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

 Staff – Jonathan Elwell, Caroline Marcy

Guests – Marilyn Ajami, Jim Donovan representing Broadreach Planning & Design, Andy Rowe representing Lamoureux & Dickinson

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

1. Modifications/Changes to Agenda

There were no modifications or changes to the agenda.

1. Review/Approve Minutes of December 8, 2015 Trustee Meeting

Leonard Charron made the motion to approve the minutes of the December 8, 2015 Trustee Meeting as written. Seconded by Bill Spears, Jr. Unanimous.

1. Public Works Session: Duffy Hill Road, Elm Street Sidewalks Projects Alternatives

Jim Donovan, lead engineer from Broadreach Planning and Design, commenced the public works session by giving a brief overview of the two projects and the existing conditions as discussed at the November 24th meeting. The purpose of tonight’s meeting is to discuss alternatives for each project.

Elm Street Sidewalk Alternatives

Jim directed the audience’s attention to a large aerial map of the project area [Elm Street from the intersection of West Berkshire Road, Water Tower Road, and continuing on Sampsonville Road to the Enosburgh Emergency Services Building and Athletic Fields]. Super imposed on the aerial map was the various alternatives – each color coded. As explained at the November 24th meeting, the purpose of this sidewalk is to provide safe access from the schools and Village to the Athletic Fields on Sampsonville Road behind the Enosburgh Emergency Services Building.

Due to the complexities of the project area, the alternatives were divided into four different sections, so that it might be possible to “mix and match” sections if it seemed appropriate. The four sections are:

* Elm Street itself between Main Street and Water Tower Road
* Water Tower Road from Elm Street to near the entrance of the athletic park
* Sampsonville Road, Route 105 east of Water Tower Road; and
* Off-road alignments that might avoid the traffic on Route 105

In addition to discussing the alternatives for each of the above sections, Jim also presented the options for reducing the large curb cut/entrances to the McDermott Trucking properties.

Jim continued to explain that the two off-road alternatives were discarded for various reasons:

1. The first path marked in green began at the intersection with West Berkshire Road. This option was discarded because the majority of children have been observed coming from the school area off Pleasant Street. This path is too far out of the way to accommodate this use.
2. The second path as outlined in orange would cut across the western border of the McDermott property, pass between the VTrans Garage and back side of the McDermotts and NAPA properties, and cross Water Tower Road between the Health Center Complex and the Community National Bank to the Athletic Fields. This alternative was discarded for three main reasons:
3. Since none of the property in question belongs to the Village, the Village would need to obtain easements from several property owners which could be difficult.
4. Most likely VTrans and the two commercial property owners would require a fence between the path and their properties. This would create a hidden alley way with associated potential safety issues.
5. The main users of the sidewalk system would be children who tend to take the path of least resistance. It has been observed that the kids tend to cross Elm Street at the Pleasant Street intersection, continue across the 300 foot open access of the commercial properties, cross Water Tower Road, continue on Sampsonville Road and access the fields at that point. It was questioned whether the kids would use the off-road path if built or take the shortest, most direct, route.

The alternatives next discussed involved the Water Tower and Sampsonville Road options. Jim explained that for the Sampsonville route, the sidewalk would actually be placed on the outer side of the existing drainage swale providing considerable safety for pedestrians. This alignment would place it partially outside of the existing ROW.

Guy Breault asked if the Village ROW was 3 or 4 rods. Andy responded that it was 3 rods. At this point, Leonard Charron strongly suggested that we reexamine the off road path. As a resident on Elm Street, near the intersection with Pleasant Street, Leonard has witnessed many dangerous situations between children and traffic on Elm Street. He felt that it would be much safer to get the children completely off the main road.

Marilyn Ajami observed that many of the children ride bikes to the fields and she asked if the sidewalk would accommodate bike traffic. Jim responded that the sidewalks were intended for pedestrian activity but that the off-road path could easily be designed as a shared bike/pedestrian path.

It seemed to be the consensus of those in the audience to pursue the off-road path alternative as outlined in orange on the map. Jim mentioned that this option would entail obtaining 3 or 4 easements. He asked if there was a second choice in case this was not possible. There was no second choice presented by those in attendance. Jim counseled that should he not be able to obtain the necessary easements, we would have to meet again to discuss pursuing another alternative.

As for the section of the project from the intersection of West Berkshire Road to where the off-road path would meet, Alternative A-1 – Current Alignment – Save Trees was chosen.

Duffy Hill Road Sidewalk

The Duffy Hill Road Sidewalk project basically has two viable options:

* Alternative S-1: Sidewalk Adjacent to Road
* Alternative S-2: Sidewalk Separated from the Road

The sidewalk adjacent to the road will be more expensive due to the necessary installation of a curb and resulting water drainage issues. Pedestrians tend to feel safer when separated from the road even with a curb in place.

Alternative S-2: Sidewalk Separated from the Road was chosen as the preferred alternative. This alternative also corresponded to the Master Design Plan for the Eco-Energy Park which features 9 parking spaces between the park and the Bridge of Flowers and Light.

