

VILLAGE OF ENOSBURG FALLS
Meeting of the Board of Trustees
August 27, 2019

Present: Trustees - Sam Vaillancourt, Jesse Woods, Guy Breault, Leonard Charron, Jason Larose
Staff – Jon Elwell, Matthew Miner, Gary Denton, Brian Ovitt
Guests – Wayne Elliot, Greta Brunswick, Sandy Ferland

The meeting was called to order by Sam Vaillancourt at 6:32 pm.

1. Modifications/Changes to Agenda

There were no changes to the Agenda.

2. Public Comment

There were no public comments.

3. Review/Approval of Minutes August 13, 2019

Leonard Charron made the motion to approve the minutes of the August 13th Meeting of the Board of Trustees as written. Seconded by Jesse Woods. Unanimously approved.

4. Wastewater Long-Term Control Plan: RLF Application/Engineering Agreement

Wayne Elliot addressed the Board to review the scope of work involved with developing the Long-Term Control Plan required by the State.

Jason Larose made the motion to authorize the submission of the application to the Revolving Loan Fund and to authorize Jonathan Elwell to execute the Engineering Agreement with Aldrich & Elliott for the development of the Long-Term Control Plan for the Wastewater Dept. Seconded by Leonard Charron. Unanimously approved.

5. Parklet Project Update

Mr Elwell and Greta Brunswick provided an update to the Board regarding the status of the project. As a result of a delay in the execution of crossing agreements with a property owner, at this point there will not be sufficient time to complete the Parklet as approved by the DRB on the rail trail on the east side of Main St within the deadlines required for the quick build grant. Staff therefore proposes to the Board a modified scope of work to install a Kiosk adjacent to the rail trail on the west side of Main St. This would accomplish a portion of the original project objectives, providing visibility of the rail trail crossing and providing some wayfinding information for rail trail users. Staff believes this scope of work can be permitted and completed within the budget and time requirements of the quick build grant.

Guy Breault made the motion to authorize Staff to pursue an alternate scope of work for the Parklet Project. Seconded by Jason Larose. Unanimously approved.

6. Enosburg Business Association Harvest Fest Alcohol Permit

Sandy Ferland presented the permit request for alcohol tasting at the Harvest Festival for September 21, 2019. Two vendors are scheduled to participate, Stonecutter Spirits and Groenfell Meadery. Although the required permits from Vermont Dept of Liquor Control and the Enosburgh Liquor Control Board were not all available it was agreed to approve the permit conditionally pending the receipt of the remaining LCB permits.

VILLAGE OF ENOSBURG FALLS
Meeting of the Board of Trustees
August 27, 2019

Guy Breault made the motion to conditionally approve the Alcohol Permit for the EBA at the Harvest Festival September 21, 2019, pending receipt of the remaining required State and Town liquor control board approvals. Seconded by Leonard Charron. Unanimously approved

7. Set 2019 Tax Rate

Staff presented a proposed Property Tax Rate for 2019 of 0.5425. This is the same rate that was proposed to voters during the Annual Meeting and approval of the 2019 General Fund Budget. This is a 0.0092 increase from the 2018 Property Tax Rate of 0.5333.

Jesse Woods made the motion to set the 2019 Property Tax Rate at 0.5425. Seconded by Jason Larose. Unanimously approved

8. Conflict of Interest Policy

Although this policy was recently updated and approved by the Board, an additional correction was required for State compliance. Staff presented the corrected policy to the Board for review.

Leonard Charron made the motion to adopt an updated conflict of interest policy presented by staff in order to ensure compliance with VT State Department of Public Safety requirements for use of Federal Funds. Seconded by Guy Breault. Unanimously approved.

9. Hydro Facility Kleinschmidt Report

The Board was presented with the recently completed engineering study report from Kleinschmidt. The report reviewed recommendations received from HL Turner Group and provided some additional perspective on proposed repairs and enhancements to the Village's Hydro Facilities. Two projects will be pursued in the near term which include repair or replacement of the trash racks at the head gate and replacement of the foot bridge from Hydro Plant #1 to the Kendall Plant. Both projects are within the scope of the original budget and timeline for Hydro improvements for 2019. Board consensus was for Staff to pursue completion of these projects in 2019.

10. Elm St Streetlighting

At the request of Leonard Charron during the last meeting of the Board, Staff gathered cost estimates for the installation of three new streetlights on the section of Elm St sidewalk on the south side of the street between the intersections with Pleasant St and Jay View Dr. This section of sidewalk currently has insufficient lighting and is very dark at night. Estimated of the cost of the project is approximately \$600 and Staff recommended completion of the project.

Leonard Charron made the motion to proceed with installing three new streetlights along Elm St between Pleasant St and Jay View Dr. Seconded by Guy Breault. Unanimously approved.

11. Manager's Report

Mr Elwell reported to the Board on three items.

- Mr Elwell provided the Board a schedule update for the 2019 summer paving projects. The project has already begun and is estimated to be completed by September 30th.
- Effective January 1, 2021 all NERC CIP jurisdictional utilities and generators, of which Project 10 in Swanton is one, will be required to report any successful cyber security breaches within one hour and any attempted breaches within one day.

VILLAGE OF ENOSBURG FALLS
Meeting of the Board of Trustees
August 27, 2019

- The Customer Service Representative position has been filled. Sykie Leach joined Staff on August 19, 2019.

12. Other Business

There was no other business brought before the Board.

13. Executive Session for the purpose of discussions in which premature public knowledge may compromise the position of the Municipality and Personnel Issues.

Jesse Woods made the motion to enter Executive Session for the purpose of discussions in which premature public knowledge may compromise the position of the Municipality and personnel issues at 7:55 pm. Seconded by Guy Breault. Unanimously approved.

Guy Breault left the meeting at 8:38pm

Respectfully Submitted,


Matthew Miner, Director of Finance

Matthew Miner left the meeting at 8:45pm and minutes were taken up by Jonathan Elwell.

Jesse Woods made a motion to come out of Executive Session. Seconded by Jason Larose. Unanimously approved. The Board re-entered its Regular Meeting at 9:09pm.

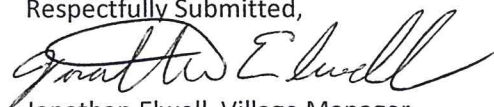
As a result of Executive Session, Jesse Woods made a motion to approve a new, 3-year contract with the Village Manager, Jon Elwell. Seconded by Jason Larose. Unanimously approved.

Jason Larose made a motion to approve a 3.5% wage increase for the Village Manager effective September 1, 2019. Seconded by Leonard Charron. Unanimously approved.

14. Adjourn

There being no other business to come before the Board at this time, Leonard Charron made a motion to adjourn. Seconded by Jesse Woods. Unanimously approved. The meeting adjourned at 9:10pm.

Respectfully Submitted,


Jonathan Elwell, Village Manager

These minutes were approved by the Board of Trustees at a Regular Board Meeting September 10, 2019.