

VILLAGE OF ENOSBURG FALLS
Meeting of the Board of Trustees
September 10, 2019

Present: Trustees - Sam Vaillancourt, Jesse Woods, Guy Breault, Leonard Charron, Jason Larose
Staff – Jon Elwell, Matthew Miner, Brian Ovitt
Guests – Jim Cameron, Adelle Brunstad, Shawna Lovelette, Sandra Ferland, Jesse Bugbee

The meeting was called to order by Sam Vaillancourt at 6:30 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 27, 2019

Leonard Charron made the motion to approve the minutes of the August 27th Meeting of the Board of Trustees as written. Seconded by Jason Larose. Unanimously approved.

4. Water, Wastewater Allocation Request 33 Depot Street

Guy Breault made the motion to approve a request for 1.28 Water and Wastewater additional allocations from 33 Depot Street, LLC at 33 Depot Street. Seconded by Jesse Woods. Unanimously approved.

5. Bicycle & Pedestrian Planning Grant Award/Commitment Letter

Guy Breault made the motion to accept the Grant Award from VTrans Bicycle and Pedestrian Grant program for \$32,000 to conduct a scoping study of downtown streetscape improvements with a 20% match requirement of \$8,000. Seconded by Jason Larose. Unanimously approved.

Jesse Woods made the motion to authorize Jonathan Elwell to execute the Project Commitment Form for this grant. Seconded by Guy Breault. Unanimously approved

6. Wastewater Paving Request

Staff explained that there was a unique opportunity to complete a capital project from the Wastewater capital improvement plan that was not scheduled until 2020 earlier than planned with significant cost savings. Since ECI was present on St Albans street completing the 2019 Paving Project, there was a significant cost savings to having ECI pave two areas for the Wastewater Department along St Albans St. Funds for this additional paving will come out of the Wastewater Department operating surplus for 2019.

Guy Breault made the motion to retroactively approve expending \$10,370.00 for paving work for the Wastewater Department. Seconded by Jesse Woods. Unanimously approved

7. Job Descriptions – Staff Accountant, Customer Service Representative

Staff presented to the Board updated job descriptions for two Village Office positions that more closely reflect the current job duties and job titles of the existing positions.

Jesse Woods made the motion to approve updated job descriptions for the Staff Accountant position and Customer Service Representative position. Seconded by Leonard Charron. Unanimously approved

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8. Transco Equity Offer 2019

Jesse Woods made the motion to authorize staff to exercise an option to purchase Transco stock for 2019 and assign the equity offer to VPPSA for execution. Seconded by Jason Larose. Unanimously approved.

9. Municipal Planning Grant Recommendation – Vital Village Steering Committee

Jim Cameron, on behalf of the Vital Village Steering Committee, presented a request for permission to submit an application for a Municipal Planning Grant from the VT State Agency of Commerce and Community Development for the purpose of engaging a consultant to assist the Village in developing a Unified Community Brand, one of the top five priorities identified in the Vital Village plan. The grant application will be prepared by the Steering Committee and is due by October 1, 2019. Grant awards can be as much as \$22,000 and require a 10% match, requiring that the Board be prepared to commit matching funds of up to \$2,200.

Jason Larose made the motion to authorize the Steering Committee to prepare and submit an application, on behalf of the Village, to the VT State Agency of Commerce and Community Development for a FY20 Municipal Planning Grant to engage a consultant for development of a Unified Community Brand. Seconded by Jesse Woods. Unanimously approved.

10. Enosburgh Fire Department Request for Coin Drop Event

Guy Breault made the motion to approve a request from the Cold Hollow Hose & Ladder Co to hold a coin drop at the intersection of Main St and Orchard St on September 21, 2019 from 9am to 2pm. Seconded by Leonard Charron. Unanimously approved.

11. Enosburgh Initiative Report

Mr Cameron reported to the Board the following:

- The industrial park sign has been replaced and the park is listed on MLS.
- At the next meeting of the EFEDC, the board will set a mission for ongoing activities.
- The Village Center Designation has resulted in several significant tax credits for local businesses over the last two years.
- Progress has been made in efforts to upgrade the fence around the Doughboy Statue in Lincoln park and Mr Cameron requested that Village Staff designate someone to attend an upcoming site visit with a contractor to ensure that Village interests in the ongoing maintenance of the park are represented.
- A downtown cleanup day is scheduled for 9/28/19 and EI Volunteers welcome any members of the community who would like to assist.
- Mr Cameron requested permission to hold an open house on 10/5/19 from 10am to 1pm at the Diesel #1 Plant museum in Eco Park. The Board consensus was to allow this and Mr Elwell will coordinate a staff member to assist Mr Cameron with the open house.
- Shawna Lovelette presented the Board with invitations to the Enosburgh Eats event on October 5, 2019 and formally requested that the Board place a one-day moratorium on the Sidewalk Signage ordinance requirements on October 5th.

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Guy Breault made the motion to waive the sidewalk signage ordinance requirements for one day on October 5th, 2019 in support of the Enosburgh Eats event. Seconded by Jason Larose. Unanimously approved.

12. Manager's Report

Mr Elwell reported to the Board on three items.

- The right of way negotiations phase of the Elm St sidewalk project has begun and notices have been published in the local newspapers and property owners have been sent information packages.
- Staff has begun discussions to establish the 2020 budget time schedule which will be presented to the Board for review at the next Board meeting on September 24, 2019.
- The Franklin County Industrial Development Corporation has offered to donate a park bench to the Village of Enosburg Falls for placement along the Missisquoi Valley Rail Trail. The Board graciously accepts the donation with thanks and gratitude.

13. Other Business

Leonard Charron acknowledged that the new streetlights have been installed on Elm St as requested by the Board and indicated that it was a significant improvement. He also noticed that the light on the Doughboy Statue had recently be fixed. He indicated that he had noticed three other streetlights around the Village that are currently out, and he will provide the details of their location to Staff.

14. Executive Session for the purpose of discussions in which premature public knowledge may compromise the position of the Municipality.

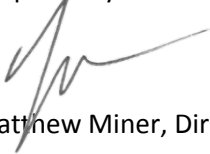
Jesse Woods made the motion to enter Executive Session for the purpose of discussions in which premature public knowledge may compromise the position of the Municipality at 7:42 pm. Seconded by Leonard Charron. Unanimously approved. Jesse Bugbee remained in executive session. Jesse Woods made a motion to come out of Executive Session. Seconded by Jason Larose. Unanimously approved. The Board re-entered its Regular Meeting at 9:18pm.

No action was taken as a result of Executive Session.

15. Adjourn

There being no other business to come before the Board at this time, Guy Breault made a motion to adjourn. Seconded by Leonard Charron. Unanimously approved. The meeting adjourned at 9:19pm.

Respectfully Submitted,



Matthew Miner, Director of Finance

These minutes were approved by the Board of Trustees at a Regular Board Meeting on September 24, 2019.