For the culvert issue, those in attendance supported using the existing culvert and gradually shifting Duffy Hill Road to the east

1. Designation of Project Manager for Duffy Hill Road, Elm Street Sidewalk Studies

Jon directed the Board’s attention to two letters that have been prepared appointing Caroline Marcy as Local Project Manager for the two above stated sidewalk scoping studies. The Village had appointed Garry Atherton earlier but due to his impending retirement, he will not be able to fulfill this position.

Bill Spears, Jr. made the motion to appoint Caroline Marcy as Local Project Manager for both the Duffy Hill Road and Elm Street Sidewalk Scoping Studies. Seconded by Guy Breault. Unanimous. The Board of Trustees signed both letters.

1. Regional Planning Commission Board Vacancy

Included in the Board’s packet was a letter from Sandi Murphy asking the Board to accept her resignation from the Regional Board of Commissioners.

Bill Spears, Jr. made a motion to accept Sandi’s resignation from the Regional Board of Commissioners. Seconded by Leonard Charron. Unanimous.

Walter Scott asked Guy Breault if he would touch base with Mike Manahan, the remaining Regional Board representative for the Village of Enosburg Falls, to see if he has any suggestions for the vacancy. Guy said that he would follow up with Mike regarding this matter.

1. Northern Borders Diesel #1 Property Grant

Jon directed the Board’s attention to a memo prepared by Caroline Marcy regarding the Northern Borders grant. As was mentioned last September, the Village of Enosburg Falls was awarded a Northern Borders Grant in the amount of $121,581.00 to help transform the Diesel #1 Brownfields property into a public park. This grant requires a 50% match. All matching funds must be secured and committed within one year of the NBRC Letter of Approval dated September 1, 2015.

The Village currently has $62,389.64 in a dedicated savings account for this project. This means that the Village will need to set aside an additional $59,191.36 any time from September 1, 2015 to August 31, 2016. Since it appears as if the Electric Department will end 2015 with a cash flow surplus, it is recommended that we set aside the required funds before the end of 2015.

The attractive aspect of this grant source is that although this grant is provided by Federal funds, by statue, it is NOT considered to be Federal funds. This means that the Village could use other federal or non-federal grant sources as our 50% match. Staff will be diligently pursuing all available grant opportunities for this project.

Leonard Charron made a motion to approve transferring $59,191.36 into the designated savings account for this project. Seconded by Ellen St. Marie. Unanimous.

1. Electric Dept. Digger Truck Rental

Jon presented to the Board a letter from the Village of Swanton. The Village of Swanton is willing to lease their digger truck to our Electric Department for $1,000 per month until our new digger truck arrives. All that they require is that we maintain insurance on the vehicle and perform any regular preventative maintenance. Jon recommended that we accept this offer as fair and reasonable.

Guy Breault made a motion to approve the lease of the digger truck from the Village of Swanton for $1,000 per month per Swanton’s offer in their letter dated December 17, 2015. Seconded by Leonard Charron. Unanimous.

1. Director of Public Works Job Description

Jon advised the Board that ads for the Director of Public Works position have been placed in the St. Albans Messenger, County Courier, on the Village’s website, and on the on-line classified section of the VLCT website starting December 17th.

Jon briefly reviewed the requirements of this position as outlined on the informational handout included in the Board’s packet. There were several small changes Jon and Garry Atherton recommended be made to the Director of Public Works Job Description at this time. Guy Breault made a motion to approve the recommended changes to the job description. Seconded by Bill Spears, Jr. Unanimous.

1. 2016 Preliminary Budget

Jon handed out the 2016 Village preliminary budgets to the Board. He directed their attention to the schedule on the inside cover informing them of the timetable for each department budget review.

Jon briefly discussed the high points on each department’s budget and areas for deeper review and consideration.

1. Manager’s Report
* Electric Dept. Hydro Renovation Section 108 - The Hydro Renovation Project is moving forward. The Section 108 financing filing was made on December 10, 2015 to the Public Service Board. This is a necessary step in securing the 1.8 million dollar bond vote. By statue, electric utilities in Vermont must get PSB approval before taking the bond item to their local public vote. For the Board’s information, we made the filing for “up to” $2 million to be safe in case construction costs end up higher than estimated.
* Director of Public Works Hiring – Jon attached a copy of the advertisement for the Director of Public Works that appeared in the local newspapers and on-line as mentioned earlier. Resumes are due January 7, 2016. Jon will keep the Board apprised as this progresses.
1. Other Business

There was no other business.

1. Adjourn

There being no other business to come before the Board of Trustees at this time, Bill Spears, Jr. made a motion to adjourn. Seconded by Leonard Charron. Unanimous. The meeting adjourned at 8:30 pm.

Respectfully Submitted,

Caroline Marcy

***These minutes were approved as corrected at the Board of Trustees Meeting on January 12, 2016.***