

JOHNSON VILLAGE TRUSTEE BOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
MONDAY, FEBRUARY 10, 2020

Present:

Trustees: Scott Meyer, Gordon Smith, Bob Sweetser, Phil Wilson

Others: Meredith Dolan, Rosemary Audibert, Dan Copp, Troy Dolan (by phone), Mike Stevens

Note: All votes taken are unanimous unless otherwise noted.

1. Call to Order

Gordy called the meeting to order at 6:01. He noted that Brian was unable to make it to the meeting because of work.

2. Changes, Additions to Proposed Agenda

Scott added discussion about speed and dangerous road conditions. Gordy added comments on the merger public meeting. Meredith said the agenda incorrectly listed the January 20 meeting with minutes to be approved as a joint meeting but it was not. She did not include approval of the January 27 minutes on this agenda so the board can approve those another night. Bob said he would like to ask the university to have a discussion on water leaks. He thinks we should discuss that tonight. *(Phil arrived at 6:05.)*

3. Review and Approve Minutes of Trustee Meetings

Scott moved to approve the minutes of January 13 and January 20, 2020, Phil seconded and the motion was passed.

4. Treasurer's Report / Bills and Warrants / Budget Status Report / Action Items

Rosemary said the budget status from the year just ended is probably 95% complete. Electric purchase costs were 105% of budget and sales were almost 104%.

Meredith said KAS did additional testing. There are PCB's above the acceptable range in the remaining concrete foundation and soil at the powerhouse building site. The recommendation is that we get a report to figure out what we need to do to remediate. The EPA would likely require us do something if we are ever going to reuse the property. The next step would probably be a corrective action plan. Meredith needs to reach out to LCPC and see if we would be eligible for Brownfields funding for that. She thinks what we want to do with the property will dictate the level to which we need to remediate.

Phil said we ended the year with a positive balance. Rosemary said she still hasn't taken into account depreciation. That will use up much of it.

Rosemary said water sales were 105% of budget.

Scott asked why distribution system labor was 181% of budget. Meredith said we can double check what was coded to that. Scott said meter reading looks high too. Meredith said half of that needs to go to sewer.

Rosemary said sewer sales were at 103% of budget.

Scott said maybe we need to budget more for mowing and snow removal. We budgeted \$800 and it cost \$1,800. He noted that outside repair and parts expenses have been higher than budgeted. Are we expecting more things to fail? Dan said there are a few things already this year that we are having problems with. Scott said we probably should think about budgeting a little more.

Rosemary said we got insurance money from the Halloween flood. That is already in the budget status report.

Scott noted that contracted services is 193% of budget. Rosemary said that represents two years' worth of audit expense.

Scott asked about worker's comp for the fire department. Meredith said we are part of a pool. Scott asked, when we have an injury do we look into it and try to prevent future injuries? Meredith said yes. (*Mike Stevens arrived at 6:38.*) Gordy mentioned a new system Arjay had to come up with in response to one incident.

5. ***Request for Sewer Bill Adjustment for NVU***

Mike Stevens from Northern Vermont University said over the summer NVU experienced a couple of leaks at the campus apartments. They did a lot of work to locate the leaks and eventually fixed them. Their water usage shows the leaks have been repaired. He is here to ask if the village can credit the college account for sewage that didn't end up in the sewage facility.

Scott said according to our policy a customer has to wait one year after getting an adjustment before asking for another adjustment. Have we done this before? Meredith said yes, but it has been over a year. Dan said he thinks the last adjustment was in 2016.

Mike said he has read the policy and he doesn't think this instance completely complies with the policy's requirements, but the policy is geared toward the homeowner. The bill was not three times the usage for the whole campus. But there was more than three times the normal usage for the apartments with the leaks.

Meredith said for sewer bills our policy is that if there is proof the water didn't go into the sewer we adjust to the highest reading from the past 12 months. The highest reading from the last 12 months, not including the leak months, was from April. So we should apply that reading to the two months with the high readings. The college has a flat customer charge that stays the same. The new amounts would be \$1,171.22 and \$4,870.14.

Scott moved to reduce the college's sewer bill by \$6,041.36, Phil seconded and the motion was passed.

