

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
FEBRUARY 5, 2008**

MEMBERS PRESENT: Larry Yandow (Village President) Tim Jerman, Peter Gustafson, John Lajza, Deborah Billado.
ADMINISTRATION: Bert Moffatt, Interim Village Manager

1. CALL TO ORDER

Village President, Larry Yandow, called the meeting to order at 6:00 p.m.

2. BUSINESS

a. Engineering Inspection/Essex Junction Redevelopment Project

Jeff Arango, Project Manager, briefed the Trustees on proposals submitted for engineering inspection of the Essex Junction Redevelopment Project to get underway this summer. On a motion by Mr. Lajza, seconded by Mr. Gustafson, the Trustees voted unanimously to award the work to Hamlin Engineering for an amount not to exceed \$161,000.

b. Retail Water Sales Agreement - IBM

The Manager reviewed a proposed agreement with IBM for use of water and related charges and conditions. The contract is short term, ending June 30, 2008 and replaced a previous ten year contract which expired February 1, 2008. The agreement is available for public inspection at the Village offices and has been reviewed and recommended for approval by David Barra, Village attorney. On a motion by Peter Gustafson, seconded by John Lajza, the Board approved the contract unanimously. Further, the Trustees agreed to incorporate a new rate structure for commercial/industrial users with over 300 employees at .03 per thousand gallons over and above the Champlain Water District wholesale rate.

c. Wastewater and Sanitation Capital Plans

The Manager and Jim Jutras, Water Quality Superintendent, then discussed proposed revisions to the Wastewater and Sanitation Capital budgets based on updated information and statistics. The “new” budgets were approved unanimously by the Trustees on a motion by Tim Jerman, seconded by Deb Billado. Copies of these budgets are available in the office of the Manager.

Mr. Jutras then outlined for the Board a proposed new and innovative proposal from a contractor, VESCO, which would essentially convert fat into energy (it’s a lot more complicated than that but that’s for later). He recommended the Board move forward with a memorandum of understanding with the company to see if this pilot project has enough merit to continue with once Phase 1 is completed. He and the Village Manager have met with the Village attorney to go over details and ensure that everything is in proper legal order. The Trustees reacted positively to the idea and gave an enthusiastic thumbs up, although to be sure, the end result is

to be determined. Mr. Jutras was urged and instructed to proceed but keep the Trustees updated. Stay tuned.

d. Excess Capacity at Wastewater Treatment Plant

A memo prepared by Mr. Jutras and supported by the Village Manager outlined numerous facts as to why the Trustees might wish to consider selling of some of the Village's reserve capacity that might be unneeded or superfluous. This memo, the backbone of the discussion, is dated January 25, 2008 and lays the foundation for a possible economic analysis of what this might be "worth". The Trustees, though no vote was taken, seemed to be saying they really did want to look at this and management should come in with a recommendation and cost as to the right person and/or firm to do the cost/economic analysis.

e. General Fund Capital Reserve Plan.

Lauren Morrisseau, Finance Director, estimated in a written memo that there could be a surplus of up to \$43,000 in this year's budget from the Manager's salary and fringe benefit line items. From that discussion and a related memo from the Village Manager, it was decided that the best use of some of that would be to do deferred maintenance in Village owned buildings. The Manager recommended up to \$10,000 be transferred to the Fire Department for much needed improvements to the second floor of the Fire station (see section 6.2 of the Village Charter referencing unencumbered appropriations). The Manager also noted capital outlay for Lincoln Hall Improvements in the General Fund Capital Reserve Fund will have a surplus. In addition, at the urging of Trustee Deb Billado, deferred maintenance in the rest room areas of Lincoln Hall should be accomplished this year.

These recommendations were unanimously approved by the Trustees on a motion by Tim Jerman, seconded by Deb Billado. Further, by consensus, the General Fund Capital Reserve Fund line item for Lincoln Hall Improvements will now be called "Lincoln Hall Complex" reflecting the inclusion of the fire station and library.

3. EXECUTIVE SESSION

MOTION by Deb Billado, **SECOND** by Peter Gustafson, to go into executive session to discuss personnel. **VOTING:** 5 ayes; motion carried. The board entered executive session at 8:10 p.m.

MOTION by John Lajza, **SECOND** by Deb Billado, to adjourn Executive session. **VOTING:** 5 ayes; motion carried. Executive session adjourned at 8: 20 p.m. No action was taken.

4. ADJOURNMENT

The meeting adjourned at 8:24 p.m.

Minutes respectfully submitted by Bert Moffatt, Interim Village Manager.