

Derby Line, Vermont  
Trustees Meeting  
December 7, 2021  
Derby Line Village Hall

**Call to Order:**

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

Also, present were Merrick Gillies & Wayne Elliott from A&E Engineers, Megan Cumming & Joshua Lockhead from VT Department of Environmental Conservation's Drinking Water and Groundwater Protection Division, Jaret Judd, Laurie Sanville, Village Clerk & Treasurer and Madeleine Roy, Assistant Clerk.

The regular meeting was called to order by Trustee Richard Creaser at 6:31 pm.

**Additions or Deletions to the agenda:** None

Keith made a motion to waive the reading of Rules of Procedure. Sarah seconded. Motion carried.

**Approval of Minutes of the November 2, 2021 Meeting:**

Keith made a motion to accept the minutes of the Nov. 2, 2021 meeting as written. Sarah seconded. Motion carried.

**Tabled Items:**

- 1) Stanstead Sewer Treatment Plant Reconstruction – Keith has tried to contact Jean Charles Bellemare at Stanstead for an update, to no avail. Wayne Elliott confirmed with Laurie that she can submit the proper paperwork for reimbursement of the first half of payment made by the village.
- 2) Local COVID Relief Funds – Richard indicated nothing new on this issue except that the Haskell Free Library and Opera House has submitted a letter of request for allocation of some COVID funds because of their building closure issues and repairs needed to the building. They have requested \$20,000. Richard reminded all that the trustees are still entertaining ideas and suggestions for these funds from the village residents and voters.
- 3) International Water Co. (IWC) Annual Meeting – This meeting is usually at the end of November, but because of elections and other issues in Stanstead the meeting has not happened yet. It is the Derby Line Trustees thought to stress on the annual meeting agenda that they set a specific date/time for all future annual meetings.

**Water System Asset Management Plan 60% Review Meeting:**

Wayne Elliott gave an overview of the Water System Management Plan that is now approximately 60% complete, although changes and corrections can be made at any time. He presented maps and spreadsheets in paper form, which will also be provided in pdf form when complete. His presentation included the Level of Service Goals with suggested responsible parties in each section. The mapping includes location of hydrants, descriptions of hydrants and valves as well as pipe sizes. Because of limited funding, shut-offs (curbstops) will not be included. These can be located and noted on the maps by the village road crew.

Merrick Gillies reviewed the Equipment Inventory that includes descriptions of all equipment in the system with recommendations as to what and when each should be replaced. Gillies also went over the Water Line Inventory, which lists all water lines by street and valve number with approximate replacement costs. He then went over the Hydrant Inventory and the Valve Inventory, which both include locations and replacement costs.

Wayne completed the presentation by noting that changes will be made in the next few months to get the Plan to the 90% completion rate. He strongly suggested that village employees update the inventories as needed and keep them updated. Finally, he stated that the loan forgiveness by VT Rural Water (VT Revolving Fund) is contingent on their approval of this plan.

**Fred's Energy & Nadeau's Quotes for Heat Pump for Village Hall:**

Fred's has provided two quotes, one for a new heat pump for \$10,776.00 and one for repairing the existing ductwork at \$1,396.00. Nadeau's quote for new heat pump came in at \$17,535.00. Discussion followed about how much electricity it would take and how efficient the system would be since the village hall is not used all the time. A heat pump would also provide cooling in the summer. Discussion also followed about possibly buying

a small air conditioner for the office. Regarding the repair of duct work, Jaret suggested we also get a quote from NEVTEC.

Because of the large amounts quoted, it was decided to present this to the voters at the annual meeting in April.

**Village Employee Holiday Party:**

Because of COVID it was decided to postpone a holiday party until summer.

**Mask Mandate:**

All agreed with Keith that since businesses in town have their own mask requirements in place, there is really no need for the village to mandate the wearing of masks.

**Sheriff's Dept. Patrols in Derby Line:**

As they were requested, the sheriffs have been seen patrolling the streets in the early morning. Sarah did mention what appears to be illegal use of snowmachines on private lots on Sunset Terrace. If the owner(s) of those lots can be determined, they can be told and they can pursue the activity with the Sheriffs Dept. If the snowmachines are being driven illegally on our streets, then we can report to the Sheriffs Dept.

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

Snowplowing and Tenco: Jaret reported that they are still using a loaned plow on the village truck. He also reported that Tenco is going out of business in VT and that it is unknown at this time which company will be available to do our repairs. Tenco is planning to close up in the spring.

**New Business from the Audience:** None

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

**Executive Session:** None.

**Next Meeting:** The next regularly scheduled meeting will be on December 21, 2021 at 6:30 pm.

**Review and Sign Bank Statement:** Yes

**Warrants were Reviewed and Signed:** Yes

**The Last Check Printed:** #16775

The meeting was adjourned at 8.35 pm.

Respectfully submitted,  
Madeleine C. Roy, Assistant Village Clerk