Present: Trustees – Walter Scott (Vice Chair), Guy Breault, William Spears, Jr., Leonard Charron

 Staff – Jonathan Elwell, Caroline Marcy

Guests: Sandy Ferland, Mike Messier, Suzanne Hull-Parent – representing the EBA and the Enosburg Lions Club

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

1. Consideration of Changes/Modifications to Agenda

Jonathan Elwell notified the Board of the need to revise the agenda to include under “Other Business” discussion of updating the Village’s web-site along with options and pricing. He also stated the need to add under “Executive Session” discussion of negotiations in which premature public knowledge may compromise the position of the municipality.

1. Review/Approve Minutes Special Joint Meeting October 14, 2014, Regular Meeting October 14, 2014

Leonard Charron made the motion to approve the minutes of the Special Joint Meeting held on October 14, 2014 as written. Seconded by Guy Breault. Unanimous.

Guy Breault made the motion to approve the minutes of the October 14, 2014 regular meeting as written. Seconded by Leonard Charron. Unanimous.

1. EBA and Enosburg Falls Lions Club, Lincoln Park Requests

Sandy Ferland, representing the EBA and Enosburg Lion’s Club, presented three issues for consideration to the Board of Trustees:

1. **Drinking fountain located along Main Street at the front of the park**.

Sandy asked for permission from the Board to investigate the feasibility of repairing the fountain to working condition. Sandy wanted to make clear that they were not requesting financial aid. The financial burden of any repairs would fall on the EBA.

Guy Breault made the motion to allow the EBA to investigate the feasibility of restoring the drinking fountain located in Lincoln Park. Seconded by Leonard Charron. Unanimous.

1. **Lion’s Club request for installing outlets on Lincoln Park light poles.**

Sandy presented the challenge facing the Lion’s Club and the EBA in providing for the electrical needs of their sponsor vendors and events in Lincoln Park.

The Lion’s Club would like to investigate the possibility of installing permanent electrical outlets on the bottom of the four cast iron light poles as a solution to their problem. Walter Scott mentioned that Greg Clark, Superintendent of the Village of Enosburg Light Department, would be willing to sit down with representatives of the Lion’s Club and help guide them through the process. Again, it was stated that the financial burden would not fall on the Village of Enosburg Falls and all expenses will be paid for by the Lion’s Club and/or EBA.

Guy Breault made the motion to allow the Lion’s Club and/or EBA to investigate the feasibility of installing electrical outlets on the light poles in Lincoln Park. Seconded by Leonard Charron. Unanimous.

1. **Waiver on ban of alcoholic products in Lincoln Park for Harvest Fest request.**

Suzanne Hull-Parent requested the Board to consider issuing a waiver on the ban of alcoholic products and their drinking in Lincoln Park for the Harvest Fest. For seventeen years, the Harvest Fest has been gaining in popularity and is a family-friendly event. This has had a positive effect on the local economy in addition to attracting outside visitors to the Village.

Wine tasting events and micro-breweries have been gaining tremendous popularity in Vermont. The Harvest Fest would like to include these types of upscale vendors in their event.

Guy Breault made the motion to consider the request and to seek legal advice on the process of issuing a waiver of the alcohol ban for this particular function. Seconded by Leonard Charron. Unanimous.

The Board directed Jonathan Elwell to contact the Village’s attorney to discuss this issue. Initially, they would like Jon to focus on the waiver process for this particular function. However, in the future, the Board may be interested in a process whereby they could issue waivers on a case-by-case basis depending on the event and would like legal clarification on this aspect.

1. Elect Trustee Chair

Walter Scott suggested tabling items number 4, 5, 6, and 7 to be reviewed at a later date. There was a consensus of the Board to table these items.

1. Trustee Vacancy

Tabled.

1. NRPC Board Appointment

Tabled.

1. TAC Board Appointment

Tabled

1. Development Review Board Consolidation

Jon provided a brief recap of the Special Joint Meeting held on October 14th regarding this issue. Although there was no quorum and no decisions could be made, the respective Board members present considered the first step of determining the number of members for the consolidated DRB. It was discussed that a five (5) member board with two (2) alternates was a good starting place. Since there was no quorum, each Board was instructed to meet individually and approve the recommended number of consolidated DRB members separately.

In the meantime, Penny Demar volunteered to contact each current member of the DRB to determine who would be willing to sit on the new consolidated board. Penny supplied a list with the current status of the Board members on October 28th which Jon handed out to the Trustees at the meeting.

After a brief discussion and a review of the list supplied by Penny, Bill Spears made the motion to approve a consolidated DRB set with seven (7) members and two (2) alternatives. Seconded by Guy Breault. Unanimous.

