DRAFT MINUTES
VILLAGE OF ENOSBURG FALLS
Meeting of the Board of Trustees
July 27, 2021

Present: Trustees -Samuel Vaillancourt, Heather Moore, Leonard Charron, Sandra Ferland
Staff – Jonathan Elwell, Gary Denton, Abbey Miller
Guests – Suzanne Hull-Casavant, Ward Heneveld, Lane McElree (NW Access TV)

Meeting was called to order by Samuel Vaillancourt, Chair at 6:32pm.

1. Modifications/Changes to Agenda
   There were no modifications to the agenda.

2. Public Comment
   There was no public comment.

3. Review/Approval of Minutes July 13, 2021
   A motion was made by Sandra Ferland to approve the minutes as written. Seconded by Heather Moore. Unanimous.

4. Planning & Zoning Department Fees Schedules Recommendations – Jesse Woods, Town of Enosburgh Zoning Administrator
   Zoning Administrator Jesse Woods was present to discuss the current fee schedule for zoning applicants of the Village of Enosburg Falls and the Town of Enosburgh. Jesse stated that when the Village and the Town merged the ZBA in 2014 the fees and documents were not merged at that time. After meeting with the Planning Commission and examining current rates verses other municipalities as well as examining the financial impact of the current rates, it was determined through all of this that the zoning department is losing money, especially when it comes to DRB hearings. Jesse Woods was present to ask the Trustee's how much involvement they wanted in addressing these issues. It was expressed by the Board of Trustee's that an increase in price is fair since it has been so long and wanted to ensure that it would not impact industrial development in the Village of Enosburg Falls in the future. Jesse Woods stated that the next phase would be looking at any changes or modifications to the applications and forms currently required and looking to create one document for all zoning needs for the Village of Enosburg Falls and Town of Enosburgh.

5. Emergency Management Plan 2021
   After reviewing the 2021 Emergency Management Plan and offering a few name corrections, a motion was made by Sandra Ferland to accept the Emergency Management Plan, pending the name changes. Seconded by Leonard Charron. Unanimous.

6. Trout Brook Pump Station Study Contract
   Wastewater Plant Chief Operator Brian Ovitt was present to discuss the proposed engineering contract for the Trout Brook Pump Station upgrade. This project was earmarked for 2021 and Aldrich & Elliot submitted an estimate of $7,900.00 which coincides with the proposed budget of $8,000.00 for this study. This study will look at options for upgrading the current station

which is outdated. Due to Wayne Elliot's extensive history with the Village of Enosburg Falls, it was asked that the Procurement Policy be waived for this project.
A motion was made by Leonard Charron to accept the bid from Aldrich & Elliot and to waive the procurement policy. Seconded by Heather Moore. Unanimous.

Village Manager Jon Elwell advised the Trustee's that Brian Ovitt had been approached by Paragon Productions who was hired to do a documentary film on CSO's (combined sewer overflow) to outline issues and identify the science behind the technology. Jon Elwell explained that the production company is letting the Village of Enosburg Falls make any final edits of the video. The Village of Enosburg Falls was selected because of its success with CSO's. The Trustee's gave the go ahead to move forward with the production company.

7. 2021 Paving Projects Financing Bids
   A motion was made by Heather Moore to accept the bid from the Vermont Bond Bank at 1.31% interest to finance the 2021 Paving Projects in the amount of $198,990.00. Seconded by Sandra Ferland. Unanimous.

8. Enosburgh Initiative Report
   Suzanne Hull-Casavant was present to provide and update on projects with the Enosburgh Initiative:
   - Bike Stands – one has been installed at the kiosk on the rail trail and one in Lincoln Park. They are currently working with Enosburg Elementary about installing a 3rd bike stand on their property and working with the students to install it.
   - Welcome Center – A 2nd attempt for a Welcome Center at the Masonic Temple is in operation. Dave and Sally Tryhorne are running it and it is open from 10am-2pm on Saturdays.
   - Historical Society – has acquired the original books about Spavin Cure
   - FCIDC is looking to dedicate a bench in honor of Steve Ploof, a Board Member who has been there for 22 years. They are looking to install either a new bench in Lincoln Park or replace an aging bench if one needs to be replaced.

   At this time, Suzanne Hull-Casavant wanted to discuss the Vital Village project as a citizen and not a representative of the Enosburgh Initiative. She expressed concerns over the results of the survey stating that when this project initially was presented there was a lot of positive feedback and enthusiasm. The survey results represented that 62% of the 95 survey takers are for doing nothing. Ward Heneveld was also present and echoed Suzanne's concern and stated he didn't feel that the information was being presented by the contractor in a way that made people want to get involved. Village Manager Jon Elwell stated that there are several conversations taking place with the management team as they analyze the survey results and determine how to proceed. Mr. Elwell stated that parking seemed to be one of the biggest concerns.

9. Mid-Year Financial Report

   Director of Finance Abbey Miller was present to discuss the Mid-Year Financial Report. Abbey stated that revenue and expenses are on target pace for mid-year and that revenues and expenses are also on target for the year, citing no concerns with how things are operating. The conversation turned towards cash flow of the General Fund and discussions around other options for the Village's tax collection schedule, Abbey is going to explore if any other options are beneficial to the Village.

10. Manager's Report

    - Vital Village Scoping Study – After a July 20th meeting of the Management Team to discuss the survey results the group will be recommending a scaled back version of the Access Alternatives model of the Scoping Study. D&K Engineering is currently working on putting together revised plans for the Management Team to review before presenting to the Board of Trustee's. The final decision on how and if this project will move forward is at the discretion of the Board of Trustee's.
    - VPPSA Membership - Several members of VPPSA have gone through leadership changes and have current vacancies, due to this VPPSA has shifted some of their staff to help fill these voids until the positions are filled. This could temporarily delay projects VPPSA is currently working on for other VPPSA members until other utilities are back to full staff.
    - Church Street/St. Albans Street Sidewalk Project – This project is now complete.

11. Other Business

    Leonard asked if there was anything that can be done about the overgrown vegetation in front of the Village Office's along the riverbank. Village Manager Jon Elwell advised that he would mention this request to Director of Public Works Gary Denton and the need to look into what restrictions there are along the riverbank.

12. Adjourn

    Having no other business, Sandra Ferland made a motion to adjourn. Seconded by Heather Moore. Unanimous. The meeting adjourned at 8:27pm.

Respectfully Submitted,

Abbey Miller
Director of Finance

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