Gordy asked where the breaks were. Mike said there were three of them, all in the same general vicinity. All were near where a service line passes under the foundation wall. There was copper pipe that had rotted. It was replaced with plastic. Scott suggested maybe the college could do a soil corrosivity test. (*Mike left at 6:39.*)

6. *Water/Wastewater Report and Action Items*

All water samples met state requirements. The E-DMR and WR-43 were submitted for review.

There were several callouts for an air blower alarm. We switched to a spare blower and once that was done there were no more alarms. Dan has had Pratt Electrical trying to verify whether the problem is in the power lead or the VFD.

The belt press roller was put back in with the help of Troy and his crew. The press is operating normally. Dan is getting a quote on replacement parts for the belt press from Andritz Company and also a parts and labor quote for rehabbing the press. Dan believes we can do the work ourselves and have substantial savings. Andritz also found that an oiler for the airline had been removed, which would contribute to some of the air issues we have been having. We found the one that was removed in the maintenance room and it has a broken piece on it. We are searching for a replacement piece before we purchase a replacement oiler, which would cost \$500.

Brookfield fixed the generator. They replaced the block heater as well because it had failed. The total cost, including the block heater, was \$10,900, which was less than we had estimated. Last week during the weekly exercising we received an alarm. We did a power takeover and then it operated correctly. Brookfield was here today to troubleshoot the issue but Dan still doesn't feel like we know the cause of the problem. He should know more in a week or so.

There were no callouts for the water plant. Coliform results were negative. We changed out the chlorine injector that goes into the raw water. It had corroded and was affecting our chlorine dosage.

Tim and Dan met with Meredith to go over the top 5 priorities for the water system in the upcoming years. This is necessary to receive forgiveness from the state for the asset management plan. Meredith distributed a sheet listing the priorities. She said they added a sixth priority because they felt it was important and didn't want to forget about it. The 6th priority is replacement of the Route 15 East water main from 100C to Collins Hill. We might want to consider replacing pipes in the Lamoille View Drive/Clark Avenue area at the same time. Elizabeth Emmons came up with a rough estimate of \$350K for replacing water, sewer and stormwater infrastructure in that area.

The first priority is the well pump VFD. Dan said VFDs have a life expectancy of 15 years and ours is now at 13 or 14.

Priority #2 is an automated backwash flow control valve. Dan said if the current one failed we would only have a limited amount of time before we couldn't process any more water.

Priority #3 is a booster pump control panel for the Clay Hill pump station. Dan said control panels have a life expectancy and this one's life expectancy is ending.

Priority #4 is a well pump. Dan said the water asset management plan assumes that the current pump will last 30 years. If it fails we will have to go to the Nadeau well. He doesn't know how that was hooked up to go to the reservoir. He looks at switching to that well as a worst-case scenario. We would have to start doing coliform testing, etc. because we would be bringing online an offline system. Having a well pump on hand in case the current one breaks down could allow us to avoid switching to the Nadeau well. He wants to see if it is okay to buy one now and store it.

Priority #5 is a sodium hypochlorite chem pump. We don't have a spare for that and we were going to get one from this year's budget anyway to keep on hand in case the existing one dies.

Meredith said over the next few weeks she and Dan will work on the water department budget and see which of the top 5 priorities they can fit in. Dan said we need a plan for how we will pay for the items. He thinks it is very feasible for us to come up with a plan. We don't have to replace the items when the plan estimates we will.

Dan said the generator outside the municipal building is 20 years old. When it comes time for it to be replaced, maybe we could consider getting a large generator that could feed this building and the water and sewer facilities. He thinks over time it would pay for itself. Gordy said he thinks we went with two generators because of running wires over here from the other one. *(Dan left at 6:59.)*

7. Foreman Report and Action Items

Meredith read Troy's report. On February 7, we had an outage on Clay Hill created by snow loading that affected 27 customers. Power was restored in a half hour. Also on February 7 we had an outage near the NVU President's House where a phase wire was down. In order to safely make the repairs, the R1 circuit had to be shut down at the sub twice for a total of about 20 minutes, which affected approximately half the village. In order to complete the repairs, an outage for the 16 directly affected customers lasted about 2.5 hours. The cause was snow loading. On February 9, we had an outage on Route 15 West from Waterman's farm to the end of the line, which affected 32 customers. The cause was a failed splice, likely related to the below zero temperature. The outage duration was 3 hours and 10 minutes.

