation under consideration that called for a per parcel tax to be levied and collected by all municipalities in Vermont through property taxes to fund the Lake Champlain Clean-up Fund. At the last minute, this proposed tax was turned aside at the immediate-past Legislative Session and appears that this will not occur at least for this year.
1. Other Business

Bill Spears, Jr. inquired as to what happens to unspent funds when repair and maintenance projects are not performed as budgeted. As an example, Bill pointed out the 2013 Annual Report where approximately $157,211 of planned maintenance projects in the Electric Department were not completed.

As the 2013 Annual Report stated, the budgeted elements that were not completed and remained unspent was reflected in the accrual-based increase in net position of $324,085 for fiscal year ending 2013 for the Electric Department. Adam Goss asked if any of these funds were transferred into designated savings accounts for use in future years. Caroline Marcy responded “no”; at year-end, unspent funds remain in the checking account. Only unspent appropriations are transferred into designated savings accounts. However, every year, the Trustees approve certain amounts to be set aside and transferred into savings accounts for specific purposes. These amounts can be found under the “Savings” sub-title in the yearly budget spreadsheets.

1. Executive Session – Personnel/Legal Issue

Bill Spears, Jr. made the motion to enter Executive Session in order to discuss personnel and legal issues. Seconded by Walter Scott. Unanimous.

Entered executive session at 7:40 p.m. Caroline Marcy left the meeting at 7:40 pm.

Respectfully Submitted,

Caroline Marcy, Director of Finance

Jon Elwell left executive session at 8:05 pm.

A motion was made by Guy Breault to come out of executive session. Seconded by Walter Scott. Unanimous. The Board re-entered their regular meeting at 9:50 pm. As a result of executive session, Bill Spears, Jr. made a motion that all non-contract, non-union employees will receive the same wage increase effective August 23, 2015 as reflected in the union contracts. Seconded by Leonard Charron. Unanimous. Also, as a result of executive session, a motion was made by Bill Spears, Jr. that the Village Manager would receive a wage increase effective September 1, 2015 of 2.5%. Seconded by Leonard Charron. Unanimous.

1. Adjourn

There being no other business to come before the Board at this time, Guy Breault made a motion to adjourn. Seconded by Walter Scott. Unanimous. The meeting adjourned at 9:53 pm.

Respectfully Submitted,

Adam Goss, Vice-Chair

***These minutes were approved as written at the August 25, 2015 Trustee Meeting.***