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

Staff – Jonathan Elwell, Caroline Marcy, Brian Ovitt, Rodney Allen, Ken Laplant-arrived at 7:15 pm

Guests – Julie Moore, representing Stone Environmental, arrived at 7:10 pm; Lindsey & James Cragin arrived at 7:35 pm

Meeting called to order by Chair, Walter Scott at 6:33 p.m.

1. Modifications/Changes to Agenda

There were no modifications or changes to the agenda.

1. Review/Approval Minutes December 22, 2015

Bill Spear, Jr. made a motion to approve the December 22, 2015 minutes as corrected. Seconded. Unanimous.

1. 2016 Budget Discussions
   1. **Wastewater Department:**

Jonathan Elwell initiated the conversation by directing the Board’s attention to the Wastewater preliminary budget worksheets. The Wastewater budget is revealing a deficit in the amount of $77,387.00. Board members will recall this has been the case for the past several years. In previous years, the Village has used operating cash to off-set the deficit. Staff does not feel this is a prudent course of action any longer, and is recommending a rate increase for the Wastewater Department in 2016.

The main factors contributing to the deficit are: Employee benefits, increase in sludge removal as determined by the Board in 2014, and a lowering of BOD’s for Franklin Foods while at the same time experiencing an increase in Wastewater Plant BOD’s. This has resulted in a decrease for Franklin Foods’ estimated wastewater fees by about $20,000 for 2016.

The recommendation is:

* To increase the Wastewater rate by 14% effective May 2016.
* Eliminate $10,000 from the *Equipment Savings* line item.
* Make up the difference in operating cash in the department which will be approximately $39,000 in 2016.

The last Wastewater rate increase implemented by the Village was in January 2003 – 13 years ago. It should also be noted that the recommendation on eliminating the *Equipment Savings* line item is only for one year. Staff would not support this as an ongoing practice. The 14% increase translated to actual dollars would be approximately $6.01 per month for the typical residential user.

Bill Spears, Jr. commented that 14% was a dramatic increase and would favor smaller increases through the years verses large ones.

Caroline Marcy informed the Board that a 14% increase would only account for $45,000 of the $77,000 deficit. In order to fully cover the deficit, rates would have had to rise by almost 21%. Caroline also directed the Board’s attention to a recent survey of wastewater rates of surrounding communities. Currently, Enosburg’s wastewater rates for an average household are one of the lowest in our area. Even after a 14% increase, the rate will be average compared to other local communities.

One of the major contributors to the budget deficit is the sludge management line item expense. Rodney Allen explained that although Hartigan has not increased prices in eight years, there has been an increase in the amount of sludge produced. Discussion ensued regarding various sludge treatment/disposal options.

Julie Stone arrived at 7:10 p.m. Ken Laplant arrived at 7:15 p.m.

Chair, Walter Scott temporarily passed on “B. Finance Department/General Fund” of item 3 and moved to item 4.

1. St. Albans Street Stormwater and Pump Station Property – Julie Moore, Stone Environmental

Jon updated the Trustees regarding a stormwater drainage issue that has been occurring on the southern end of St. Albans Street. Localized flooding has occurred around the Wastewater pump station located on St. Albans Street and a significant gully has formed where a portion of the stormwater runoff from this drainage system enters the Missisquoi.

Jon has informed the Board that he has hired Julie Moore from Stone Environmental to conduct an engineering study to review possible locations and stormwater management practices. Stone Environmental will also prepare a concept design for the preferred solution along with all elements necessary to support an application for grant funding to support final design, permitting, and construction. The cost of this engineering study is approximately $4,000.00.

Julie was invited to speak regarding the situation developing on St. Albans Street. Julie began her discussion by directing the Board’s attention to the site map contained in the Board’s packet. Using the site map as a visual guide, she thoroughly explained the issues and options available to the Village.

Julie continued to explain that the Eco System Restoration grant opportunity, which has a 100% cost share, is geared toward large scale opportunities that would reduce significant sediment loads into Lake Champlain. The area under discussion is approximately 15-20 acres with 40% impervious surfaces. This project certainly qualifies for this grant application.

The Board of Trustees thanked Julie for her time and presentation. Julie, Rodney, and Ken left the meeting at 7:35 p.m.

Lindsay & James Cragin arrived at 7:35 p.m.

1. Water, Wastewater Allocation Request 402 Pleasant Street, Lindsay Cragin

Jon guided the Board’s attention to a letter prepared by Lindsay Cragin that was received by the Village on January 7, 2016. Lindsay has recently moved into the community and has started a child daycare center out of her home located at 402 Pleasant St. Village staff has determined that she would need ½ a water and wastewater allocation for $250.00 and $1498.50 respectively. Lindsay is requesting a payment plan of 36 months at $48.57 per month to pay for the allocations.

Walter Scott welcomed Lindsay to our community. Walter continued to inform that Board that there has been a precedent in the past of offering payment plans for water and wastewater allocations in order to accommodate newly formed businesses.

Guy Breault made a motion to approve the ½ water and ½ wastewater allocation at 402 Pleasant St. and the payment plan requested of $48.57 per month over 36 months to Lindsay Cragin to pay for these allocations. Seconded. Unanimous.

Lindsay & James Cragin left the meeting.

1. 2016 Budget Discussions
2. Finance Department/General fund:

As was discussed at the previous Trustee meeting, the largest project in the General Fund in 2016 is the Duffy Hill paving project. Caroline Marcy stated that this project will have very little effect on the 2016 budget; however – if approved by voters, this project will raise the grand list for 2017 by 1.57 cents which alone will account for a 2.95% raise in the tax rate the following year.

Jon concluded budget discussions by asking the Board to consider the proposed changes and to think about any changes or modifications for the next scheduled Trustee meeting. At that time, staff will prepare a final version of the budget based upon the discussions last week and tonight for Trustee approval.

Jon took this opportunity to ask the Board to consider two other related issues for the next meeting:

1. Dedication of the 2015 Annual Report?
2. Dates to hold the informational meeting for the 2 bond votes which will both need to be held by Australian ballot (Duffy Hill Paving Project & $2.1 m Hydro Facility Upgrade/Renovation Project)?
3. Manager’s Report

* 2015 Audit - The Village is starting the 2015 audit process. Kittell, Branagan & Sargent (KBS), our accounting firm, will be here January 13th, 14th, and 15th. They will set up in the meeting room during that time period.
* UST 42 Village Drive – We have received the Initial Site Investigation Report concerning the underground storage tanks at 42 Village Drive. As mentioned earlier, this report was prepared by Ross Environmental on the Village’s behalf due to an order from the State of Vermont Department of Environmental Conservation this past autumn. The report recommends no further action needed at this time on this site. So, in other words, there have been no significant leaks resulting from the tanks presence. The report has been filed with DEC.
* 2015 Annual Reports – Our Annual Report schedule is on track with a due date of February 5th for delivery to the printers and a return date to the Village of February 19th.

1. Other Business

There was no other business to come before the Board.

1. Executive Session – For the Purpose of Discussing a Personnel Issue

Bill Spears, Jr. made the motion to enter Executive Session for the purpose of discussing a personnel issue at 8:20 pm. Seconded. Unanimous.

Guy Breault made a motion to come out of Executive Session. Seconded. Unanimous. The Board re-entered their Regular Meeting at 8:43 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. Unanimous. The meeting adjourned at 8:43 pm.

Respectfully Submitted,

Caroline Marcy

***These minutes were approved as written at the Board of Trustees Meeting on January 26, 2016.***