

Derby Line, Vermont  
Trustees Meeting  
September 15, 2020  
Derby Line Village Hall

**Call to Order:**

Present were Trustees Richard Creaser, Sarah Webster and Keith Beadle.

Also, present were Karen Jenne, Nancy Olney, Melody Ricard, Gail Diem, Winsome Hamilton, Corey Marcoux, Jaret Judd, Robert Joyal, Brian Fletcher, Roads Foreman, Laurie Moss, Village Clerk and Madeleine Roy, Assistant Clerk.

The meeting was called to order by Trustee Richard Creaser at 6:00 pm.

**Employee Evaluations:**

Keith Beadle moved to go into Executive Session for employee evaluations. Sarah seconded. Motion carried.

After individual evaluations were completed, Keith moved to increase employee salaries as per the budgeted amount retroactive to March 1, 2010, the beginning of the fiscal year. Sarah seconded. Motion carried.

Keith moved to go out of Executive Session. Sarah seconded. Motion carried.

**Additions to the agenda:**

- A. Community Bancorp Stock Vote
- B. Wayne Elliott – Assistance for Database of Water Shutoffs, Manholes, etc.
- C. Accident at Fountain at intersection of Main & Elm Sts
- D. NEMRC software
- E. People's Bank letter

**Tabled Items:**

- 1) Stanstead Sewer Treatment Plant Reconstruction & MOU – no new information on this project.
- 2) Ditch along Maple St. – no new information on this project.
- 3) Soil Contamination/Drilling Issue at old garage – to be discussed at this meeting.

**Soil Contamination/Drilling Issue at Old Garage on Ducharme Dr:**

Keith briefly explained that the State of VT Agency of Natural Resources (ANR) is insisting that the village drill a test hole to check for possible soil contamination at the site where an old gas tank was properly removed about 25 years ago. This will have to be done by an authorized environmental service, the closest being Gonyaw Environmental Services of Newport. Keith has been in contact with Jay Gonyaw who advised that a less expensive way of testing the soil would be to get an excavator to dig down to ground water level. Gonyaw agreed to talk with ANR and get back to Keith or the village office.

Sarah moved for the Board of Trustees to give Keith permission to hire Gonyaw Environmental Services to get the soil sample(s) taken at the least expensive way possible. Keith seconded. Motion carried.

**Manhole Construction on Caswell Ave:**

Jaret reported that the work is now done and they are just waiting for the paving company. They are still waiting for the bills to come in on this first manhole repair before getting to the repair of the second manhole found. It all depends on the funds available in the budget. Laurie indicated that there is an extra line item in the budget that provides \$8,500 for sewer repair. The Capital Fund also has money in it, so there should be enough to get the work done.

**Property Tax Increases:**

A few village residents attended the meeting to voice their concerns about the increase for taxes due this November. The Trustees advised that the need for a Roads Paving Fund, because of the poor condition of our streets, had been discussed at a few meetings and that the \$50,000 option was voted in by the residents at the annual meeting. Brian Fletcher stated that some streets are in such bad condition that they will have to be totally dug up and repaved, or turn them back to gravel. Those in attendance were provided a list of the village tax rates going back to 2005, most of which have been very low and did not provide enough funding for improvements to infrastructure, like roads. Those taxes generated only took care of the bare minimum.

Winsome Hamilton requested if agendas of meetings are posted so that residents are made aware of regular and annual meetings. She was informed that all agendas are posted at the Community National Bank, the post office, and at the village office, as well as on Facebook and on the Town of Derby's website. There is also a sign near the street in front of the village office that states the date and time of upcoming Trustees meetings. Sarah suggested that we build an email list serve of residents who want to regularly be notified of trustee's meetings. Corey Marcoux asked if voters will have the opportunity to change the budgeted amount in the future. Richard confirmed that this budgeted item will be considered at each annual meeting if the taxpayers so wish.