Meredith said Anne stayed late one day when we were getting calls about an outage. Gordy thanked the Water & Light crew for the quick response to the outages. It speaks to the quality of service we provide.

The crew completed meter reading, high/low readings, Dig Safes and disconnect/reconnects.

The crew removed the snowflake holiday lights. The crew picked up snow three times since the last report. They also continued regular winter maintenance of the sidewalks and Route 15 parking areas. The crew assisted Utility Partners staff with replacing the drum on the belt press.

All Water & Light crew members completed the required annual CPR/first aid training. All hotline tools and equipment were di-electrically tested last month as well as both bucket

trucks and the digger truck. All equipment and vehicles passed. This is an annual requirement.

All electric, water, and sewer inventory was counted and a member of the auditor's team met with staff. Troy placed an order for approximately \$9,000 to restock the electric inventory. He created an estimate for a 1400 foot primary underground line extension. He created an invoice for the bus-pole accident on the Hogback road in January for about \$4,900 of expenses, which will be turned over to PACIF to seek reimbursement. He updated the spreadsheet related to the annual electric service quality report due to the state at the end of January. Our system met both its outage frequency and duration service targets. Troy made arrangements for the new furnace to be installed on February 11. He reached out to vendors to get quotes for the Bobcat replacement. He assisted Susan with the completion of the annual underground report due to the state at the end of January. We received the permit from VTrans for routine maintenance within their right of way.

Gordy asked if Troy can see how much money we are saving on gallons of oil once the new furnace in. Meredith said Troy will do a walk-through of the village garage with Efficiency Vermont to see if any projects we could do there to take advantage of the \$4K they are making available.

Phil asked what the replacement schedule for a Bobcat is. Troy said every 10 years.

Bob asked about the line extension and Troy described where it is. Meredith said we are not sure if the property owner will move forward with the extension, but they have the estimate.

Gordy said he recently saw the crew picking up snow and it looked good. They have a good operation. He thanked Troy for that work.

Gordy said it looked like the town bucket loader had pushed all the snow back in the parking lot. Troy said he made arrangements with Brian Krause to have his crew do it. Gordy asked if Meredith could send an email to Brian Krause saying we appreciate the effort and copy Brian Story and Eric Osgood.

Scott said someone who lives on Route 15 in the village posted on Front Porch Forum a couple of days ago that she can't see out of her driveway easily because of the piles of snow. Scott saw a car trying to get into traffic in that area. The banks are so high it is hard to see. Do we remove snow that far? Meredith said no, she doesn't think so. Rosemary said there are no sidewalks there. Phil said there has been a lot of discussion about speeding on Route 15. Bob said he doesn't recall the state ever taking snow out of there. Meredith said it is a state right of way. Phil asked if we could reach out to the citizen and tell them who to contact at AOT. Meredith said she can do that. Scott said he is not sure if there is anything we can do as a village about reckless drivers. Maybe we could send a letter to the sheriff's department.

8. *NEPPA Mutual Aid Agreement*

Meredith said a new mutual aid agreement was approved by Northeast Public Power Association (NEPPA) board of directors at their November meeting. It will go into effect on March 1, 2020. The biggest changes have to do with labor charges and truck charges. Hourly

truck charges will be at FEMA reimbursement rates. The assisting utility's labor charge cannot be greater than the equivalent of 40 straight time hours per person per calendar day, which sounds unreasonably high but Troy says in his career there have been multiple times when he worked 20 hours in a day at double time. So it is possible to reach that cap, but it seems reasonable that someone should be resting after that point. Even if we sign this agreement we could reach out directly to another Vermont municipal utility to arrange assistance under our own terms.

Phil asked about requirements regarding personal equipment. Meredith said it is the obligation of the assisting utility to adhere to minimum personal equipment requirements.

Scott moved to adopt the Northeast Public Power Association Mutual Aid Agreement, Phil seconded and the motion was passed.

