

**VILLAGE OF DERBY LINE, VT  
ANNUAL MEETING MINUTES – 2022**

**Agreeable to the foregoing Warning, the legal voters of the Village of Derby Line, VT met at the Derby Line Village Hall on Tuesday, April 5, 2022, at 6:30 pm, to transact the following:**

Present: Richard Creaser and Sarah Webster, Trustees, Frank Davis, Moderator, Laurie Moss, Clerk & Treasurer, Madeleine Roy, Assistant Clerk & Treasurer, 13 residents of the village and 4 non-residents.

ARTICLE 1: TO OPEN MEETING. The meeting was called to order at 6:30 pm by Moderator Frank Davis, who led the Pledge of Allegiance. He then explained that the meeting would follow Roberts Rules of Order and that any non-residents in attendance wanting to speak would have to first acquire permission from the voters.

ARTICLE 2: TO ELECT A MODERATOR. Richard Creaser temporarily assumed the position of Moderator. Sarah Webster nominated Frank Davis as Moderator. Seconded by Paula Halbedl. Richard instructed the Clerk to cast one ballot for Frank Davis as Moderator.

ARTICLE 3: TO APPROVE MINUTES OF THE MAY 4, 2021 ANNUAL MEETING. Richard Creaser made a motion to approve the minutes of the Annual Meeting of May 4, 2021 as written. Sarah Webster seconded. Dawn Bowen asked if any American Rescue Plan (ARPA) funds have been received. Richard and Laurie confirmed that \$98,000 (later corrected to \$93,298.46) has so far been received. Motion carried.

ARTICLE 4: TO HEAR AND DISPOSE OF THE REPORTS OF THE VILLAGE OFFICERS. Davis indicated that the report from the Trustees is shown in the annual report. Karen Jenne asked where the ARPA funds are shown in the report to which Laurie replied that she had forgotten to include it in any of the financial reports. Karen then asked if any of this ARPA \$93,298.46 has yet been spent. Richard stated that none has been spent, but one plan is to use some of this money to work on water/sewer lines near the Haskell Library. Other eligible projects will be discussed as time goes on.

ARTICLE 5: TO ELECT THE FOLLOWING OFFICERS.

*One Trustee for a One-Year Term:* Sarah Webster nominated Scott Webster. Charles Gross seconded the nomination. Sandra Garratt nominated herself. Seconded by Richard Creaser. Dawn Bowen nominated Karen Jenne. Seconded by James Hrdlicka. Karen moved for a vote by Australian ballot, which was approved by the voters. Results of vote: Scott Webster – 4 votes; Sandra Garratt – 9 votes; Karen Jenne – 3 votes. Sandra Garratt was welcomed as the Trustee for a one-year term.

*One Trustee for a Three-Year Term:* Sarah Webster nominated Richard Creaser. Seconded by Shannon O'Rourke. Dawn Bowen nominated Karen Jenne. Seconded by Sandra Garratt. By voice vote, Richard Creaser was elected with no other challenge.

*One Clerk & Treasurer for a Three-Year Term:* Richard Creaser nominated Laurie Sanville. Seconded by Dustin Horne. Dawn Bowen nominated Karen Jenne. Seconded by Sandra Garratt. By voice vote, Laurie Sanville was elected with no other challenge.

*One Delinquent Water, Sewer & Tax Collector for a Three-Year Term:* Dustin Horne nominated Laurie Sanville. Seconded by Rachel Ducharme. Frank Davis asked for other nominations and hearing none instructed the Clerk to cast one ballot for Laurie Sanville.

*One Water Commissioner for a One-Year Term:* Richard Creaser nominated Karen Jenne. Seconded by Charles Gross. Frank Davis asked for other nominations and hearing none instructed the Clerk to cast one ballot for Karen Jenne.

*One Auditor for a Three-Year Term:* Frank Davis asked for nominations but hearing none he stated that the position will remain open until the Trustees appoint someone.

