

VILLAGE OF ENOSBURG FALLS
Special Meeting of the Board of Trustees
April 7, 2020

Present: Trustees - Sam Vaillancourt, Leonard Charron, Jason Larose, Heather Moore, Cindi Miner
Staff – Jonathan Elwell, Matthew Miner
Guests – Sean Kio

This meeting was held electronically via Zoom Meeting

Meeting called to order by Sam Vaillancourt at 6:32 pm.

Staff read the Electronic Meeting Disclosure:

“This meeting is being recorded. This meeting of the Board of Trustees of the Village of Enosburg Falls is being conducted electronically in order to ensure the safety of all attendees and to maintain compliance with Governor Scott’s executive order 01-20 and H.681 signed into law on March 30, 2020. Per H.681 Sec 6, there is a temporary suspension of designated physical meeting location requirements of Vermont’s open meeting law, V.S.A. Section 312(a)(1).

“In order to ensure that all attendees can hear clearly, your audio has been muted. When you wish to speak, please ‘raise your hand’ by submitting a chat request or, if you called in, by **pressing *9**. Once acknowledged by the Chair, please clearly state your name and then proceed with your question or comment. Please remember that when unmuted, all participants can hear any sounds in your environment, so please help to ensure there is no excessive environmental noise.

“By default, your video is disabled, if you wish to be visible to other attendees, you may turn your own video on by clicking on the video icon. Again, this meeting is being recorded.”

1. Modifications/Changes to Agenda

There were no changes.

2. Public Comment

There were no public comments.

3. Organizational Meeting

Sam Vaillancourt turned the meeting over to Jonathan Elwell as Village Manager for the election of Chair.

- a) Elect Chair – Nominations were made for Sam Vaillancourt and Heather Moore. Sam Vaillancourt received the majority vote for Chair of the Board of Trustees.

Sam Vaillancourt took over the meeting as Chair.

- b) Elect Vice Chair – Nomination was made for Heather Moore. Heather Moore received the majority vote for Vice-Chair of the Board of Trustees.

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- c) Set Meeting Times – There was a unanimous vote to continue to hold regularly scheduled Board of Trustees meetings on the second and fourth Tuesday of each month at 6:30pm.
 - d) Paper of Record – There was a unanimous vote for the St Albans Messenger to continue to be the newspaper of record for the Village of Enosburg Falls.
 - e) TAC Appointment – Nomination was made for Gary Denton. Gary Denton received the majority vote for TAC Appointment.
 - f) Regional Planning Commission Appointment – Nomination was made for Sean Kio. Sean Kio received the majority vote as representative to the Regional Planning Commission.
 - g) Regional Planning Commission Water Advisory Board Appointment – Nomination was made for Cindi Miner. Cindi Miner received the majority vote as representative for the Regional Planning Commission Water Advisory Commission
 - h) Regional Energy Commission Appointment - No appointment was made for the Regional Energy Commission.
 - i) Town of Enosburgh Recreation Committee Appointment – Nominations were made for Steve Wadsworth and Ivonne Kio. Steve Wadsworth received majority vote as representative to the Town of Enosburgh Recreation Committee.
 - j) Approval of Annual Election Results – Jason Larose made the motion to approve the election results from the 2020 Annual Meeting. Seconded by Cindi Miner. Unanimously approved.
 - k) Adopt Rules of Order – Leonard Charron made the motion to adopt a loose interpretation of Robert’s Rules of Order while conducting public meetings. Seconded by Heather Moore. Unanimously approved.
4. Review/Approval of Minutes February 25, 2020, Informational Meeting March 9, 2020, Annual Meeting March 10, 2020
Heather Moore made the motion to approve the minutes of the February 25, Meeting of the Board of Trustees, the March 9, Informational Meeting of the Board of Trustees, and the March 10, Annual Meeting of the Board of Trustees as written. Seconded by Cindi Miner. Unanimously approved.
5. VTrans Class II Road Paving Grant Application, Depot Street
Jason Larose made the motion to approve the VTrans Class II Road Paving grant application for Depot St in the amount of \$86,592 with a 20% match requirement. Seconded by Cindi Miner. Unanimously approved.
6. Orchard Street/Water Tower Road Wastewater Line Replacement Engineering Contract
Jason Larose made the motion to waive procurement requirement for multiple bids and approve the agreement with Aldrich and Elliott for the engineering design of wastewater line replacement projects on Orchard Street and Watertower Rd for \$7,900. Seconded by Leonard Charron. Unanimously approved.