9. *Fire Department Roster*

Meredith said every year the trustees must approve the fire department roster. Gordy said that is required under the village charter. It gives the village trustees final approval. In our fire department the officers are elected by the membership. In some other fire departments the chief may be picked by a town or village manager. Gordy feels election by the membership is a good way to do it. **Scott moved to accept the fire department roster for 2020, Bob seconded and the motion was passed with Gordy abstaining.**

10. *2020 Draft Electric and General Budget Review*

Meredith showed the board a draft general department budget. Scott asked how we are putting together a budget if we are going to be bargaining with the union. Meredith said she put in a placeholder for wages that will not be discussed in open session and hopefully by the time the final budget has to be approved we will be able to talk about the amount in open session.

Meredith reviewed revenues. She said the new grand list won't be ready before the budget comes out so we are keeping the amount of taxes the same. The ten cents on the grand list is the same. We got \$52,306 last year in PILOT and she is budgeting \$52,000 for next year.

The electric department pays \$53,000 in rent to the general department. Gordy asked how long it has been since the rent was raised. Rosemary pointed out that the electric department is paying for most of the new furnace. Meredith said she doesn't know how the rent number was calculated. Phil pointed out that that amount comes out to \$4,416 a month. Meredith said she would have a hard time justifying more than that. The electric department budget is also tight. Raising rent would help the general department and make things more difficult for the electric department and she can't see a reason that the rent should be higher.

Meredith said the grant revenue for the sidewalk project that was not spent last year (\$42,550) is in the 2020 budget again. She said we have all the signed easements needed for the sidewalk project except the one from the Studio Center, which we should have soon. Then we will send them to VTrans and the project can go out to bid. We have to do the project this year. The grant expires at the end of 2020. It is a 50% grant and we are pulling the rest of the cost out of the sidewalk reserve fund. She included another \$10,000 beyond the match in the budget for engineering, etc.

There is a 3.7% increase in fire department revenues from the three towns. Meredith said last year we budgeted about \$510,000 for revenue and this draft budget has about \$532,000 of revenue.

Meredith reviewed general department expenses. Trustee salary is split between the electric and general department. Phil asked if there is a reason it is not split between all departments. Rosemary said it has always been this way. Meredith said she tends to agree it should be split between all departments. She can rework it.

Meredith said she budgeted for enough for insurance to cover a family plan for Susan's replacement. That is the worst case scenario. She budgeted a little less for legal expense this year. She doesn't see anything too huge on the horizon. We didn't pay our 25% share of the merger study cost last year so that is still in the budget. She budgeted a total of \$105,000 for the Pearl Street School Street sidewalk project. She noted that insurance expenses have gone up.

In the last budget we budgeted \$3,250 for beautification and spent \$2,146. Because things are tight she budgeted \$2,000 in this draft. That includes \$500 for byway support.

Scott asked if being part of the byway is working for us. Meredith said it is hard to say. We just got added last year and now the new website and maps are coming out with Johnson added. The town has asked if we would split the cost with them. Scott said that would be a burden on the village taxpayers because they have already paid once as town residents. Phil said it doesn't make any sense for the village to pay. Meredith said she agrees. She thinks that the counter argument we will get is that the village is listed separately in the byway materials. Gordy asked, is this a one-time payment or will we need to pay every year? Meredith said she doesn't believe it has been proposed as an annual expense. She thinks this is to get the new website up and running, etc. Scott said it is worth further discussion. Phil said \$500 means more to the village than to the town.

Meredith said she had budgeted \$7,900 for parades, events and celebrations. That includes \$1,400 for Jubilee insurance, \$500 for Jubilee support and money for new Christmas decorations. She has gotten feedback that people would like to see garland wrapped around the poles that have snowflake lights on them. That would cost about \$4,000. The board agreed that Meredith should remove the \$4,000 for garland and she did.

Meredith reminded the board that last year we budgeted \$1,400 for Jubilee insurance and didn't end up spending it. Johnson Works had a list of things that would help them that the board could spend that money on and the board declined to fund any of them at that point so she put the money in this budget.

It was agreed to reduce the amount budgeted for beautification to \$1,500.

Meredith said she reduced the amount budgeted for professional training and workshops from \$500 to \$250. She budgeted \$3,000 for the general department share of the work left to

do on the municipal building – the tower and concrete repair. Last year we budgeted \$79,000 for operations and maintenance labor. That is the labor cost primarily for moving snow. Last winter was a rough winter and the total came in at \$83,000. This time she budgeted \$84,000.

