

DRAFT
VILLAGE OF ENOSBURG FALLS
Meeting of the Board of Trustees
January 23, 2018

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

Staff Present: Jonathan Elwell, Gary Denton, Andre Beaulieu and Joanne Davis

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 of January 9, 2018 regular meeting and January 16, 2018 special meeting.
Guy Breault moved to approve the minutes of both meetings as written. Ellen St. Marie seconded.
Unanimous.
4. Enosburg Business Association Outdoor Activities Permit Request
Jon Elwell included a letter from Shawna Lovelette of the Enosburg Business Association requesting a 2018 Outdoor Activities Permit to cover their activities for the year. Jon reminded the Trustees that this was an annual request that had been granted for decades. Guy Breault moved to approve the Enosburg Business Association Outdoor Activities Permit for 2018. Leonard Charron seconded. Unanimous.
5. Delinquent Tax Collector Appointment
Andre Beaulieu's appointment as Delinquent Tax Collector expired in March 2017. This is historically a three year term. Ellen St. Marie moved to reappoint Andre Beaulieu to another 3-year term as Delinquent Tax Collector retro-active to the expiration of this term in March, 2017. Leonard Charron seconded. Unanimous.
6. Delinquent Tax Collector Request for Tax Sale
Jon Elwell included in the Trustee information a copy of a letter from Andrea Beaulieu requesting permission to engage Attorney Vaughn Comeau for the purpose of conducting a tax sale in the near future. Ellen St. Marie moved to hire Attorney Vaughn Comeau to assist in a possible future tax sale. Leonard Charron seconded. Unanimous.
7. Hydro Renovation Project
 - A. Hydro Bond Resolution
Jonathan included in the Trustee information a copy of the Resolution and Certificate for the \$2,000,000 bond approved by the Voters and Public Utility Commission for the hydro-renovation project. This Vermont Bond Bank document requires Trustee approval as well as Trustee, Clerk and Treasurer signatures are required. Guy Breault moved to approve the resolution and certificate. Leonard Charron seconded. Unanimous. The Trustees signed the document.

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B. Change Orders #5, 6 & 7

Jonathan enclosed copies of Change Orders #5, 6 and 7 that he received for the hydro-renovation project. After consideration of change orders 1 through 7, our contingency balance would be \$100,243.75. Ellen St. Marie moved to approve change orders 5, 6 and 7. Leonard Charron seconded. Unanimous

8. 2018 Draft Budget Discussions

Jonathan presented the Trustees with a memo regarding changes to the General Fund and Electric Fund budgets.

General Fund

Jon's memo reviewed the changes requested by the Trustees at the last budget meeting, and outlined other adjustments that had to be made while staff were working on the budget. One change was to bring forward \$3,830 in debt from 2017. This information came from Kittell, Branagan & Sargent after they completed their audit adjustments. The second change is regarding the match for the Elm Street Sidewalk Project. The match total is \$104,375 - \$4,396 of which was paid in 2017 and \$25,000 which will be covered by the sidewalk appropriation for a revised match in 2018 of \$74,979 to be financed over five years.

Further options from Jon include (1) eliminating the Pleasant Street Drainage project and (2) increasing the financing term of the Elm Street Sidewalk match to ten years. One final option could be increasing the payment from the electric fund in lieu of taxes.

Guy Breault and Ellen St. Marie feel that Pleasant Street Drainage should be tabled and after review of the change to the tax rate of the other options, keep the Elm Street Sidewalk project financing term at five years. The Trustees were in agreement with this change and the General Fund Budget Draft for 2018.

Electric Fund

Once the Trustee requested changes were made, this account is showing a deficit of \$12,827 which Jon feels can be covered with available funds and avoid having to request a rate increase. The Trustees were in agreement with the 2018 Electric Budget Draft.

One other item Jon mentioned regarding the Electric Department was the Franklin Foods EDA line item. Given that we are already almost through January, one option might be to decrease the reduction to \$90,000 as the approved agreement will most probably take up to three months to receive should the Trustees agree to the reduction.

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Jon distributed drafts of the Warning for the 2018 Annual Meeting. There will be two changes – remove the Pleasant Street Project and add the Elm Street Project with 5 years financing.

Jon reminded the Trustees that we need to consider a dedication for the 2018 Annual Report. Walter Scott advised everyone that he had been working on this and had spoken about it with others. His recommendation is to dedicate the 2018 Annual Report to James Hayes. All of the Trustees were in agreement with this. Walter has spoken to Pat Hayes and Pat will bring information for Jon to use in writing the dedication.

9. Highway Mileage Certification

Jonathan brought the annual Certificate of Highway Mileage for the Trustees signature. There was a consensus to approve and sign the certificate.

10: Liability Insurance Consideration

Our insurance agent is recommending an increase on our liability coverage from \$1,000,000 to \$5,000,000. The added annual cost is \$6,987. Due to the number of projects that we are obligated to in 2018, and their effect on the budget, the Trustees elected to wait on this recommendation and revisit it next year.

11. Manager's Report

- Jon has been in contact with Doug Goulette of Lamoureux & Dickinson regarding the Elm Street Sidewalk Project. During the last public meeting regarding this project those in attendance were told that another public hearing would be held. When Jon contacted Doug to remind him that we should get this scheduled Doug advised Jon that Vtrans only required one public hearing. Jonathan was concerned that since the public was told that there would be another public hearing that we should still hold one even though it is not a Vtrans requirement. The Trustees were in agreement that we should have the public hearing. Jonathan will reach out to Doug Goulette to get this scheduled.
- Auditors from Kittell, Branagan and Sargent were on-site last week for three days to begin the 2017 audit. They completed their on-site work Wednesday and have not indicated any major concerns to Jon.
- 2018 Annual Report – Work on the 2018 Annual Report is progressing. The report will be delivered to the printer by February 9, 2018 and 175 copies will be returned to us by February 23, 2018. These will be available in the Village Office, the Town of Enosburgh Office and the library.

12. Other Business

There was no other business.

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13. 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 7:45 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 8:20 pm. No action was taken as a result of Executive Session.
13. Adjourn –
Ellen St. Marie moved to adjourn the meeting at 8:20 p.m. Leonard seconded. Walter Scott adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Joanne Davis
Director of Finance

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