

DRAFT  
**VILLAGE OF ENOSBURG FALLS**  
**Meeting of the Board of Trustees**  
May 14, 2019

Present: Trustees - Guy Breault, Leonard Charron, Sam Vaillancourt, Jesse Woods, Jason Larose  
Staff – Jonathan Elwell, Matthew Miner, Gary Denton, Ken LaPlant, Brian Ovitt  
Guests – John Little, Sandy Ferland, Jim Cameron

Meeting called to order by Sam Vaillancourt at 6:34 pm.

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 of Minutes April 23, 2019

Leonard Charron made the motion to approve the minutes of the April 23, Meeting of the Board of Trustees as written. Seconded by Guy Breault. Unanimously approved.

4. Wild & Scenic River Update – John Little, Wild & Scenic River Committee

John Little addressed the Board to provide information about the Missisquoi River Basin Association, a non-profit funded through donations, memberships and grants as well as the Upper Missisquoi and Trout Rivers Wild and Scenic Committee, formed in 2014 by an act of Congress which is funded annually approximately \$100,000 by the National Park Service and currently has about \$30,000 available in grant funds for the local communities supported by the committee. Mr Little wanted the Board to be aware that these funds are available and that often they can help municipalities with projects that directly or indirectly affect river water quality.

5. Orchard Street Shim & Overlay Bids

Staff presented the results of the invitation to bid for the repair paving on Orchard St. Four paving contractors were contacted, and two qualifying sealed bids were received by the bid deadline. Staff recommends accepting the low bid from Engineers Construction Inc (ECI) for \$6,400 and waiving the procurement policy requirement that three bids must be received.

Jesse Woods made the motion to waive the procurement policy requirement of three bids and accept the low bid of \$6,400 from ECI for the paving repair of Orchard St. Seconded by Guy Breault. Unanimously approved.

6. Wastewater Department Truck Bids

Staff presented the results of the invitation to bid for the purchase of a new F150 pickup truck for the Wastewater Department. This capital expenditure was budgeted for 2019 with an estimate cost of \$35,000 and is being funded from the department's vehicle replacement savings fund. Four dealerships were contacted, and two qualifying sealed bids were received by the bid deadline. Staff recommends accepting the low bid from Heritage Ford for \$22,695 and waiving the procurement policy requirement that three bids must be received.

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Jesse Woods made the motion to waive the procurement policy requirement of three bids and accept the low bid of \$22,695 from Heritage Ford for one F150 pickup for the Wastewater Department. Seconded by Jason Larose. Unanimously approved.

7. Public Works Department Truck Bids

Staff presented the results of the invitation to bid for the purchase of a new F550 dump truck for the Public Works Department. This capital expenditure was budgeted for 2019 with an estimated cost of \$90,000 and voters approved funding this with a five-year equipment note. Four dealerships were contacted, and one sealed bid was received by the bid deadline. Staff recommends rejecting the low bid from Bokan Ford because the estimated delivery time frame is uncertain and may not meet the Village's requirements. Staff recommends opening a new invitation to bid with modified equipment requirements and established delivery time frame.

Jason Larose made the motion to reject the sole bid from Bokan Ford and resubmit an invitation to bid with modified requirements. Seconded by Leonard Charron. Unanimously approved.

8. Enosburg Falls Economic Development Corp. Appointment

The Board does not have a recommendation for appointment to the EFEDC Board at this time and will entertain recommendations from the EFEDC Board.

9. Northern Borders Program, Diesel #1 Building Eco/Interpretive Park Grant Application

Jon Elwell updated the Board on the status of the grant application to Northern Borders Regional Commission for Eco Park. The application was submitted for \$180,000 based upon the updated project cost estimates received from Dubois and King. This changes the 50% match requirement to \$90,000.

10. Request for Vital Village Project Joint Meeting

The Board received and accepted a request from the Town Select Board to schedule a joint meeting on June 4<sup>th</sup> at 6:30pm at the Public Library to review the proposed Village Master Plan, dubbed "Vital Village" being presented by SE Group. In addition, the Boards plan to discuss the progress of the Town's efforts to establish and fill a new grant coordinating and economic development staff position. The Select Board intends to invite the Board of Trustees to appoint two board members to join in a subcommittee to further this process.

11. Town of Enosburgh Request for Village Assistance with Opera House Drainage Issue

The Board shared consensus to support the Town Highway Department when it has more details about the proposed effort to address a drainage problem at the Opera House and based upon availability will provide staffing and/or equipment to assist with the repairs.

12. Enosburgh Initiative Report

Jim Cameron reported to the Board on three initiative items.

- Work cleaning and painting the south side of the Masonic Temple has recently resumed.
- An update was provide regarding planned activities during the week of June 10-17, 2019. A request was presented to the Board to place a one-week moratorium on the Village's permit requirements for businesses to display sandwich board signs downtown.

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- Mr Cameron provided an update on the EI's progress evaluating the current state of childcare in the community and identifying efforts that can be established to make improvements. EI volunteers continue to work with representatives from the State Licensing, DCF, and Let's Grow Kids to aid existing local childcare providers and to increase the existing childcare capacity in the community.

Guy Breault made the motion to temporarily suspend the requirement to obtain a permit for downtown businesses to display sandwich board signs during the week of June 10 through June 17, 2019. Seconded by Leonard Charron. Unanimously approved.

13. Manager's Report

Mr Elwell reported to the Board on three items.

- Invoice Cloud credit card transaction limit has been raised to \$300 with no additional fees to rate papers thanks to the efforts of staff member, Laurie Stanley.
- The most recent VPPSA Electric Utility Rate Comparison shows Enosburg Falls remains in the eighth position among seventeen VPPSA member utilities regarding residential electric rates.
- Mr Elwell informed the Board that he will be away from the office on vacation June 19 through July 3.
- Northwest Regional Planning Commission extended an invitation to the Board to meet with Mark Fenton, a walkable communities specialist, as an extension of the scheduled June 11<sup>th</sup> Trustee's Meeting, to begin at 5:30pm at a location to be determined in the downtown area. The regular Board Meeting would continue at 6:30pm at the Village Offices.

14. Other Business

There was no other business.

15. Executive Session for the purpose of discussing negotiations in which premature public knowledge may compromise the position of the municipality, and a personnel issue.

Jesse Woods made the motion to enter Executive Session for the purpose of discussing negotiations in which premature public knowledge may compromise the position of the municipality, and a personnel issue at 8:00pm. Seconded by Jason Larose. Unanimously approved.

Jesse Woods made a motion to come out of Executive Session. Seconded by Guy Breault.

Unanimously approved. The Board re-entered their Regular Meeting at 9:24pm.

As a result of Executive Session, Jason Larose made a motion to authorize Sam Vaillancourt to act on behalf of the Board in mediation proceedings with Kingsbury Companies, LLC regarding the contract for renovation of the Hydro Plant #1 dated June 21, 2017. Seconded by Jesse Woods. Unanimously approved.

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16. Adjourn

There being no other business to come before the Board at this time, Jesse Woods made a motion to adjourn. Seconded by Leonard Charron. Unanimously approved. The meeting adjourned at 9:25pm.

Respectfully Submitted,

Matthew Miner, Director of Finance

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