



VILLAGE OF HYDE PARK

Wednesday July 12, 2023

Lanpher Memorial Library, rear door entrance; upstairs

Minutes

BOARD OF TRUSTEES

Attendees: Trustees Frederika French, Peter Gallo, Adam Lory, Sue Trainor, Dan Young; Staff: General Manager Brian Evans-Mongeon

Call to order –Chair French called the meeting to order at 6:45 PM.

Open Public Comments, limited total of fifteen (15) minutes, three (3) min. per person – There were no public comments presented.

1. Additions / Revisions to the Agenda – The GM requested adding two items (4bii and 4biii) to the agenda. The agenda was updated to include those two discussions items.
2. Chair’s Report
 - a. Village Issues & Concerns – The Chair indicated that there are no issues and concerns at this time.
3. Utility Business Discussion and or Approval Action Items
 - a. Review List of Past Due Accounts by Customer – The GM indicated that the information was not immediately available and thus this item was tabled and expected to be available at the next monthly meeting.
 - b. Minutes of June 14, 2023 Regular Meeting – Action. A motion to approve the minutes as provided was made by Trustee Lory. Trustee Young seconded. The motion was approved.
 - c. Warrants – sign. The General Manager reported that all checks since the last meeting were handled in accordance with the policies of the Village. Checks through June 30 were administered in accordance with the temporary policy voted at the June meeting and since the beginning of the month, we have returned to the policy requirement of two signatures on all checks. The GM also thanked all of Trustees for their support on making the bank account signature changes that were previously requested.
4. General Manger’s Report
 - a. Continuing discussions (information only)
 - i. ARPA identification and allocation of funds processes – discussion. The Trustees reviewed the workflow presented, endorsed the workflow, and asked the GM to implement the workflow over the next few months as outlined.
 1. Posting of notices through our social media channels
 2. Potential uses:
 - a. Water Reservoir Building
 - b. IT Replacement Equipment
 - c. 2nd Congregational Church
 - d. Opera House
 - e. Others (?)

- ii. Status of HPE Distribution Study – The GM shared current discussions regarding the study and indicated that the preliminary report is not yet available.
 - iii. Status of IRP MOU – The GM reported on the current discussions with the DPS on this topic. There is hope that the DPS will provide a response by week’s end.
 - iv. Status of Waterhouse Solar – The GM shared photos on some of the equipment at the solar farm. These photos indicated that some of the supports for the solar panels have been sinking into the ground creating crimps in some panels. We are seeking information relating to the damage being recovered via a warranty claim. There is no answer yet to that question.
 - v. Annual Wastewater inspection – The GM shared the details of the consultant’s reports on the inspections and the items that will need attention. Staff are working on a schedule to complete those work items.
 - vi. Annual State Water Inspection – The GM shared the details of the report on the state water inspection and the specific action items needed to be accomplished by specific dates. Staff are working on a schedule to complete those work items.
- b. New Discussions
- i. VEIC request – The GM indicated that he and VEIC have continued to have conversations on the exchange of data relating to services being provided by VEIC to HPE customers. In anticipation of a future meeting, Trustees will provide the GM some questions that they would like to have VEIC address. In concert with this, Trustees suggested that the utility look to conduct a customer survey to assess service interest levels that could be provided by the utility or through 3rd party service parties like VEIC.
 - ii. Town Energy Committee – The GM asked the Trustees about their understanding of any business arrangements with the wildflower beautification efforts being conducted by the Town Energy Committee. The Trustees indicated that they have no specific knowledge on the subject. The GM will reach out to the group to discuss the topic.
 - iii. Centerville Road Washout – The GM reported that during the two most recent storm periods (July 7-8 and July 9-11) had created a culvert washout condition on Centerville Road. As a result of the washouts, our water main line has had some damage to the line continuity but not resulting in any breakage or leaks. An impromptu outage has been scheduled to address the water line concern. It is scheduled for the morning hours on Thursday July 13.
- c. Action Items (see background documents)
- i. 2% Rate Case – Action. The Trustees reviewed the information package on the need for a rate increase. After discussion, Trustee Lory made a motion to authorize HPE to prepare and file a 2% retail rate increase to be effective September 15, 2023. Trustee Gallo seconded and the motion passed unanimously.

- ii. Bank Authorization on Loan for fixing village vehicle – Action. As previously reported, HPE’s “digger” truck had developed a hydraulic pump failure. The GM reported on negotiations with the bank to address the financial needs for the truck repairs, as well as the ability to replace or purchase a replacement. After discussion, Trustee Young made a motion to authorize HPE to amend its current loan arrangements to borrow additional monies to fix the truck and authorize signing of the bank paperwork needed for such. Trustee Lory seconded and the motion passed unanimously.
 - iii. Personnel Policy – Action. After discussion, the Trustees indicated that the document was not ready for action at this meeting. The GM withdrew the request for action and will meet with Trustees to prepare a new version for consideration in the August meeting.
- 5. Executive Session: Legal and Personnel, in accordance with V.S.A. Sec. 313. At 7:35 PM, Trustee Trainor made a motion to go into Executive Session for discussions on legal and personnel matters with the General Manager included. Trustee Lory seconded and the motion was affirmed by role call vote, (Aye: French, Gallo, Lory, Trainor, Young). At 8:05 PM, Trustee Gallo made a motion to come out of Executive Session. Trustee Young seconded and the motion was affirmed by role call vote, (Aye: French, Gallo, Lory, Trainor, Young).
- 6. Executive Session Action Items, if applicable. Trustee Trainor made a motion to call for a Special Trustees Meeting to be held on Tuesday, July 25, 2023 at 5 PM at the Municipal Building. Trustee Young seconded and the motion passed unanimously.
- 7. Adjourn. The Chair adjourned the meeting at 8:10 PM.

Draft until approved

As recorded by Brian Evans-Mongeon, acting General Manager