Present : Trustees – Walter Scott, Guy Breault, Leonard Charron, Ellen St. Marie

 Staff – Jonathan Elwell, Laurie Stanley

The meeting was called to order by Walter Scott, Chair at 6:35pm.

1. Modifications/Changes to Agenda

There were no changes to the agenda.

1. Public Comment

There was no public comment.

1. Review/Approval Minutes July 12, 2016

A motion was made by Leonard Charron to approve the minutes of July 12, 2016 as written. Seconded by Ellen St, Marie. Unanimous.

1. Credit Card Payment Capability

Jon Elwell directed the Board to a memo in their packets written by Laurie Stanley, Senior Bookkeeper explaining efforts that have been made by Village staff over the past several months to find an acceptable solution to the public’s expectation the Village have credit card service to pay their bills. In the past, Trustees have had concern about doing a traditional system for credit card payment because of the high fees associated with these systems. Their feeling was it would not be fair to ask all rate payers to share the cost of this payment method if only a few are using it.

Laurie presented an option through a company called Invoice Cloud, which would allow customers to pay by credit card either through a computer or phone. There would not be a traditional “swipe machine” in the office. The charge for the service would be paid by the customer, and the Village would receive payment from Invoice Cloud within 24 hours after payment has been made. The system would accept Visa, MasterCard, and Discover Card. Laurie Stanley and Caroline Marcy both felt this was a good option for the Village to move forward with.

After some discussion, Leonard Charron made a motion to approve moving forward with the recommended Invoice Cloud, Option 2 listed in Laurie’s memo, and to give Jon Elwell authorization to sign any contracts needed for implementation. Seconded by Ellen St. Marie. Unanimous.

1. Office Copier Lease

The Board was directed to a memo from Laurie Stanley in their packets on this subject. Laurie outlined the item informing the Board that the Village’s office copier lease was going to expire in September and as a result, we needed to get a new lease in place. Laurie’s memo outlined several options with copier companies and quotes for each company. Staff’s recommendation is to select the quote from National – a Kyocera black and white, color 35ppm.

Guy Breault made a motion to approve entering into a lease agreement with National for the Kyocera black and white, color 35 ppm, and to give Jon Elwell authorization to sign any contracts necessary to enter the lease. Seconded by Leonard Charron. Unanimous.

1. Bridge of Flowers & Light Renovation Project Bids

The Board reviewed the bid summary provided Knight Consulting Engineers for the project. Two bids were received – ECI for a total of $59,447.00, and D. Tatro for a total of $65,350.20. Staff recommendation was to select the low bid from ECI with Addendum #1 for a total of $59,447.00. A motion was made by Guy Breault to approve the bid submitted by ECI. Seconded by Ellen St. Marie. Unanimous.

1. Duffy Hill Road Paving Project Financing

The Board was presented with a memo from Caroline Marcy with a summary of the three bids received to finance the $85,000 loan for the Duffy Hill Road Paving Project. The bids were – Peoples Trust, 2.7%, Community National 2.25%, Merchants Bank 2.3%. Staff recommends the low bid of Community National Bank.

Guy Breault made a motion to approve the financing bid from Community National at 2.25%, and to give Jon Elwell authorization to sign any required documents for this loan. Seconded by Leonard Charron. Unanimous.

1. SQRP Report

There were no questions or comments on the SQRP.

1. Manager Report

Jon Elwell reviewed several items with the Board including an update on the paving schedule for Duffy Hill Road, a *New York Times* article on solar installation issues in Hawaii, and changes to the public meeting law which further define the deadline to have draft minutes available, and posted to the website. In addition, Jon informed the Board that A&E Engineers is eager to get a kick off meeting together for the Water Asset Management Project. They would like a member of the Trustees present for that meeting if possible. Guy Breault volunteered to be present at this meeting on behalf of the Trustees.

1. Other Business

Walter Scott informed the Board that there was a meeting being held by the Enosburg Business Association. This will be held tomorrow night at the Emergency Services Building to discuss ideas about ways to improve the downtown area. Walter will attend this meeting.

He also, asked Jon about a conversation Bill Spears, Jr. had with Jon regarding low water levels at the Enosburg Falls Country Club pond. Jon responded that the Village has been in contact with the Country Club about their concerns on the pond, but at this time there is nothing being asked by the Country Club from the Village. Jon believes they are simply looking for options if the pond did get to low to continue their irrigation of the golf course. The significant rain we have had over the past week, however, may have improved conditions for the pond.

1. Executive Session – Personnel

Ellen St. Marie made a motion to go into Executive Session for the purpose of discussing personnel issues. Guy Breault seconded this motion. Unanimous. The Board entered Executive Session at 7:45pm. Jon Elwell left the meeting at 8:00pm.

Respectfully Submitted,

Jonathan Elwell, Village Manager

A motion was made by Leonard Charron to exit Executive Session. Seconded by Guy Breault. Unanimous. The Board re-entered its regular meeting at 8:45pm. As a result of Executive Session, a motion was made by Guy Breault applicable to this employee annual review period, to increase non-union, full-time employee wages, with the exception of those under other contracts, to match union wage increases as outlined in the union contracts (3.25%). Seconded by Ellen St. Marie. Unanimous.

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 8:50pm.

Respectfully Submitted,

Walter Scott, Chair