

**VILLAGE OF ENOSBURG FALLS**  
**Meeting of the Board of Trustees**  
February 9, 2016

Present: Trustees - Walter Scott, Guy Breault, Leonard Charron, Ellen St. Marie  
Staff – Jonathan Elwell, Caroline Marcy, Garry Atherton, Gary Denton

Meeting called to order by Chair, Walter Scott at 6:30 p.m.

1. Modifications/Changes to Agenda

It was the consensus of the Board to add discussion of a Personnel item to Executive Session.

2. Review/Approval Minutes January 19, 2016; January 26, 2016

Leonard Charron made a motion to approve the January 19, 2016 minutes as written. Seconded by Ellen St. Marie. Unanimous.

Leonard Charron made a motion to approve the January 26, 2016 minutes as written. Seconded by Ellen St. Marie. Unanimous.

3. Gary Denton, Incoming Director of Public Works

The Board of Trustees introduced themselves to Gary Denton and gave him a warm welcome as the newest team member of the Village of Enosburg Falls staff. This was Gary Denton's first day as Director of Public Works, and he expressed his gratitude for the opportunity to serve. There will be some overlap for a few weeks between Gary Denton and Garry Atherton as the Village transitions through this change of staff.

4. Pleasant Street Sidewalk Project, Resident Engineer Appointment

At the time this grant was awarded, it was the intention of the Village to appoint Garry Atherton as the Resident Engineer when the construction phase of the Pleasant St. Sidewalk Project was initiated. Since that time, Garry Atherton announced his retirement and a replacement Director of Public Works, Gary Denton, has been hired.

After discussions between Village staff and John LaBarge, Project Supervisor for Vtrans, regarding requirements of this grant source, the logical choice for the Village is to appoint Gary Denton as the Resident Engineer for this project, but re-hire Garry Atherton as a part-time employee after his official retirement date has concluded, and have Garry Atherton do the actual work, under the supervision of the new Director of Public Works, Gary Denton. John

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LaBarge has reviewed Gary Denton's credentials and has qualified him for the position of Resident Engineer.

Guy Breault made a motion to appoint Gary Denton as Resident Engineer for the Pleasant Street Sidewalk Project and to rehire Garry Atherton on a part-time basis after his official retirement to perform work on this project, under the supervision of Gary Denton. Seconded by Ellen St. Marie. Unanimous.

5. Village Mileage Certification

The Trustees briefly reviewed the Agency of Transportation Certificate of Highway Mileage form prepared by Garry Atherton. There were no changes in mileage for 2015. Leonard Charron made the motion to certify the mileage as listed on the Certification Form. Seconded by Ellen St. Marie. Unanimous. Each Board member present signed the form.

6. Hydro Renovation Project Engineering Status Report

Jonathan Elwell presented a memorandum prepared by John Lavigne, Project Engineer with the H.L. Turner Group. The memo outlined the status of Task 1: Final Design Completion Phase. It is the intention of the Board that all engineering analysis, testing, examination and design work and all construction drawing, specifications, and bid documents are completed and finalized by the Annual Meeting date of March 8<sup>th</sup> in anticipation of initiating the bidding process ASAP after a successful bond vote.

In the memo, John Lavigne has stated that on Task 1.1 – Final Drawing & Specifications that they are 60% complete; Task 1.2 – Permit Approvals Information is 50% complete; Task 1.3 – Construction Documents is 20% complete.

Walter asked Jon if John Lavigne has confirmed that he will be available for the Public Informational Meeting on March 3<sup>rd</sup>. Jon stated that John Lavigne has been informed and will be at the meeting with a presentation prepared for the public. In addition, John Lavigne has promised a draft of the plans for the Trustees to review at their next meeting, February 23<sup>rd</sup>.

Garry Atherton and Gary Denton left the meeting at 7:15 pm.

7. Manager's Report

- Hydro Renovation Project – Section 108 Financing –Jon informed the Board that he received a phone call from the Village's Electric Department attorney, Eli Emerson, informing them that the State of Vt. Agency of Natural Resources is attempting to intervene in Enosburg Falls' Section 108 application for Public Service Board approval of

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the financing for our Hydro Facility Renovation Project. Jon stated that this type of maneuver is unprecedented, and most certainly, ANR has no real jurisdiction in the Section 108 approval process. Even though the Public Service Department has already given a recommendation to approve the hydro financing, and forwarded this recommendation to the PSB, it appears ANR wants Enosburg Falls to provide information on what revenues might be like once Enosburg Falls has gone through its FERC relicensing process, and if there are new streamflow restrictions from the Water Quality Certification. This would require extensive and highly speculative work on our staff's end to provide something of this nature.

Jon continued to inform the Board that he received a phone call from Jon Copans, Deputy Commissioner of the Department of Public Service. Jon Copans has requested a meeting between the Village of Enosburg Falls, the Department of Public Service, and the Agency of Natural Resources.

Jon will keep the Board informed as this issue progresses.

- Broadreach to Attend February 23<sup>rd</sup> Meeting –Per request from the Board of Trustees, Jon has contacted Jim Donovan from Broadreach Planning & Design and has asked him to attend another meeting with the Trustees so they could review the options again. This will allow the Trustees to decide on an alternative, if desired, or possibility another direction for the project. Jim Donovan will be at the next Trustee Meeting on February 23, 2016.

Discussion ensued regarding this project and focused on the Hannaford/Water Tower Road intersection. Walter Scott asked Jon if he could look into requesting an updated traffic flow study from Vtrans to see if a traffic light could be supported. Jon mentioned that the last traffic flow study was performed in 2010 following the fatal crash that occurred at that intersection.

- Annual Meeting Minute Taker- Jon has made preparations for Kristy Lynch to take minutes at the Village's Annual Meeting this year.
- Village of Enosburg Falls Hydro Renovation Project Informational Sheet – Jon passed out a draft copy of the informational sheet that he prepared giving the public a brief description of the Hydro Upgrade/Renovation Project along with the Informational Meeting date and Annual Meeting voting date.

Leonard Charron has volunteered to distribute the flyer by hand-delivery to the residents of the Village of Enosburg Falls. Leonard Charron made the comment that he would like to see the words "Please Vote" on the flyer to draw attention to that

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particular feature of the notice. The Board reviewed the flyer and the consensus was that it was well-written and was endorsed by the Board.

8. Other Business

There was no other business to come before the Board.

9. Executive Session – For the Purpose of Discussing Electric Customer Information and a Personnel Issue

Leonard Charron made the motion to enter Executive Session for the purpose of discussing electric customer information and a personnel issue at 7:40 pm. Seconded by Ellen St. Marie. Unanimous.

Leonard Charron made a motion to come out of Executive Session. Seconded by Ellen St. Marie. Unanimous. The Board re-entered their Regular Meeting at 8:05 pm. There was no action taken as a result of Executive Session.

1. Adjourn

There being no other business to come before the Board of Trustees at this time, Guy Breault made a motion to adjourn. Seconded by Ellen St. Marie. Unanimous. The meeting adjourned at 8:05 pm.

Respectfully Submitted,

Caroline Marcy

***These minutes were approved as written at the February 23, 2016 Trustee meeting.***