

DRAFT
VILLAGE OF ENOSBURG FALLS
Meeting of the Board of Trustees
January 9, 2018

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

Staff Present: Jonathan Elwell, Gary Denton, Brian Ovitt, David Peloubet and Joanne Davis

Public Present: Greta Brunswick, NRPC – Northwest Regional Planning Commission, James Guilmette of Guilmette Handyman Services

Walter Scott called the meeting to order at 6:30 p.m.

1. Modifications/Changes to Agenda - There were no changes to the agenda.
2. Public Comment - There was no public comment.
3. Review/Approval of Minutes Joint Meeting December 12, 2017
Ellen St. Marie moved to approve the minutes of the December 12, 2017 Trustee Meeting as written. Leonard Charron seconded. Unanimous.
4. Better Connections Grant Application-Greta Brunswick, NRPC
Greta brought everyone up-to-date on the status of the grant application and the anticipated timeline for the project. The grant due date is January 31, 2018 and we should hear the decision on March 2, 2018. Jonathan included in the Trustee information a copy of both the grant application and the schedule for the steps in the project. Guy Breault moved to have the Trustees sign the resolution for the Better Connections Grant, authorize Greta Brunswick as Local Project Manager on the resolution, authorize Jonathan to sign a letter of support for the project as well as sign the grant application. Ellen St. Marie seconded. Unanimous.
5. 2018 Budget:
Jonathan Elwell brought the Trustees up-to-date on the recent discovery of an error in the budget spreadsheet for all of the enterprise funds. This has resulted in staff having to relook at these budgets and propose areas where changes could be made to correct the deficit discovered when the spreadsheets were corrected.

A. Wastewater Department – This budget now shows a deficit of \$45,648. Proposed changes-

| | |
|---|-------------------|
| Increase Revenue based on Franklin Foods anticipated revenue | \$20,000 |
| Decrease Electricity Expense | \$ 2,000 less |
| Decrease Sludge Management | \$ 5,000 less |
| Decrease Accrued Time (2017 was a one-time increase due to Rodney Allen’s Retirement) | \$20,000 less |
| Total of revenue increase and expense decreases | \$47,000 increase |

Jon offered alternative of using available cash as a possibility as well.

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Brian appreciated being able to hold off on a possible rate increase at this point.

The Trustees were in agreement with the four proposed changes Jonathan outlined instead of the use of available cash. There was a consensus that with the recommended changes, the Board was in approval of the Wastewater Department Budget.

B. Electric Department - now showing a deficit of \$37,216

Jonathan's proposals are:

| | |
|-------------------------------|----------|
| Decrease Maintenance of Lines | \$20,000 |
| Decrease Tree Trimming | \$10,000 |

This leaves a deficit of \$7,216 which can be covered by available cash

Jonathan also mentioned the special Franklin Food rate which the Board will need to consider.

6. Diesel #1 Building Eco/Interpretive Center Project

Jonathan included in the Trustee memo an email he received from Louis Hodgetts of Dubois & King regarding proposed changes in this project.

Guilmette Handyman Services is unable to obtain a bond for the full amount of this project. The solution Louis, James and Jonathan have discussed is to separate this project into two phases as outlined in Louis Hodgetts' email. This will lower the cost of each phase below \$100,000 which Mr. Guilmette is able to obtain a bond for.

Jonathan pointed out to the Trustees his concern with this proposal is what happens if for some reason Guilmette Handyman Services does not do Phase 2 of the project. There is exposure for the municipality if the Board agrees to do this. The exposure comes if for some reason Guilmette does not complete both phases of the project, the Village will then be left with no protection to ensure both phases are done. We would be left to find a new contractor as if the contract never occurred. On the other side of the coin, our only other alternative is to put the project back out to bid for a third time with no guarantee that we will be in any better situation at the end of the process. Will this affect the grant funding we currently have? Jonathan reached out to Northern Border Regional Commission and they have not expressed a concern with regard to the funding of this project if we make this a two phase project.

Leonard Charron moved to accept the changes outlined in Louis Hodgetts' email dated January 4, 2018. Guy Breault seconded. Unanimous.

7. Manager's Report

- Jonathan Elwell included in the Trustee information four change orders from H.L. Turner Group. None of these change orders increase the cost of the project.
Guy Breault moved to accept all four change orders. Leonard Charron seconded. Unanimous

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- FEMA/October 2017 Windstorm – on 1/3/18 the White House signed a Major Disaster proclamation for damages from the October windstorm. Jonathan had submitted an estimate of approximately \$45,000 in damages for the Village of Enosburg Falls. Staff is planning to apply for disaster funds with Trustee approval. The Trustees were in agreement
- David White, Executive Director of NEPPA has resigned effective March 16, 2018. NEPPA will be the search for a replacement immediately.
- Want to take a moment to acknowledge the passing of Val Bonk
- William Spears, Jr. stopped in to let Jonathan know he is leaving for Florida and will not return until April. Jon reminded him that his term as Trustee will expire in his absence and William advised him that he will not run for reelection. He will serve if he is elected through write-ins.
- Jonathan reminded Leonard Charron that his term expires this year and encouraged him to reach out to Andre Beaulieu, Village Clerk for instruction on running in 2018.

9. Other Business

There was no other business.

11. Executive Session – For the Purpose of Discussing Negotiations in which Premature Public Knowledge may Compromise the Position of the Municipality

Leonard Charron moved to go into executive session for the purpose of discussing negotiations in which premature public knowledge may compromise the position of the municipality at 8:00 p.m. Ellen St. Marie seconded. Unanimous. The Trustee meeting entered Executive Session. Joanne Davis remained in Executive Session.

Leonard Charron moved to reenter the Board's Regular Meeting. Seconded by Ellen St. Marie Unanimous. The Board reentered their Regular Meeting at 9:10 pm. No action was taken as a result of Executive Session.

12. Adjourn –

Leonard Charron moved to adjourn the meeting at 9:10 p.m. Ellen St. Marie seconded. Walter Scott adjourned the meeting at 9:10 p.m.

Respectfully submitted,

Joanne Davis
Director of Finance

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