

Derby Line, Vermont  
Trustees Meeting  
February 05, 2019  
Derby Line Village Hall

**Call to Order:**

Present were Trustees Richard Creaser, Lindsay Brainard and Keith Beadle.

Also, present were Brian Fletcher, Road Foreman, Brian Dubois, Karen Jenne, Fritz Halbedl, Laurie Moss, Village Clerk & Treasurer, and Madeleine Roy, Assistant Clerk.

The meeting was called to order by Chairman Richard Creaser at 6:30 pm.

One addition was made to the agenda: the Line of Credit for the Caswell Ave. Sidewalk needs to be extended.

Lindsay moved that the reading of Rules of Procedure be waived. Keith seconded. Motion carried.

**Minutes of 01/22/19 Meeting:**

Keith moved to accept the minutes of the Jan. 22, 2019 meeting as printed. Lindsay seconded. Motion carried.

**Tabled Items:**

- 1) 2019 Budget – will be discussed at this meeting
- 2) Caswell Ave. Sidewalk extra flagger hours – will be discussed at this meeting
- 3) Annual Meeting Warning – will be discussed at this meeting

**Snowmobile Club Request:**

Brian Dubois, representative of the local snowmobile club, asked the trustees for permission for club members to be able to ride the sidewalk on Main St. from the intersection of Baxter Ave. southward to the Derby Line Village Inn. Several members want to support the Village Inn's business but need access to that section of Main St. sidewalk. He asked that this route be made available for one year until the club is able to properly build a route near Patenaude St. and Dashner Circle whereby they can reach the back of the Village Inn property.

Brian Fletcher voiced concern of snowmachines crossing the intersection of Main and Beach Sts. Brian Dubois agreed that they would put up stop signs at that location. Keith stated that there should be a speed limit for these machines traveling on Main St. Brian Fletcher also suggested that a written notice be delivered to all residents of that section of Main St. to let them know snowmachines will be traveling in that area. Fritz Halbedl offered to make up the notice and deliver it personally to each homeowner tomorrow. It was also decided to allow this to happen for two weeks and see if any complaints are received. **Tabled until Feb. 19, 2019.**

Keith made a motion to allow snowmobilers to travel the sidewalk between Baxter Ave. and the Derby Line Village Inn between 6 am and 10 pm at a maximum speed limit of 15 mph, and this issue to be revisited at the next trustees meeting on Feb. 19, 2019. Lindsay seconded. Motion carried.

**Caswell Ave. Sidewalk Project – Extra Flagger Hours:**

Richard stated that even though Darrell Martin's research shows that JP Sicard, Inc. did not, in fact, bill for 261.25 flagger hours, Sicard's auditors confirmed twice that the amount paid by the village is the final amount. He agreed to contact Jon Kaplan at VTrans to let him know that the trustees are prepared to sign the auditors' report dated Dec. 31, 2018. The auditors' report shows a final contract price of \$412,160.50, which was fully paid by the village.

The concern is that VTrans will not release the grant funds to the village if these extra flagger hours are not paid.

**Line of Credit Extension for Caswell Ave. Sidewalk Project:**

Laurie advised that she has arranged with the Community National Bank to provide the village another extension on the line of credit for the Caswell Ave. Sidewalk Project until the grant funds are received.

Keith made a motion to instruct the Chair of the Board of Trustees to sign the Line of Credit Extension document. Lindsay seconded. Motion carried.

**Annual Meeting Warning:**

Laurie provided the first draft of the Annual Meeting Warning with questions on (Item #5) the wording for the terms for the trustees coming up for election, (Item #9) how or if to present to the voters an increased paving budget, (Item #10) painting the village hall and renovating the village offices and bathrooms. There was also a question on (Item #11) acquiring larger sewer pumps that can handle such items as baby wipes without breaking down or burning up.

Brian Fletcher stated he is now working with Pike Industries for quotes on paving. The trustees agreed that this budget item simply needs to be increased. The proper wording for the warning will be done at the next trustees meeting. **Tabled.**

Regarding buying bigger sewer pumps, Brian stated that if this were done it would also require changing the power going into the pump station, which would then bring the total cost up to an estimate of between \$26,000 and \$30,000. Or, they could upgrade to a bit bigger pump and grinder and add a basket for an estimated \$5,000 to \$6,000. He should have final quotes by the next meeting. **Tabled.**

Regarding renovating the offices and bathrooms, Karen Jenne reminded all that the village hall is on the historical registry and some things cannot be changed. Building space for an actual vault might be too heavy for the floors and might compromise the integrity of the building. She was assured that we are only looking for one or two larger fireproof safes. Karen suggested that we ask the Town of Derby if they have space in their vault that the village could use or rent. It was decided to remove Item #10 from the warning and work on these issues after the annual meeting. In the meantime, Laurie will contact the Town of Derby regarding vault space. **Tabled.**

Because only the interest from the Orpha Durland Fund can be used, and not the principal, it was suggested by Keith that some funds from the village's portfolio be used to paint the outside of the village hall. Laurie was instructed to get a formal quote from Tim Hinman. **Tabled.**

**Business from Trustees, Treasurer and Road Foreman:**

Employee Evaluations: A reminder was given Brian to do employee evaluations.

**Village Budget for 2019:**

The trustees continued to work on the upcoming budget for the Village, Water and Sewer making some account name changes to make it easier to discern what expenses are for during the year. Laurie will input tentative figures as discussed and will print updated spreadsheets for further discussion at the next meeting.

Brian agreed to bring the Road Department's "wish list" to the next meeting. As a result, the trustees opted to postpone working on the Road Department budget until he next meeting. **Tabled.**

**New Business from the Audience:** Karen Jenne suggested that the village trial balance be provided to each trustee on a monthly basis.

**Old business from the Audience (5-minute limit unless otherwise directed):** None

**Next Meeting:**

The next regular Trustees meeting was set for February 19, 2019.

**Executive Session:** No

**Review and Sign Bank Statement:** Yes

**Warrants were Reviewed and Signed:** Yes

**The Last Check Printed:** #14824

The meeting was adjourned at 8:40 pm.

Respectfully submitted,

Madeleine C. Roy, Assistant Village Clerk