

VILLAGE OF ENOSBURG FALLS
Meeting of the Board of Trustees
July 12, 2016

Present: Trustees - Walter Scott, Leonard Charron, Guy Breault, Bill Spears, Jr., Ellen St. Marie
Staff – Jonathan Elwell, Caroline Marcy, Gary Denton
Guests – John Lavigne, Lead Engineer from the H.L. Turner Group

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

1. Modifications/Changes to Agenda

There were no modifications or changes to the agenda.

2. Public Comment

Jon explained to the Trustees that the Trustee agenda will now contain a specific “Public Comment” agenda item per recommendation from the VLCT in order to comply more closely with Vermont’s Open Meeting Law. Although the Village has always invited public comment under “Other Business”, this agenda item will clearly define the opportunity for the public to speak. There was no public comment.

3. Review/Approve Minutes June 28, 2016

Guy Breault made the motion to approve the minutes of the June 24, 2016 Trustee meeting as written. Seconded by Ellen St. Marie. Jon noted that there were two corrections that need to be made to the June 24th minutes: 1) Ploof needs to be corrected to “Plouff” and 2) the heading should be dated June 28th vs. June 14th. Guy Breault made a motion to approve the minutes as corrected. Seconded by Ellen St. Marie. Unanimous.

4. Hydro Renovation Project Status Report: John Lavigne, H.L. Turner Group

Jon briefly reviewed that the purpose of tonight’s discussion was to follow up on the 4-blade vs. 5-blade replacement issue of the Village Plant #1 turbine. The two main issues was the financial impact of losing the planned 25% generation increase by going with a 4-blade (vs. 5-blade) and the FERC permitting issue if the Village pursues the 5-blade replacement.

After further study and investigation, John Lavigne has discovered an option that could help mitigate both issues. John initiated his demonstration by presenting the Trustees with a chart showing the current 4-blade turbine and gave a detailed description of how it operates. He explained how the existing cracks and holes in the blades have developed over time and how this has created a loss in generation. Due to the deterioration of the existing blades, a simple refurbishment is not recommended. The blades will need to be replaced.

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John continued to explain that his investigation has revealed, that due to advancements in technology, it would be possible to manufacture a 4-blade turbine with a more efficient design. By using his chart as an illustration, John showed how the 4 blades can be redesigned; resulting in an additional generation of 194,000 - 226,000 kW-hrs - a 15% increase.

In the Trustee's packets, John provided a table comparing the advantages/disadvantages between a new, efficiently designed 4-blade and 5-blade. One of the greatest advantages of the new 4-blade is that it would not trigger a FERC re-licensing process. This is a significant factor considering the tight hydro-upgrade construction schedule.

Based upon the 15% additional generation of 194,000 – 226,00 KWh with the redesigned 4-blade, Caroline Marcy completed a cost/benefit analysis along with a return on investment (ROI) summary using the new numbers provided by John Lavigne. Financially speaking, the 5-blade would still provide a greater ROI even taking into consideration the additional cost. However, the ROI and cost/benefit analysis with the 4-blade still revealed a positive outcome. It will still be in the rate-payers benefit to proceed with the project.

Leonard Charron made a motion to choose the redesigned 4-blade turbine. Seconded by Guy Breault. Unanimous.

5. Electric Department Garage Bids

Jon directed the Trustees to a memo prepared by Gary Denton. Gary requested bids from five (5) contractors and three (3) submitted bid proposals for construction of the 36' by 36' garage for the Electric Department located at 42 Village Drive:

1) Wendall Bashaw	\$41,635.00
2) Paradis & Sons Construction	\$42,000.00
3) Notch Above Building & Design	\$59,990.00

After reviewing all bid proposals, the apparent low bidder is Wendall Bashaw. He fulfills all the requirements established in the bid documents and is a qualified builder. Staff recommends that we award the bid to Wendell Bashaw.

Bill Spears, Jr. made a motion to award the bid contract to construct a garage for the Electric Department in the amount of \$41,635.00 to Wendall Bashaw. Seconded by Leonard Charron. Unanimous.

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6. Duffy Hill Road Paving Project, Contract Amendment

Jon reviewed the Duffy Hill Paving project with the Board. The scope of work in the Vtrans Class II Paving grant was to completely reconstruct and repave Duffy Hill Road from the southern Town/Village border north to Island View Park. Pike Industries was the lowest bidder on the project.

Since the paving bid and culvert work came in so much lower than budgeted – the Village has enough funds, if desired, to pave the remaining part of Duffy Hill Road from Island View Park to the intersection with Route 108. This part of the road will be a shim and overlay.

Pike Industries has given the Village a quote of \$22,100 to complete this extra work.

Guy Breault made a motion to approve the extra paving work to be performed by Pike Industries in the amount of \$22,100 per quote dated 6/29/16. Seconded by Leonard Charron. Unanimous.

7. Lincoln Park Bandstand Permit Request – Enosburgh Recreation Department

The Trustees reviewed the Lincoln Park Bandstand permit submitted by Mary Tryhorne on behalf of the Enosburgh Recreation Department. Mary is requesting use of the bandstand on Thursday @ 7:00 pm – 8:00 pm on July 14th, July 21st, and July 28th to offer fitness classes. They will not need the use of the electrical outlets.

The Board was pleased that the fitness classes have been so successful this summer and the consensus was that these types of activities are a perfect use of the park.

Ellen St. Marie made a motion to approve the request by Mary Tryhorne for use of the Lincoln Park bandstand at the above stated dates and times. Seconded by Leonard Charron. Unanimous.