ARTICLE 6: TO SEE IF THE VILLAGE WILL VOTE TO COLLECT TAXES THROUGH THE TREASURER AS PROVIDED IN TITLE 32, V.S.A., SECTIONS 4791, 4792 AND 4793. Karen Jenne made a motion for the village to collect taxes as set forth in Title 32 above. Richard Creaser seconded. Motion carried.

ARTICLE 7: TO SEE IF THE VILLAGE WILL VOTE TO COLLECT WATER AND SEWER PAYMENTS THROUGH THE TREASURER AS PROVIDED IN TITLE 32, V.S.A., SECTIONS 5136, 1674 AND V.S.A. SECTION 5151. Richard Creaser made a motion for the village to collect water and sewer payments as set forth in Title 32 above. Karen Jenne seconded. Motion carried.

ARTICLE 8: TO SEE IF THE VILLAGE WILL VOTE TO AUTHORIZE THE TRUSTEES TO BORROW MONEY TO MEET THE CURRENT EXPENSES IN ANTICIPATION OF TAXES. Karen Jenne made a motion to authorize the Trustees to borrow money to meet expenses in anticipation of taxes. Julie Gunn seconded. Karen Jenne asked if the Trustees anticipate having to borrow money at any time before revenues are received, to which Richard answered No. Dustin Horne asked what would fall into this category. Richard advised that it would most likely be something like unanticipated broken water and sewer lines. Motion carried.

ARTICLE 9: TO AUTHORIZE THE TRUSTEES TO DESIGNATE ANY UNUSED BALANCE OF THE ENDING FISCAL YEAR'S SAND/GRAVEL/SALT BUDGET TO THE ROAD REPAIR CAPITAL FUND. Rachel Ducharme moved to authorize the Trustees to designate any unused balance of the ending fiscal year's sand/gravel/salt budget to the Road Repair Capital fund. Paula Halbedl seconded. Karen Jenne asked the Treasurer what this past year's ending balance was in the Sand/Gravel/Salt budget. Laurie Moss stated that it was approximately \$11,000 (specifically \$10,767.28).

Dawn Bowen asked for an explanation of the \$32,570.16 figure called "Over Budget" on Page 15 of the village budget in the annual report. Laurie and Richard explained that this "over Budget" is an incorrect term and should be called "unexpended funds" which simply get rolled over into the next year's budget.

Karen moved to amend this article to read: TO AUTHORIZE THE TRUSTEES TO DESIGNATE THE UNUSED BALANCE OF \$10,767.28 OF THE ENDING FISCAL YEAR'S SAND/GRAVEL/SALT BUDGET TO THE ROAD REPAIR CAPITAL FUND. Seconded by Richard Creaser. Motion carried.

A voice vote was taken on the first motion for this article. Motion carried.

ARTICLE 10: TO AUTHORIZE THE TRUSTEES TO RAISE THE SUM OF \$30,000 TO BE PLACED IN THE EXISTING ROADS PAVING PLAN. Richard Creaser made a motion to authorize the Trustees to raise \$30,000 for the Roads Paving Plan. James Hrdlicka seconded. Dustin Horne asked if this money will be for paved roads. Richard stated that it will be for any village roads that need work. Albert Stebenne asked if there are any federal funds or grants available for paving streets and if the village has any plans to pave Dashner Circle. Sarah Webster stated that there are no current plans to pave Dashner Circle. Richard stated that he does not know of any available federal or grant monies now available and that the village has a somewhat outdated quote of \$55,000 for paving Dashner and that there are no definite plans at this time to pave or re-pave any streets. However, we have recently had an inventory done by a representative of a local paving company of all paved streets to either reclaim or overlay in the order of each one's needs. Just reclaiming or overlaying all the existing paved streets that are not state highways comes to just under \$600,000. We have the funds to take care of Dashner's approximate \$55,000, but obviously not for all the \$600,000. Because this inventory was just recently received, no commitments have yet been made and the challenge of determining priorities will come in the next year. We now have approximately \$118,000 plus the \$10,767.28 from tonight's allocation from the Sand/Gravel/Salt ending fiscal year's budget in the Roads Paving Fund. Stebenne asked which streets are in most need. Richard read from the inventory that Herrick Rd. will cost at least \$110,000, Patenaude St. at least \$45,000, Louis St at least \$65,000, etc. Horne asked if it would make sense to pave Dashner at the same time as Patenaude St. since they are near each other. Richard stated that decisions on paving will be made in the most logical manner.