Meredith budgeted \$13,000 for heat, which is close to last year's actuals. Phil said he wonders if the actual figure shown for electricity is correct. It is around \$400 when we have been budgeting \$1,000.

Meredith said she budgeted \$7,600 for street, sidewalk and storm drain maintenance. That includes \$6,600 for storm drain cleaning. We realized this summer that in the 2019 budget we did not budget for storm drain cleaning.

She is not budgeting to put anything into the sidewalk fund. Phil said we didn't put money in this year and we are not proposing to put any in next year. Do we have a sense of what our next sidewalk project is? Meredith said what comes up most frequently is sidewalk connecting from Main Street to the library, but that would be a pretty big project. Phil said some of the sidewalk on School Street is in bad condition. Meredith said we have not prioritized the list of sidewalks. After the upcoming project she thinks we can do that.

Meredith reviewed the rest of the expenses. She said general department expenses are about \$30,500 over revenues. The only thing she has so far coming out of the capital reserve fund is \$74,950 for the sidewalk grant and the Bobcat. Do we want to pay for the dump truck or the general department share of the furnace out of capital reserve?

Meredith said if we don't reduce the general department budget shortfall there would be about a 25% increase in taxes. But this is just a first draft. We will have to decide if we want to pull more from capital reserve. Scott asked if we have budget deficits for all the other departments. Meredith said she has only done the electric department budget and it is in a similarly difficult place.

Phil asked what reserve funds we have for the general department. Meredith said at the end of 2018 we voted to roll the School Street reserve fund and the sidewalk reserve fund into one. The total in that fund is now about \$130,000. And there is a general capital equipment fund that has about \$33,500. Phil asked, those are the only two reserve funds we have for the general department? Meredith said yes. Gordy asked if we are putting money into these reserve funds in this budget. Meredith said no, she has not budgeted to do that. Phil asked if we put any money in last year. Meredith said not in the budget. We did put some money into capital reserve at the end of the year.

Meredith said the village tax rate has been level since 2014. Rosemary said this may be the year to raise taxes because with the reappraisal the tax rate will likely go down. But we won't have the reappraisal results until June.

Bob asked, now that reappraisal takes five years, when do the new figures take effect? Rosemary said we will have all the new figures this year and this year everyone will start

paying according to the new figures. Phil said we appraise over 5 years but all the new appraisal amounts kick in at once.

The board agreed to take the loan for the dump truck out of the capital reserve fund.

Scott noted that there are other areas where property owners are required to clear sidewalks themselves. Meredith said we may be the only community in Lamoille County that cleans the area between the road and the sidewalk. Scott said Hyde Park does it. Phil asked if all villages in Lamoille County take care of sidewalk plowing. Scott said he thinks they do.

Meredith reviewed the electric department budget. She budgeted \$15 for merchandising and jobbing revenue – payments from people who want line extensions, etc. She said every year we put \$45,000 in the budget for new poles on Route 100C. Our understanding is that at some point in the past VTel made a payment to the village to move poles farther from the road. It is a major job that we would have to contract out and it would cost far more than \$45,000, so it doesn't get done.

Phil asked, VTel doesn't expect the money back? Meredith said she doesn't think anyone there even tracks that money. Phil said at some point we will have to do something with that money and not just carry it forward every year. He asked if Meredith has contacted them. Meredith said she has had virtually nothing to do with this other than being told the money exists. She doesn't think there has been any conversation about it in five years. Troy said Steve Towne and Duncan Hastings started this about five years before Troy started. Phil asked, there is no contract to do the work? Meredith said she doesn't think so. Phil said we could ask to give the money back. Meredith said at some point the poles will need to be replaced and at that point we will use that money.

VPPSA estimated that our load will decrease 4% so Meredith assumed 96% of 2019 actuals for revenue. Phil asked how their estimate was last year. Meredith said they similarly predicted a drop. She thinks this estimate may be low but our power supply costs are also based on this. She tries to make sure revenues match the load the power supply is based on. This budget has about an \$85,000 decrease in revenue based on lost load.

Meredith said she put in \$125,000 for depreciation expense. She has always questioned putting in depreciation expense. She gets that our assets are depreciating but we are not writing a check for \$125,000. Phil said it doesn't make sense to him either.