8. Water Department, Asset Management Grant Administration

As the Board is aware, the Village of Enosburg Falls was awarded an Asset Management grant in the amount of \$18,900 to inventory and map out the Village's water system. Wayne Elliott of Aldrich & Elliott Water Resource Engineers has been the Village's water and sewer system engineer for over twenty years. Wayne has been instrumental in constructing and maintaining the Village's water & sewer infrastructure and has a deep knowledge of our systems.

Our procurement policy states that any project over \$10,000 requires a public bidding process or at least three bids. However, the policy also states that the Trustees have a right to waive

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this policy in circumstances where particular professional services are required or special circumstances exist.

It is staff's opinion that this is an instance where a particular professional service is required due to Wayne's extensive familiarity with the Village's water infrastructure. Wayne has arguably the greatest knowledge of the Village's Water system and how it functions. There is no other engineer anywhere that has this knowledge, even within Wayne's firm Aldrich & Elliott Engineering. This is particularly important since the retirement of our former Public Works Director, Garry Atherton, who kept 17 years of knowledge in his head verses a documented form for future successors. For this reason, this particular project would qualify as a special circumstance which is allowable for Board of Trustee consideration under the Village's Procurement Policy. Staff is asking the Board to waive the Procurement Policy requirements because of these conditions and award the Asset Management Grant contract to Wayne Elliott, Alrich & Elliott Engineering.

Guy Breault made a motion to approve the contract with Aldrich & Elliott in the amount of \$18,900.00 to perform services as outlined in the Contract Agreement to map, inventory, and record the Village's water system and to give Jonathan Elwell authority to sign any necessary paperwork. Seconded by Leonard Charron. Unanimous.

9. Elm Street Sidewalk Project, Vtrans Bicycle/Pedestrian Grant Application

Caroline Marcy directed the Trustees to a memo that she prepared regarding the Vtrans 2016 Bike/Ped Design & Construction Grant for Elm Street.

As the Board is aware, the scoping study for this project has just been completed with the intention of submitting a grant application to design and construct the sidewalk facility along Elm Street from the intersection with West Berkshire Road to Water Tower Road, continuing north on Route 105 to the Enosburgh Athletic Fields.

There are a few important items to consider:

- This grant has changed from a 90/10 match to a 80/20 match.
- The grant is due by July 15th @ 1:00 pm and grantees will be notified by September
- There is a payback provision if the project is not completed.
- Anticipated four (4) years to construction – 2020 if grant is awarded.

According to the scoping study, the cost of the project is approximately \$475,000. With a cost increase of 5% for inflation – we will need to budget \$500,000.00. If awarded this grant, the Village's share would be \$100,000.00. In anticipation of this match, the Village has already set aside \$25,000 from the 2016 sidewalk appropriation budget.

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Each year, the Village has historically set aside \$25,000 specifically to install sidewalks. The following is a suggested plan to budget for the Village's match should our grant application be successful:

2016	-	\$25,000	(Already set aside and designated for this project.)
2017	-	\$25,000	
2018	-	\$25,000	
2019	-	\$25,000	

Leonard Charron made a motion to authorize staff to submit a 2016 Vtrans Bicycle and Pedestrian Grant Application for the Elm Street Sidewalk project and to commit both to the 20% match, if awarded, and to future maintenance of the facility once constructed. Seconded by Ellen St. Marie. Unanimous. All five Trustees signed the commitment letter.

10. Bank Signatories

At the previous Trustee meeting, a question was raised concerning who is authorized to sign Village checks in light of Caroline's upcoming resignation. Village policy requires two (2) signatures on each check.

Caroline contacted each bank (Community National, TD Bank, Merchant's Bank, and Peoples Trust) and obtained the necessary forms to update the signatories.

Leonard Charron made a motion to add all five Trustees: Guy Breault, Ellen St. Marie, Walter Scott, Leonard Charron, William Spears, Jr. as signatories to the four above mentioned banking institutions; in addition to the Village Manager, Jonathan Elwell and Village Clerk, Andre Beaulieu. Seconded by Ellen St. Marie. Unanimous.

11. Manager's Report

- Update on the Lake Champlain WWTF Phosphorus Clean up Requirements: It appears as though Enosburg Falls will not have to make any improvements to its WWTF as a result of the new EPA requirements on Vermont plants in the Lake Champlain water basin. Required improvements are needed when actual phosphorus loads at a plant reach 80% of the Total Maximum Daily Load (TMDL). This afternoon, Rodney Allen and Brian Ovitt confirmed our phosphorus load at 159.1 lbs./year out of an allowable 274 lbs./year or 58% of Enosburg Falls' allowable TMDL. Given this, we should be O.K. for at least a few

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years, maybe longer depending on what type of development occurs in the Village over the next several years. This is very good news.

- Pleasant Street Sidewalk Project is a Wrap: Although there are still administrative details that need to be tied up, the construction work on the Pleasant Street Sidewalk Project is now complete. We have gotten some positive feedback from people in the community on this project including a letter from Marilyn Abell which was published in the County Courier June 30th.

- NRPC/Enosburgh Planning Commission Meeting: Jonathan Elwell attended the NRPC/Enosburgh Planning Commission Meeting held on July 7th to discuss and take public comment on amending areas of the Village of Enosburg Falls Zoning By-laws. There were ten people present in all, and it was a very interactive meeting. Although no definite decisions were made, most of the meeting's subject centered around possible changes to the Central Business District, and the High Density Residential District.

12. Other Business

Walter Scott stated that he was approached by a Village resident who wanted to commend Village staff and the Public Works Department for all the work being done in Lincoln Park.

13. Adjourn

There being no other business to come before the Board 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, Director of Finance

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