DRAFT **Minutes**
VILLAGE OF ENOSBURG FALLS
Meeting of the Board of Trustees
January 26, 2021

Present: Trustees –Samuel Vaillancourt, Leonard Charron, Cindi Miner, Jason Larose, Heather Moore
Staff – Jonathan Elwell, Matthew Miner
Guests – Jim Cameron, NWATV

This meeting was held electronically via Zoom Meeting

Meeting called to order by Samuel 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 Meeting January 12, 2021 and January 19, 2021
   Cindi Miner made the motion to approve the minutes of the January 12 Meeting of the Board of Trustees and the January 19 Special Meeting of the Board of Trustees as written. Seconded by Heather Moore. Unanimously approved.

Samuel Vaillancourt took roll call and Matthew Miner read the Electronic Meeting Disclosure.

4. Highway Mileage Certification
   Jason Larose made the motion to approve the Certificate of Highway Mileage as presented with no added or subtracted mileage for the Year Ending February 10, 2021. Seconded by Leonard Charron. Unanimously approved.
5. Request from Northwest Access Television for Letter of Support
   Jon Elwell presented a request from NWATV for a letter of recommendation from the Village of Enosburg Falls about how helpful it has been having its recorded meetings archived online via YouTube by NWATV. The Board's consensus supported providing a letter.
6. 2021 Budget
   A. General Fund

   The General Fund revised draft budget was presented to the Board with general fund total expenditures of $1,075,981 with a proposed tax rate of 0.5692, a 4.91% estimated increase from 2020. Special projects were updated to adjust the scope of the paving projects for a total estimated cost of $282,000. Per Board instruction, staff redrafted the budget to transfer $20,000 of the unrestricted fund reserve for the equipment replacement rather than adding a new appropriation. The Board reviewed Staff's analysis of using a portion of unrestricted fund reserve to retire approximately $50,000 of existing higher interest debt service. The Board requested no further changes to the General Fund budget. Staff will prepare a specific proposal for the early retirement of high interest debt service for the Board's review at an upcoming meeting.

   Cindi Miner made the motion to approve the General Fund budget as presented by Staff. Seconded by Jason Larose. Unanimously approved.

B. Electric Dept

The Electric Dept revised draft budget was presented to the Board with a $267,142 operating deficit and $28,899 fund surplus with revenue estimates based on the 2020 approved rate case. This revision included a $10k reduction in purchase power cost per updated figures from VPPSA. Staff is recommending short-term financing of approximately $440k for the FERC relicensing costs estimated through the end of 2021 and continues to work with VPPSA staff to prepare for a possible rate filing for 2021. Staff recommends starting the analysis of the system power factor with assistance from some neighboring municipal utilities which should produce some recommendations for system upgrades that could be considered for the 2022 capital projects budget. The Board requested no further changes to the Electric Dept budget.

Leonard Charron made the motion to authorize the purchase of a used 1994 Int'l Digger Truck from Franklin Telephone for $9,000. Seconded by Heather Moore. Unanimously approved.

Cindi Miner made the motion to approve the Electric Dept budget as presented by Staff. Seconded by Jason Larose. Unanimously approved.

The Board discussed the draft of the dedication for the 2020 Annual Report and recommended gathering a collage of pictures to represent several of the projects listed. Heather Moore and Mr Miner will refine the draft for a final review. Mr Elwell asked the Board if there were any recommended edits for the Trustee Report, there were none suggested. Mr Elwell also presented drafts for the Board to review of the Notice and Warning and Ballot that have been reviewed by the Village attorney.

7. SQRP Report

Mr Elwell presented the 4th Quarter Service Quality and Reliability Plan report for 2020 and noted for the Board that two benchmarks exceeded baseline, item 6b Lost-time severity and item 7b Customer average interruption duration (CAIDI). This has the potential to result in the Department of Public Service imposing a fine which per our tariff, the Electric Dept pays to itself for the purpose of increasing tree trimming efforts.

8. Enosburgh Initiative Report

Jim Cameron reported to the Board on several items.

- The Historic Society continues to seek grants for the roof replacement project.
- The Opera House received a $50,000 grant for building improvements for 2021.
- The Masonic Temple received another grant to complete the next stage of stained-glass window restoration.
- Work will continue in 2021 on the Doughboy restoration and flag display updates in Lincoln Park.
- EI Meetings continue to be virtual and the meeting time has been adjusted to 6:30pm.
- Mr Cameron provided an overview of a proposed project to rehabilitate the Perley Block. Franklin County Industrial Development Corp is considering the purchase of the building in to order do an historic restoration, update the first floor with a combination of retail spaces on the west end and creating a child-care facility on the east end, restoring the third floor and creating office space that the Franklin Northeast Supervisor Union is considering occupying. If the project comes together

acquisition would be estimated for August of 2021 with project completion estimated by Spring 2022.

9. Manager's Report
   Mr Elwell reported to the Board on three items.

   - FERC has made a recommendation to include utility workers in phase 1 of COVID vaccine distribution.
   - Mr Elwell provided a letter of support for the Northwest Regional Planning Commission's application for a Better Places grant to create murals along the Missisquoi Valley Rail Trail.
   - Samuel Vaillancourt and Jon Elwell attended this week's Selectboard Meeting with Cindy Weed and Ward Heneveld to discuss the Historical Society's funding needs for its roof repair project. Mr Elwell requested that details of the meeting be discussed in Executive Session because of Negotiations in which Premature Public Knowledge may Compromise the Position of a Municipality.

10. Other Business
    There was no other business discussed.

11. Executive Session: For the Purpose of Discussing Negotiations in which Premature Public Knowledge may Compromise the Position of the Municipality and a Personnel Issue.
    Heather Moore 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 8:37 pm. Seconded by Leonard Charron. Unanimously approved.

    Jason Larose made a motion to come out of Executive Session. Seconded by Cindi Miner. Unanimously approved. The Board re-entered their Regular Meeting at 9:23 pm.

    No action was taken as a result of executive session.

12. Adjourn
    There being no other business to come before the Board at this time, Cindi Miner made a motion to adjourn. Seconded by Heather Moore. Unanimously approved. The meeting adjourned at 9:24 pm.

Respectfully Submitted,

Matthew Miner, Director of Finance

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