Frank Davis reminded everyone that this detailed discussion should be conducted at a regular Trustees meeting as it is not germane to the annual meeting. Karen Jenne suggested that the Trustees wait until oil/asphalt prices go down. Richard stated that no decisions have yet been made and it most likely will go into next year before any paving gets done at which time, hopefully the prices will have gone down. Motion carried.

ARTICLE 11: TO SEE IF THE VILLAGE WILL MAKE A DONATION OF \$500 TO THE DERBY LINE FIRE DEPT. FOR USE OF ITS EQUIPMENT. Julie Gunn made a motion that the village donate \$500 to the Derby Line Fire Dept. for use of its equipment. Dustin Horne seconded. Richard Creaser made a motion to amend the amount in this motion to \$1,000. Paula Halbedl seconded. A vote was taken to allow the amendment. Motion carried. James Hrdlicka asked for an example of the use of the fire department equipment. Brian Fletcher, Road Foreman for the village and a non-resident, was given permission to speak. He stated that occasionally the fire truck is used to flush water or sewer lines. A vote was taken on the amended motion. Motion carried.

ARTICLE 12: TO SEE IF THE VILLAGE WILL MAKE A DONATION OF \$2,500 TO ASSIST IN THE MAINTENANCE OF THE HASKELL FREE LIBRARY. Paula Halbedl made a motion that the village donate \$2,500 to the Haskell Free Library. Charles Gross seconded. Julie Gunn asked if this donation has been made in the past and she was assured that this is a recurring annual donation. Motion carried.

ARTICLE 13: TO SEE IF THE VILLAGE WILL VOTE TO AUTHORIZE THE TRUSTEES TO ASSIGN \$20,000 OF AMERICAN RESCUE PLAN (ARPA) FUNDS FOR THE HASKELL LIBRARY & OPERA HOUSE THAT WILL LEVERAGE SIMILAR FUNDS FROM TWO OTHER SOURCES. Karen Jenne moved to authorize the Trustees to assign \$20,000 of ARPA funds for the Haskell Library & Opera House. Seconded by Sarah Webster. Paula Halbedl, Board President of the Haskell, noted that they have been offered \$40,000 in matching funds if the village is willing to provide this \$20,000. She gave a short description of their goal of holding year-round events in the opera house by installing new energy efficient windows and replacing all lighting and sound system. They have so far raised \$75,000 for a new roof. Dawn Bowen asked Paula if any contributions have been made by Canada. Paula indicated that the Cultural Arts Fund of Canada has contributed \$68,000 toward lighting and sound system upgrades. Richard commented that in considering this article, the Trustees felt the request from the Haskell would help give our village cultural identity. Baxter Park adds beauty to the village and the Haskell is the cultural center of our village. However, the Trustees also felt that this issue should be brought before the voters. Motion carried.

ARTICLE 14: TO SEE IF THE VILLAGE WILL AUTHORIZE THE TRUSTEES TO SELL REAL ESTATE AND IMPROVEMENTS THEREUPON. Karen Jenne made a motion to authorize the Trustees to sell real estate and improvements thereupon. Seconded by Julie Gunn. Karen asked if there are any thoughts of selling the old garage. Richard affirmed that it is still the intention of the Trustees to do so, but we still have not received written notification from the State of Vermont that there is no oil or gas contamination at that site. As soon as that is received, the sales process will be started. He also stated that the money from this sale will be used to build a facility for storage of park items like picnic tables and benches. Any remaining balance will then be placed in the Roads Paving Fund. Motion carried.