1. Office Holidays Schedule

Jon advised the Board that traditionally the Board has given approval to close the Village offices the day after Thanksgiving with the provision that each employee use their personal, vacation, or comp time as pay for this day. In addition, the Board has traditionally approved an employee luncheon the last working day before Christmas catered by the Dairy Center. In order for all employees to attend the luncheon, the office normally closes at noon and employees leave after the luncheon.

Leonard Charron made the motion to approve closing the office the day after Thanksgiving with the provision that employees use their personal, vacation, or comp time as pay for this day and to close at noon on Thursday, December 24th in order to attend the luncheon which will be catered by the Dairy Center. Seconded by Bill Spears. Unanimous.

Jon mentioned that the Trustees were welcome to come to the luncheon!!

1. 2015 Budget Schedule and Discussions

Jon passed out a memo outlining the timeline for the 2015 budget season. He briefly reviewed the time schedule and sequence of events with the Trustees.

Jon queried the Board regarding any projects or issues that they would like addressed in the upcoming budget. The Trustees expressed interest of seeing budget projections if the Duffy Hill Road Project was performed in 2015.

1. SQRP Report

Jon directed the Board’s attention to the SQRP report in the Trustee’s packet. There were no questions regarding this report. However, Guy Breault made an inquiry regarding the dollar amount on delinquent electric customer accounts. Caroline Marcy said that she will check with Laurie and include these numbers in the next financial report along with the amount of delinquent taxes that were turned over to the Delinquent Tax Collector on October 24th.

1. Manager’s Report
* **Break-ins Public Works Garage**: Jon informed the Board of the two break-ins at the Public Works Garage along with several other break-ins through-out the Village over the past three weeks. At this point, the estimated loss at the Village Public Works Department is $2,998.91. This loss has been submitted to our insurance company. The deductible on this policy is $1,000.00. The Vermont State Police are investigating this break-in.
* **State Wastewater Report**: Next, Jon focused the Board’s attention on the letter from the State of Vermont regarding a recent inspection of the Wastewater facility. Rodney and Brian received a very good review in their professionalism, competence, and expertise in maintaining the facility. Good job Rodney and Brian!
* **Vt. Emergency Mgmt. Meeting – October 15th:** In summary, Jon reported interesting facts from the Vt. Emergency Management Meeting where he was a key speaker on October 15th. As one of the hardest hit areas during the December Ice Storm of 2013, Jon was invited to share the Village’s experience with other electric utilities.

During this event, Governor Shumlin introduced a pilot project involving IBM and Green Mountain Power named “Deep Thunder”. Deep Thunder is a weather prediction program that is intended to provide highly accurate weather predictions down to exact areas and streets that will be affected by storms.

1. Other Business

Caroline briefly recounted the status of the Village’s website and progress on information regarding necessary updates due to the new open meeting laws passed this summer.

Earlier this year, the Village received a message from our current provider informing us of changes to our “free” web-site. Currently, area businesses sponsor each page of the Village’s web-site resulting in no cost to the Village.

However, this program is going to be discontinued for several reasons. The most important issue is that the platform of the current web-site is outdated and is highly vulnerable to hackers and misuse. It is also extremely difficult to upload documents in a pdf. format which is used by our annual audit report.

Caroline presented several local town/village web-sites to the Trustees including the Village of Enosburg’s and compared features contained on some of the sites. The price of installing or upgrading the web-sites ranged from a low of $500 to almost $5,000.

The Town of Eden’s web-site was used as an example of how attractive and informative a web-site can be and actually was one of the cheapest to install at a cost of $500. According to the traffic counter, the Town of Eden’s web-site had over 10,000 visitors within the last thirty days.

KeVa Co. (the same company that established the Eden site) has given us an estimate of $500 for site development with an annual support cost of $195.00.

The Trustees gave permission to include this expense in the 2015 budget.

1. Executive Session – Personnel

Guy Breault made the motion to enter Executive Session for the purpose of discussing a personnel issue and negotiations in which premature public knowledge may compromise the position of the municipality at 8:25 pm. Seconded by Bill Spears. Unanimous. Caroline Marcy left the meeting at 8:25 pm.

Respectfully Submitted,

Caroline Marcy, Director of Finance

Walter Scott made a motion to re-enter the Board’s Regular Meeting. Seconded by Bill Spears. Unanimous. The Board re-entered their Regular Meeting at 8:40 pm. There was no action taken as a result of Executive Session.

1. Adjourn

There being no other business to come before the Board at this time, Guy Breault made a motion to adjourn. Seconded by Bill Spears. Unanimous. The meeting adjourned at 8:40 pm.

 Respectfully Submitted,

 Jonathan Elwell, Village Manager

 ***These minutes are not official until approved at the Select board’s next regular meeting.*** These minutes were approved on November 12, 2014.