Meredith reviewed expenses. Purchased power costs decreased because VPPSA projected our load to go down. Our power supply costs are significantly less than last year but we are also projecting lower revenues.

Phil asked about the cost we have discussed for upgrades for Morrisville. Meredith said she thinks that won't be built until 2021. She will double check. If they believe the work will be done this year we will have to put it in the budget. Phil asked, what if our voters don't approve it? Meredith said it is work that needs to get done. There is the advantage to us that GMP is doing all the legwork. We are paying for our portion but not having to manage the

project. We have agreed to tell our voters that we support it. If they say no, the project won't happen.

Meredith budgeted \$10,000 for work at our substation in case we need to do improvements. She budgeted \$10,000 for engineering work related to the switch at the substation to interconnect to GMP. Meredith said probably we could pay to use GMP's engineers. Scott suggested that might be better. Meredith said she could reach out to them for their rate schedule.

Meredith said NEPPA fees for training increased by about \$1,000. There is a big increase for health insurance and other insurance has gone up a little.

Meredith mentioned that when staff take vacation time they code those hours to different departments. Phil asked how they determine what department to charge their hours to when they are on leave. Rosemary said they mostly charge them to the electric department. Meredith said there is no hard-and-fast rule. We may just want to establish a percentage. Phil said it could have big budget implications.

In this draft electric department budget there is a \$108,000 deficit. Phil said in the last few years we have always projected a deficit and come out positive.

Phil asked if rates for water and sewer are approved by the state or only electric rates. Meredith said only electric rates. Scott asked the last time we had an increase in electric rates. Meredith and Gordy said 2010. There was a question about how much we have in surplus for the electric department after this year. Rosemary said \$300-\$400,000.

Scott asked what our total income from power sales is. Meredith said it is \$20,062,000. Phil said the projected deficit is 5% of that.

Phil asked if we are required to have so much cash on hand for the electric department. Meredith said we are not required to, but it is not outside the norm. They want us to have a good amount in reserve. Gordy said in the past at times we have had \$900,000 or \$1 million.

In answer to Scott's question about total general department revenue, Meredith said the total is \$277,000.

Phil said by not putting money in reserves for two years we have already started digging a hole. He asked if we have any electric department projects planned. Gordy said he would like to see us start rebuilding some lines. Smaller ones can be done in-house and larger ones need to be contracted out. Phil asked if we have planning documents. Meredith said VPPSA is trying to work with utilities to do capital planning. She thinks we will have to do some capital planning as part of some other VPPSA reporting. She doesn't see us getting a system study done this calendar year.

Scott said it would be good to have something like the water asset management plan for the electric department. It would be good for everyone to understand the reality of how much

money we need in the near future. We need a lot just to maintain what we have now. He doesn't know how to get that out to the public. It would be nice to have garland on lamp posts but that costs \$4,000 and that money is needed.

Phil said replacement of storm drains on Railroad Street alone could cost half a million dollars. There has to be an agreement between the town and village regarding storm drains.

Meredith said she can put information from the asset management plan in the annual report. Phil said he thinks it would be good to have a plan for the electric department like what we have for the water and sewer departments. Meredith said she knows Troy has in mind some problem areas with electric distribution. He could write down the list that he has in his head. Bigger projects come out periodically and maybe we could have engineering help with those.

Phil said he feels it would be good to establish some kind of formula for vacation time charging.

Phil asked, we can adjust water and sewer rates with no state oversight? Meredith and Gordy said yes. Phil asked if there are the same rules about shutting off water and sewer as there are for shutting off electricity to a customer. Meredith said no. Phil asked about shut off notices for water and sewer. Rosemary said we provide notice. It is not often that we shut off water and sewer. It is lienable.

11. Town & Village Employee MOU

Meredith said Brian Story wrote a first draft of a memorandum of understanding between the town and village covering Anne's position and Susan's old position. One position will be 100% town and one will be 100% village but each will still do work for the other entity. The MOU states that compensation will be based on the percentages we currently budget. Susan is 80% village and 20% town. Anne is 60% town and 40% village. We have talked about tracking how much time they spend on town vs. village work over the next year. The idea is that next year that information would be used to update the percentages. The town and village will be made aware of any disciplinary issues. Resolution of issues will be the responsibility of each board. The term for this agreement is one year, from January 1st to December 31st. But we would change it for this year because it is already after January 1st. If there is no new agreement by the time this one expires we can extend this one for 90 days.

