Present: Trustees - Guy Breault, Michael Manahan, Leonard Charron

Staff – Jonathan Elwell, Caroline Marcy, Garry Atherton

Meeting called to order by Vice-Chair, Michael Manahan at 6:35 p.m.

1. Consideration of Changes/Modifications to Agenda

There were no changes to the agenda.

1. Review/Approve Minutes December 9, 2014

Guy Breault made the motion to approve the minutes of the December 9, 2014 Trustee meeting as written. Seconded by Leonard Charron. Unanimous.

1. 16 Village Drive Construction Permit

The Trustees were presented with a spreadsheet that summarized the total cost of the Conference Facility/Main Office Construction Project. The approved cost of the project was $160,000 and the final cost amounted to $162,331.86.

Garry Atherton was available to explain the various issues with this project that resulted in this small cost over-run. The largest unexpected variable was the asbestos testing and removal in the amount of $5,041.00. Additional electrical and data wiring ($4,500) in the existing part of the building was required but was not in the architect blueprints.

Nearly all the work done in the Finance Director’s office, customer work area, Public Works Director’s office, and upstairs hallway also was not included in the original scope of work. S & S Construction went above and beyond all expectations and provided work that gave the Village a completed, finished product between the new addition and the existing building.

Considering the unknown factors in renovating a building that is 100+ years old, the total cost of this project is remarkably close to the approved amount.

Guy Breault made the motion at approve the final cost of the project at $162,311.86 and approve signing a change order for the adjusted amount. Seconded by Leonard Charron. Unanimous.

Michael Manahan, Vice-Chair, signed the Construction Change Order for S & S Construction to allow for $15,275.00 in additional work for this project.

Garry Atherton left the meeting at 6:50 p.m.

1. 2015 Preliminary Budget

Jonathan Elwell presented the Board with the 2015 preliminary budget along with a timeline of the Trustee/Department Head discussion schedule. A brief discussion on the main issues facing each fund ensued:

* General Fund - The preliminary budget is indicating an increase in the tax rate from $.5051 to $.5482. Staff is presenting a nearly stripped down version showing only the basic obligations. The bulk of the increase is due to the full impact of the financing projects from 2014 and the extraordinary raise in legal fees that we expect to encounter in 2015.
* Water Fund - At this point, the Water Fund is revealing an approximate $20,000.00 deficit. Staff will recommend a rate increase. The last rate increase was in April, 2009 at 6%.
* Sewer Fund - The Sewer Fund is also anticipating a deficit in the range of $40,000.00– mainly due to the increase of the Sludge Management line item expense. Earlier this summer, the decision was made by the Board for the WW Department to no longer treat sludge with the polymer treatment. The only other reasonable option is to haul the sludge resulting in the dramatic increase in Sludge Management.
* Electric Fund - The Electric budget has been a difficult budget to construct because of the changes in load and Power Supply Costs that occurred though 2014. This budget is based upon two important assumptions:
* Load and Power Supply Costs remain fairly consistent to VPPSA’s projections
* Currently assumes a 0% increase in healthcare/benefits package.

1. Manager’s Report

* Electric Department Tariff Revisions – The Department of Public Service notified the Village that they are recommending to the Public Service Board approval be given to our filed revisions to Electric Department changes, and that these revisions are made effective January 1, 2015. Usually, the PSB follows DPS recommendations in these matters.
* EPA Lake Champlain Phosphorus Regulations– Jon presented a summary from Wayne Elliott, A&E Engineers regarding Wayne’s takeaway from the series of public meetings held by EPA and the State of Vermont. Jon asked the Board if they would like Wayne to come up and speak about this issue. The consensus of the Board was to wait a little while for this issue to develop further and then have Wayne come up and give a summary as to how the new regulations will affect the Village.
* 16 Village Drive Plumbing Issues - There have been significant issues with the plumbing at 16 Village Drive. It is very old and is not able to handle the volume of use it is now under with 5 people using the system regularly, five days a week. Staff and St. Cyr Plumbing determined the lines in the basement must be replaced. This must be done ASAP, and we are looking into costs to replace lines.
* Joint Public Hearing January 5, 2015 - A reminder we have a Joint Public Hearing with the Selectboard to consider a Joint Municipal Plan 6:00 p.m. January 5, 2015 at the Emergency Services Building.

1. Other Business

There was no other business.

1. Adjourn

There being no other business to come before the Board at this time, Leonard Charron made a motion to adjourn. Seconded by Guy Breault. Unanimous. The meeting adjourned at 7:45 pm.

Respectfully Submitted,

Caroline Marcy, Director of Finance

***These minutes are not official until approved at the Board of Trustees next regular meeting.***