ARTICLE 15: TO SEE IF THE VILLAGE WILL VOTE TO PAY EACH TRUSTEE THE SUM OF \$1,500. Dustin Horne made a motion to pay each Trustee \$1,500. Seconded by Paula Halbedl. Discussion: Bethany Creaser asked how many years the payment to the Trustees has been at \$1,500 to which Laurie Sanville replied that it has been at \$1,500 for at least thirteen years and probably longer. Karen Jenne stated that the Auditors have the right to change this figure. Karen moved for an amended article to read: TO SEE IF THE VILLAGE WILL VOTE TO PAY EACH TRUSTEE THE SUM OF \$2,000. Seconded by Shannon O'Rourke. A vote was taken to allow the amendment. Motion carried. A vote was taken on the amended article. Motion carried.

ARTICLE 16: TO SEE IF THE VILLAGE WILL VOTE TO PAY THE TREASURER THE SUM OF \$10,000. Dustin Horne made a motion to pay the Treasurer the sum of \$10,000. Rachel Ducharme seconded. Motion carried.

ARTICLE 17: TO SEE IF THE VILLAGE WILL VOTE TO PAY THE CLERK THE SUM OF \$500.00. Richard Creaser made a motion to pay the Clerk the sum of \$500. Seconded by Dustin Horne. Motion carried.

ARTICLE 18: TO SEE IF THE VILLAGE WILL VOTE TO RAISE A SUM OF MONEY BY THE LEVY OF A TAX ON THE GRAND LIST TO DEFRAID THE CURRENT EXPENSES, AND IF SO, HOW MUCH. The amount on the Tax Revenue line of the village budget on Page 12 of the annual report is shown as \$200,154.52. To this has to be deducted \$21,802.88, for a final amount to be raised by taxes of \$180,351.64. The \$21,802.88 is the net amount resulting from the removal from the budget of the \$32,570.16 shown as "Over Budget" less the transfer of the balance in the Sand/Gravel/Salt to the Roads Paving Fund of \$10,767.28. This \$180,351.64 also includes the added \$500.00 appropriation for the Derby Line Fire Dept. and the extra \$1,500.00 voted in for salaries for the Trustees. Charles Gross made a motion to raise \$180,351.64 by the levy of a tax on the grand list to defray the current expenses. Karen Jenne seconded. Motion carried.

ARTICLE 19: TO TRANSACT ANY OTHER BUSINESS THAT MAY LEGALLY COME BEFORE THIS MEETING. Karen Jenne asked for an explanation of the \$20,325.00 figure shown as spent last year for a GPS Project as shown on Page 15 in the Water Budget. Richard stated that the village contracted with Aldrich & Elliot Engineers last year to geo-map our entire water and sewer infrastructure (water & sewer lines, shut-offs, hydrants, etc.). This is fully grant-funded by the State of Vermont. However, that grant has not yet been received.

Karen asked for an explanation of the Line of Credit Total Used of \$819,425.25 as shown in the Long Term Liabilities on Page 9 of the annual report. This is for the new Stanstead Wastewater Treatment Plant project for which Karen wanted to see an accounting of how/why this money was spent. She was informed that Stanstead does not provide Derby Line with any kind of accounting and we have been unable to acquire such accounting. We just receive bills and pay them.

Richard noted that he had recently seen examples of exterior adult exercise equipment, which might be something to think about to add in Baxter Park with ARPA funds. This is something that can be discussed at future Trustees meetings. Dustin Horne suggested an ice cream stand be placed in the park. Since there are restrictions on permanent structures being built in the park, it would have to be something temporary and moveable. Richard reminded all to please consider attending Trustees meetings which are held on the first and third Tuesdays of each month.

ARTICLE 20: TO ADJOURN. Dustin Horne moved to adjourn at 8:18 pm.  
Dated at the Village of Derby Line, VT on the 6<sup>th</sup> day of April A.D. 2022.