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Cindi Miner made the motion to authorize Jonathan Elwell to execute the Agreement with Aldrich and Elliott. Seconded by Heather Moore. Unanimously approved.

7. VT Dairy Festival Permit Request, Lion's Club

The Lion's Club submitted a letter announcing that the 2020 VT Dairy Festival has been cancelled.

8. Request for Coin Drop, American Legion Post #42

The Board reviewed the permit application for a coin drop on May 25, 2020. The consensus of the Board was to table a decision on this permit request pending further information on COVID-19 restrictions and take this request up at the next meeting.

9. Hydro Monitoring Upgrades/Recommendation

Cindi Miner made the motion to waive procurement requirement for multiple bids and approve an expenditure up to \$9,000 to Waykon LLC for the restoration of monitoring equipment on the Hydro Facility and authorized Jonathan Elwell to execute the agreement. Seconded by Jason Larose. Unanimously approved.

10. Declaration of Intent, 2020 Paving Project Bond Issue

Jason Larose made the motion to adopt the Declaration of Official Intent of the Village of Enosburg Falls to reimburse certain expenditures from proceeds of indebtedness relating to the proposed 2020 Paving Projects. Seconded by Cindi Miner. Unanimously approved.

11. COVID-19 Update

Mr Elwell reviewed with the Board the current special actions the Village is taking in response to the COVID-19 Pandemic. The Village Offices and Facilities remain closed to the public while all essential staff continue to report to work. Employees have been instructed to comply with all CDC recommended practices relating to social distancing and other safety measures.

12. Manager's Report

Mr. Elwell reported to the Board on four items.

- Mr Elwell asked that members of the community continue to look for opportunities to support one another during these challenging conditions.
- Many of the partner organizations that support the Village have instituted work from home practices including APPA, VPPSA, and VLCT. Mr Elwell also offered his support to the Board.
- Mr Elwell reported that the results of the study request from the VT State Legislature to the Public Utility Commission has resulted in the PUC recommending that the Legislature not mandate that Electric Utilities provide Broadband Service.
- SE Group has nominated the Vital Village project for consideration of the Vermont Planning Association (VPA) and Vermont Association of Landscape Architects (VTASLA) annual project awards.

13. Other Business

Staff discussed new protocols for regular signature requirements from the Board and several Board members indicated they will be available and willing to come to the office as signatures are required. Staff agreed to work to minimize the frequency of requests.

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Heather Moore asked for some additional clarification on the earlier topic in Manager's Report concerning the Broadband Service Study. Staff reviewed some of the factors that impacted the commission's recommendation including, geographic conditions, population density, competition with private enterprise, cost per mile. Staff also reiterated that the Legislature has not yet acted on the results of the study.

14. Executive Session: For the Purpose of Discussing Personnel and Negotiations in which Premature Public Knowledge may Compromise the Position of the Municipality.

Cindi Miner made the motion to enter Executive Session for the purpose of discussing personnel and negotiations in which premature public knowledge may compromise the position of the municipality at 7:45pm. Seconded by Heather Moore. Unanimously approved.

Leonard Charron made a motion to come out of Executive Session. Seconded by Cindi Miner. Unanimously approved. The Board re-entered their Regular Meeting at 8:14pm.

There was no action taken as a result of executive session.

15. Adjourn

There being no other business to come before the Board at this time, Leonard Charron made a motion to adjourn. Seconded by Cindi Miner. Unanimously approved. The meeting adjourned at 8:14pm.

Respectfully Submitted,



Matthew Miner, Director of Finance

These minutes were approved by the Board of Trustees at a Regular Board Meeting on April 14, 2020.