Keith explained that the patching and shimming that has been done on our streets for the past few years is really just a waste of money as much of it gets peeled up by the snowplow each winter. Richard noted that the idea is to form a ten-year plan with a priority listing to re-do the streets. Brian has been consulting with a representative at Pike Industries, who will help him formulate a plan of all the streets, what each one needs, and creating a priority list.

Karen asked if the Board had looked into borrowing \$500,000 over the next 20 or 30 years for this paving plan, which would have less of an adverse effect on the taxpayers. Richard stated that he could not see that such a bond would be beneficial since by the time it would be paid off, the village would be back to having very poor streets. Paved roads only last about seven (7) years.

**Community Bancorp Stock Vote:**

No action was taken.

**Wayne Elliott & Assistance in Creating Database of Water Shutoffs, etc:**

Laurie stated that she had been looking for software to create a database of all water shutoffs, manhole locations, etc., but has been unable to find anything. Wayne Elliott of Aldrich & Elliott Engineers has advised that they are capable of working with the village road crew to map out these locations with GPS, and provide them to the village in pdf form. It is crucially important for the road crew to know where shutoffs, etc. are especially in an emergency. Otherwise, they waste time before any work can be done.

Wayne Elliott has quoted a cost of \$15,000 to \$20,000, but that there is loan forgiveness available. Laurie will find out from him if there will be ongoing costs beyond the \$15,000 to \$20,000 for upkeep of the database.

**Tabled.**

**Fountain at Intersection of Main & Elm Sts:**

Brian reported that someone had hit the fountain with his car on Sept. 11, 2020 and knocked it completely off its base. He is waiting to hear back from the state trooper who took the report to find out if the driver has insurance.

**NEMRC Software:**

Laurie informed the trustees that the village accounting is now on an accrual basis and should be on a cash basis. The reports generated now have to be changed by hand and then put into an Excel spreadsheet, which takes her a lot of time. NEMRC says they can help update the books accordingly over 10 to 15 hours at a cost of \$145.00 per hour.

Sarah moved to give Laurie permission to work with NEMRC at their cost to get the village accounting software to a cash basis. Keith seconded. Motion Carried.

**People's Bank Letter:**

Laurie provided a letter from the bank indicating that the usual annual payment to them for the Elm St. Project can be lowered to \$37,000 from \$60,000. Because of COVID-19, the bank is deferring the interest, but the full amount would have to be paid eventually anyway. It was agreed that Laurie should pay the \$60,000 as budgeted.

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

Extended Warranty on 2016 Ford Truck: Brian reported that the truck needs \$800 of repair to the directional signals, but the dealer states that no extended warranty was purchased at the time of vehicle purchase. Brian seemed to remember that the extended warranty was purchased in June 2016, but it cannot be found. They probably will not be able to get this vehicle inspected without these repairs. He may go to another Ford dealer for another quote. Richard suggested that the 2016 minutes of meetings be checked, but that the repairs must be made anyway. **Tabled.**

Flushing of hydrants: Brian stated that he wants to flush hydrants in October, but they usually have to wait for

Stanstead to advise when they will flush. Richard suggested that Brian advise Stanstead the dates when Derby Line will flush and go ahead and flush during that time.

Driveway Access Permit: Karen asked if another access permit has been requested by Glen Rowe on Pelow Hill because there are now several vehicles parked on the lawn in addition to the driveway. Laurie stated that he had been in this week and requested a permit.

Meetings: Keith noted that it is good to see more people attend Trustees meetings because the trustees value the opinions and ideas of the taxpayers. Sarah asked if Zoom meetings could be considered so more people might attend. Richard indicated that it would require someone to moderate and a constant reminder to those attending that they need to mute their mics so the audio is not disrupted. It does not seem like it would be feasible.

**New Business from the Audience:** None

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

**Executive Session:** Yes

**Next Meeting:** The next meeting will be on Oct. 6, 2020 at 6:30 pm.

**Review and Sign Bank Statement:** No

**Warrants were Reviewed and Signed:** Yes

**The Last Check Printed:** #15880

The meeting was adjourned at 8:10 pm.

Respectfully submitted,

Madeleine C. Roy, Assistant Village Clerk