

DRAFT  
**VILLAGE OF ENOSBURG FALLS**  
**Meeting of the Board of Trustees**  
January 22, 2019

Present: Trustees - Guy Breault, Leonard Charron, Sam Vaillancourt  
Staff – Jonathan Elwell, Matthew Miner  
Guests – None

Meeting called to order by Guy Breault at 6:34pm.

1. Modifications/Changes to Agenda

There were no modifications or changes to the agenda.

2. Public Comment

There were no public comments.

3. Review/Approval Minutes January 8, 2019 and January 15, 2019

Leonard Charron made the motion to approve the minutes of the January 8, 2019 and January 15, 2019 Meetings of the Board of Trustees as written. Seconded by Sam Vaillancourt. Unanimously approved.

4. Elect Chair/Vice-Chair

Leonard Charron made the motion to elect Guy Breault as Chair of the Board and Sam Vaillancourt as Vice-Chair of the Board. Seconded by Guy Breault. Unanimously approved.

5. Board of Trustees Vacancy

Guy Breault made the motion to appoint Jesse Woods to fill the vacancy on the Board created by Walter Scott's resignation. Seconded by Leonard Charron. Unanimously approved.

6. Request to use Bridge of Flowers and Lights – Edmund Bryce

Sam Vaillancourt made the motion to approve the request from Edmund Bryce to hold a wedding ceremony on the Bridge of Flowers and Lights on August 3, 2019 from approximately 3:00pm to 4:00pm with an estimated attendance of fifty (50) people. Seconded by Leonard Charron. Unanimously approved.

7. 2019 Budget

A. General Fund

The General Fund draft budget has been updated and was presented to the Board with a general fund total expenditure of \$1,317,356, of which \$552,339 is to be raised by property tax with a proposed tax rate of 0.5708. This draft budget includes debt service for four (4) large paving projects totaling \$483,000, financed over twelve years. The project was updated removing portions of the original project scope including Orchard St and the sidewalk portion of the St Albans St project. Staff removed the debt service cost for the Elm St Sidewalk project because construction for that project most likely won't begin before 2020. Jon Elwell also asked the Board if it had considered Staff's recommendation to use approximately \$60,000 from unused sidewalk appropriation funds to upgrade the sidewalk along Main St from the intersection of West Berkshire Rd to Orchard St and the

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Board agreed to consider this project in the draft budget at the next meeting. Staff has one additional adjustment to make to this budget when the final surplus generated from 2018 is verified by auditors, which will result in a further reduction in the proposed tax rate. Staff will make modifications to the draft as required and return at the next meeting for further review and discussion.

**B. Water Department**

The Water Dept draft budget has been updated and was presented to the Board with a \$3,925 deficit with no proposed rate adjustments. Staff proposes that this deficit be funded from cash reserves. Changes included updates to the estimated insurance premiums for 2019 policy year.

Sam Vaillancourt made the motion to approve the budget as presented to the Board with a \$3,925 deficit with no proposed rate adjustments. Seconded by Leonard Charron. Unanimously approved.

**C. Wastewater Department**

The Wastewater Dept draft budget has been updated and was presented to the Board with a \$16,321 surplus with no proposed rate adjustments. Changes included updates to estimated revenues and to the estimated insurance premiums for 2019 policy year.

Sam Vaillancourt made the motion to approve the budget as presented to the Board with a \$16,321 surplus with no proposed rate adjustments. Seconded by Leonard Charron. Unanimously approved.

**D. Electric Department**

The Electric Dept draft budget has been updated and was presented to the Board with a \$198,505 deficit with no proposed rate adjustments. Staff proposes that this deficit be funded from cash reserves. Changes included updates to the estimated insurance premiums for 2019 policy year and updates to the estimated cost of window repairs at 42 Village Dr. Mr Elwell reminded the board that there are several variables with the electric budget that could ultimately require a rate increase in 2019, but it is staff's belief that an electric rate increase is eminent for 2020. The Board also agreed to Staff's recommendation to begin preparations for additional capital improvements to the Hydro Plant #1 with a goal to begin construction in 2020. Administrative work will begin in 2019 to prepare for this project.

Sam Vaillancourt made the motion to approve the budget as presented to the Board with a \$198,505 deficit with no proposed rate adjustments. Seconded by Leonard Charron. Unanimously approved.

**8. Annual Report**

Mr Elwell asked the Board to review the proposed Trustees' Report for the 2018 Annual Report and provide signatures. The Board also agreed to dedicate the 2018 Annual Report to Walter Scott.

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9. Manager's Report

- Mr Elwell reported that the City of St Albans and Northwest Regional Planning Commission were successful in obtaining a grant for creation of an online Franklin County regional events calendar.
- Mr Elwell reported that there are two openings on the American Public Power Association Board of Directors for Region 8 and that Ken Nolan, GM for VPPSA, has been nominated.
- Mr Elwell reminded the Board there is a special meeting scheduled for January 24<sup>th</sup> at 6:30pm at the Town of Enosburgh Emergency Services Building to review recommendations for the Vital Village Master Plan. This meeting is open to the public and all are invited to attend.

10. Other Business

Guy Breault asked if there was any status update on the replacement of the bearing on the Hydro Plant #1. Mr Elwell reported that Kingsbury has acknowledged the warranty repair and is waiting for an ETA for the replacement bearing from Norcan.

11. Adjourn

There being no other business to come before the Board at this time, Sam Vaillancourt made a motion to adjourn. Seconded by Leonard Charron. Unanimously approved. The meeting adjourned at 7:44pm.

Respectfully Submitted,

Matthew Miner, Director of Finance

***These minutes are not official until approved by the Board of Trustees at a Regular Board Meeting.***