

Derby Line, Vermont
Trustees Meeting
July 16, 2019
Derby Line Village Hall

Call to Order:

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

Also, present were Karen Jenne, Melody Ricard, Nancy Olney, Allen Yale, Laurie Moss, Clerk & Treasurer and Madeleine Roy, Assistant Clerk & Treasurer.

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

One addition was made to the agenda, the proposal of a welcome letter to new Derby Line residents.

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

Approval of Minutes of July 2, 2019 Regular Trustees Meeting and Minutes of the Special Meeting with Stanstead of July 9, 2019:

Keith made a motion to accept the minutes of the July 2, 2019 meeting as written. Lindsay seconded. Motion carried.

Because two of the Trustees were unable to open the electronic version of the minutes of the July 9, 2019 meeting, the approval of same was tabled until next meeting. **Tabled.**

Tabled Items:

- 1) Stanstead Sewer Treatment Plant Reconstruction – to be discussed at this meeting

Richard suggested that the order of business for this meeting be changed to discuss the Stanstead Treatment Plant last.

AT & T Access Road Permit:

A check and Application for Access Permit for access to Breakneck Hill from Elm St. has been received from Jennille Smith, representative for AT & T, in anticipation of their constructing a cell tower off Breakneck Hill. Several questions arose such as what class road are Breakneck Hill and Elm St? Depending on that class road designation, are there weight limits that would have to be adhered to and would Derby Line be required to plow and maintain Breakneck Hill? Neither Brian nor Jaret were in attendance, so these questions were unable to be answered. **Tabled.**

Letter of Welcome to New Derby Line Property Owners:

Madeleine suggested that the village send a letter of welcome to new property owners in the village. Such letter could include, but not limited to, information about the distinction between the town and village, Derby Line's water and sewer systems and respective costs, Derby Line Community Day, and a short description of the ordinances that are in place in the village. The Trustees agreed that this letter should be sent to new property owners. Madeleine agreed to have the first draft ready for the next Trustees meeting. **Tabled.**

Stanstead Sewer Treatment Plant Reconstruction:

Keith reviewed for those in attendance the special meeting that was held with the Stanstead Council on July 9, 2019 regarding the treatment plant. It was agreed by all parties that the revised agreement should include:

- A. A procedure to determine who owns what.
- B. To determine, possibly annually, the percentage that each municipality is to pay by comparing flow rates from each municipality, rather than the present 50/50 share of costs. A flow meter is already in place in Derby Line and another meter would have to be installed on the Canadian side at the plant. Karen Jenne suggested that the flow meters on both sides of the border are properly calibrated on a regular basis and that they both read the same, in gallons or liters. This stipulation should also be included in the new agreement.
- C. To put in place a process to regularly inspect the new plant by the Trustees and Stanstead Council and/or an independent contractor to avoid the situation we are now in with a plant that is seriously deteriorated.
- D. To have a review of the new agreement by both boards semi-annually or annually to be sure it is up to date and relevant.

- E. To establish an administrative committee made up of 3 from the Derby Line Trustees and 3 from the Stanstead Council to periodically discuss the condition of the plant, costs assessed to each municipality, annual budgets, etc.
- F. To follow a process that is agreeable to all parties for Derby Line's payment to Stanstead regarding exchange rates.
- G. To include that if one country mandates something in particular, the municipality in that country will be responsible for making those changes in that country.
- H. That Derby Line is to have a say in all decisions made concerning the treatment plant.
- I. That management of the new plant is to be overseen much more closely than in the past.
- J. To address if any other municipalities would ever want to join the system, which would include recalculating flow rates and percentage of costs to be shared.

Lynette Claudon of VT Environmental Conservation has stated to Richard that she is willing to work with Derby Line to revise some of the technical aspects of the agreement.

Keith stated that another special meeting with Stanstead needs to be held very soon. Stanstead has indicated to Laurie that they are ready to meet this week. It was agreed to let them know that this special meeting can be held on Thursday, July 18th at 6:30 pm in the Derby Line Village Hall. Laurie will let them know tomorrow and warn the meeting.

Richard stated that with the \$6,266,136.00 bid that has been accepted, our present approved bond for \$2,075,000.00 will most likely fall short of needed dollars for Derby Line's share of the cost. Teresa Thomas has suggested that it will be better to get the entire amount bond needed before the project is underway. Lindsay proposed that Derby Line tell Stanstead that in order to facilitate moving forward with the project, we only have available \$2,075,000.00. Having to go back to the voters for an additional bond, which could be voted down by them, would seriously slow down the project. It was agreed that this would be presented to Stanstead on July 18th at the special meeting.

Business from Trustees, Treasurer and Road Foreman:

Caswell Ave. Sidewalk Project: Lindsay reported that he had been in contact with Pat Travers of Staff Sterling Management regarding trying to get JP Sicard to sign off on the needed documents to finalize this project and needed to release grant funds to the village. Travers now has the paperwork completed but is waiting for Sicard's signature on three documents. If they are not received in a day or two, Lindsay will try to contact Sicard himself.

New Connection Fees: Lindsay asked if new residents in the village who are building homes are made aware of connection fees that will be assessed them. Laurie confirmed that they are made aware that new connection fees are \$500.00 for residential and \$1,500 for non-residential and commercial properties. They are also informed that additional amounts might be charged if, for instance, pavement needs to be dug up.

New Business from the Audience:

Allen Yale, representative of the Universalist Church next door to the village hall, attended this meeting to inform the trustees that they are considering burying the electric lines along the north side of Baxter Ave. He asked if Derby Line has any ordinances that need to be followed. VT Electric Coop will be doing the work in conjunction with Dig-Safe. Richard stated that the village should have no objection except to be sure that there are no water or sewer lines in that area that would be affected. Laurie agreed to ask Brian Fletcher about this and let Allen know. Richard suggested that, if any pavement is to be dug up, the church consider doing this project in 2020 when Baxter Ave is scheduled to be re-paved. However, Allen stated that there should be no disruption of pavement. They are planning to run the conduit pipe along the edge of the cemetery.

Yale also informed the trustees that the church would like to build a small shed to store maintenance equipment behind the parsonage. He wondered if the trustees would have any objection to this building. He was told that as long as they follow the town zoning regulations, there should be no problem.

Old business from the Audience (5-minute limit unless otherwise directed):

Karen reminded all that the owners of the house at 45 Pelow Hill are still parking a vehicle on the front lawn where they have established another driveway. They have not applied for an access permit. There are, at times, several vehicles parked there creating safety hazards for vehicles traveling on Pelow Hill. They will be contacted.

Executive Session: None

Next Meeting: Possible special meeting with Stanstead on July 18, 2019.
The next regular Trustees' meeting is scheduled for Aug. 6, 2019.

Review and Sign Bank Statement: No

Warrants were Reviewed and Signed: Yes

The Last Check Printed: #15126

The meeting was adjourned at 7:50 pm.

Respectfully submitted,

Madeleine C. Roy, Assistant Village Clerk