

Derby Line, Vermont  
Trustees Meeting  
June 22, 2020  
Derby Line Village Hall

**Call to Order:**

Present were Trustees Richard Creaser and Keith Beadle.

Also, present were Jaret Judd, Laurie Moss, Village Clerk and Madeleine Roy, Assistant Clerk.

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

One addition was made to the agenda: CFSG Annual Summary of Account signatures needed.

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

**Approval of Minutes of March 17, 2020 Regular Trustees Meeting:**

Keith made a motion to accept the minutes of the regular Trustees meeting of March 17, 2020 as written. Richard seconded. Motion carried.

**Tabled Items:**

- 1) Stanstead Sewer Treatment Plant Reconstruction – MOU to be discussed at this meeting
- 2) Denis Ducharme Wastewater – tabled until spring – Jaret indicated that the work has not yet been done, but that Ducharme does have it in mind. The village road crew will only help with the new connection at the street and not on the Ducharme property. They will keep reminding him.
- 3) Main St. Cones – tabled until spring – The cones do not seem to be as intrusive as last year, so their present location should be all right unless they change it as summer progresses.

**Stanstead Sewer Treatment Plant Reconstruction Meeting and Memorandum of Understanding (MOU):**

Keith stated that because of the coronavirus and border closure, he has not attended any meetings in Stanstead regarding the new sewer treatment plant. He has tried to call Jean Charles Bellamare a few times but has not received any replies.

The latest version of the MOU as received from Stanstead looks good and includes what both communities have wanted. This will be included in our grant &/or loan applications.

Keith made a motion to authorize the Trustees to sign the latest version of the Memorandum of Understanding and to send it to all parties involved. Richard seconded. Motion carried.

Keith asked Laurie to contact Jean Charles Bellemare to set a time for signatures of this MOU by Derby Line and Stanstead. **Tabled.**

**Village Annual Meeting:**

Richard noted that with the present coronavirus Stay-at-Home order in effect until July 15, 2020, we would have to limit the number of attendees based on eligible voters, not historic number of attendees. In addition, many do not have the technical ability to attend an electronic meeting. A third option would be to make all decisions via Australian ballot, which would not allow for any information to be provided to voters or any discussion. The fourth option would be to hold the meeting in the park with chairs spread out. This would mean setting up a speaker system and we could never be sure of the weather. Keith also suggested using the school as a host location.

Keith suggested we hold off on making any decision on how/when to hold the annual meeting until July 15, 2020, after the current stay-at-home order is due to be lifted. If it is lifted, a decision could probably be made at the regular July 21<sup>st</sup> meeting. All agreed. **Tabled.**

**Water Infrastructure Financing Program:**

Keith reported that a village survey has gone out to all water and sewer accounts in the village by RCP Solutions. Also still needed is engineering information, which Keith and Laurie will try to get from Wayne Elliott from Aldrich & Elliott. The application for funding is nearly complete and will be for \$2 million from VT Water Infrastructure.

**Tabled.**

**ATVs in the Village of Derby Line:**

Richard reported that the Town of Derby has amended its ordinances to allow access to all roads by ATVs. However, because Derby Line owns and maintains its own roads, it does not follow Derby Ordinances. There are no official ATV trails in Derby Line and no business other than Irving Oil would benefit from ATVs traveling in the village. It was agreed that there really is no need to discuss this further unless a specific request is received.

**Employee Evaluations:**

This item was tabled after Keith noted that employee evaluations cannot really be done until we have an approved budget. **Tabled.**

**Baxter Ave. Paving:**

Jaret indicated that they are just waiting for Pike Industries to show up. They are also waiting for VTrans to release funds for this project.

**Community Financial Services Group Summary of Account:**

This annual summary was reviewed by the Trustees and signed. Laurie will send it back to them.

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

Flushing of Hydrants: Jaret reported that flushing has been completed. Two hydrants on Beach St. were found to have a blockage. Customs & Border Protection is trying to find out if they are responsible for the hydrants at the new I-91 building or if Derby Line is responsible. The US government installed them when doing the new construction, but Derby Line's water line connects to them. The problem is that the federal government has to flush their hydrants at least once a month. If so, that might mess up our system. It was agreed to consider these hydrants as village property and flushing to be consistent with the village's current flushing frequency and practices.

VLCT Park Repair Recommendations: Jaret stated that an inspector from VLCT recently looked over playground equipment at the park for possible needed repairs. He found a few small items like bolts that need to be added or tightened and a missing plastic cover on an outlet at the basketball court. These will be taken care of.

Sewer Flows: Jaret noted that sewer flows are down considerably these past few months: 115 average gallons per minute this year compared to 320 gallons per minute last year.

Manhole Cover on Caswell Ave: A manhole cover on Caswell Ave. right before Pelow Hill has dropped quite a bit and needs to be repaired. This may have to be contracted out because of the extensive concrete work involved. The Trustees approved the work be done in the most efficient way decided upon by the road crew.

**Tabled.**

Unmowed Lawns: Jaret asked if non-vacant property owners who do not regularly mow their lawns could be sent letters advising them that mowing is necessary to avoid ticks, animals, etc. like the letters sent to owners of vacant properties. The Trustees advised that the village ordinance only allows for notice to vacant property owners. Keith suggested we send letters to the non-vacant property owners in question to suggest to them that they mow for the above reasons and to enhance the beauty of our village. However, the road crew can mow a strip along the streets in the village right of way to at least make the edges of those properties look better.

Ditch Along Maple St: Jaret brought up the ditch along Maple St that should be cleaned out. Brian thought the State of VT was to clean it out after the I-91 Customs construction, but nothing has been done. The culvert at this location is nearly full of silt. He is trying to find out who is responsible. **Tabled.**

**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 meeting is scheduled for July 7, 2020.

**Review and Sign Bank Statement:** No

**Warrants were Reviewed and Signed:** Yes

**The Last Check Printed:** #15726

The meeting was adjourned at 7:40 pm.

Respectfully submitted,

Madeleine C. Roy, Assistant Village Clerk