Phil asked why this one does not last until there is agreement to terminate it. Meredith said she thinks the idea is that the percentages may change.

Gordy asked when the selectboard needs to know about any change in the percentage of hours for their budgeting. Meredith suggested adding language indicating that review of hours should be done by the end of November.

Board members indicated that the MOU looks fine.

Meredith said the MOU can be terminated by either party by providing notice to the other. The draft says termination will take effect "60 days after the next meeting of that body." She thinks we need to change the language to make it clear which body that refers to. And she

suggests adding language stating that after termination each party is responsible for 100% of their employee's pay. Scott suggested referring to the selectboard or trustee board rather than using the word "party."

Meredith said Rosemary and the assistant clerk are shared as well. Should we incorporate them into this MOU or have a separate agreement? Phil asked if their time is split 50/50 between town and village. Rosemary and Meredith said no; their time is 60% town and 40% village. Phil said dispute resolution would be different for Rosemary and the assistant clerk because they answer to both parties. Meredith said also the town and village cannot cancel the agreement regarding Rosemary and the assistant clerk. So there will have to be a separate agreement. She said she will send the suggested edits to Brian Story.

12. AMI Update

Meredith said the RFP for AMI infrastructure/assistance created by VPPSA on behalf of its members has been released, with responses due in early March. She thinks they anticipate getting responses from three parties. She thinks pricing may have a big range due to lack of GIS data from many utilities and they may require better mapping of our system to get a closer estimate.

13. Village Center Designation Update

Meredith said Phil went with her and Meghan from LCPC to the Downtown Development Board meeting. The Downtown Development Board approved our request for an expansion of the village center designation.

Gordy asked Meredith to thank LCPC for assisting us on this. Phil said we should really try to get people to take advantage of the village center designation. Meredith said maybe she can include information on it in a future newsletter. Phil suggested maybe when Efficiency Vermont does its talks the Downtown Development Board could also come and give information. Meredith said she will reach out to them. Phil said it is another tax credit small businesses could get.

14. Speeding and Dangerous Road Conditions

Scott said people have been complaining about high rates of speed in the village center. It is out of control. Everyone he talks to is very frustrated and scared. A statement was made on Front Porch Forum that those speeding on Route 15 are probably not residents but there is also speeding on Clay Hill and School Street and he doesn't see the sheriff's department being that engaged. The rate of warnings versus tickets is high. He usually sees that only about 10% of stops result in tickets. He has spoken to the selectboard about speeders and nothing seems to be improving. When people reach out to him he tells him to call the sheriff's department and to talk to the selectboard. Maybe the village could send a letter to the sheriff's department and say we are concerned about village residents and copy the selectboard. From what he hears from people in the village center, their needs are not being met. The village center is not walkable.

Scott suggested perhaps we could reach out to VTrans about snow piles on the side of the road. He saw someone trying to pull out the other day and it was terrifying to watch. People who live in houses along Route 15 can't see out.

15. Comments on Merger Study Public Meeting

Gordy said he wanted to clarify some things he was quoted in paper as saying. He feels he was misquoted or misunderstood. He was trying to say that if the town hired two people to do the work we now have five people doing, there is no way two people would be able to provide the same quality of work. He wasn't reflecting on the highway crew. He was reflecting on going from five people to two people.

16. Executive Session Related to a Personnel Matter

Scott moved to go into executive session for a personnel matter pursuant to 1 V.S.A. § 313(3), including Meredith and Rosemary, Phil seconded, the motion was passed and the board entered executive session at 9:31. The board came out of executive session at 9:45.

17. Executive Session Related to a Labor Relations Agreement

Scott moved to find that premature public knowledge of a labor relations agreement would place the village at a substantial disadvantage, Phil seconded and the motion was passed.

Scott moved to go into executive session to discuss a labor relations agreement pursuant to 1 V.S.A. § 313(1)(b), Phil seconded, the motion was passed and the board entered executive session at 9:46. The board came out of executive session at 10:10.

18. Adjourn

It was moved and seconded to adjourn at 10:10 and the motion was passed.

Minutes submitted by Donna Griffiths