

Village of Derby Line, Vermont
Trustees Meeting
May 17, 2022
Derby Line Village Hall

Call to Order:

Present were Trustees Richard Creaser and Sarah Webster.

Also, present were Jaret Judd, Assistant Road Foreman, Karen Jenne, Shannon O'Rourke, Julie Gunn, James Hrdlicka, Laurie Sanville, Village Clerk & Treasurer, and Madeleine Roy, Assistant Village Clerk.

The regular meeting was called to order by Trustee Richard Creaser at 6:35 pm.

Additions or Deletions to the agenda:

- ATVs
- Employee Evaluations
- Public Water System Officials Contact Form

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

Approval of Minutes of the April 19, 2022 Meeting:

Sarah made a motion to accept the minutes of the April 19, 2022 meeting as written. Richard seconded. Motion carried.

Tabled Items:

- 1) Stanstead Sewer Treatment Plant – nothing new on this issue
- 2) COVID Relief Funds – to be discussed in this meeting under Fitness Equipment in Baxter Park

Community National Bank Account(s) (CNB) Signatures:

Some village bank accounts still show Keith Beadle and Lindsay Brainard as signers. It was decided to remove their names as they are no longer Trustees for the village and replace them with Richard Creaser and Sarah Webster.

Regarding the CNB Checking Account, It was decided to add Sandra Garratt as a signer. With Richard and Sarah being out of town during the day, this will be more convenient when a check signer is needed.

Fitness Equipment in Baxter Park:

Richard distributed a sample of survey questions to be sent to all Derby Line taxpayers by mail, placed online, on social media, and available at the village office. Suggestions were made for changes to some of the survey questions. Discussion followed regarding how much, if any, will be spent on fitness equipment from COVID Relief Funds. The existing outdoor fitness equipment in Island Pond and the proposed similar park in Derby were noted as venues that Derby Line residents could use. Julie Gunn stated she knows several people in Island Pond and will try to find out how much their equipment is used. Several stated that they feel COVID Relief Funds should be used for our infrastructure upgrades (e.g., water and sewer repairs and roads paving) rather than fitness equipment. Richard stated that this project will be dropped if the survey comes back with a majority indicating that they are not in favor.

ATVs:

ATVs are being seen traveling Derby Line streets even though the ATV Club's annual request for use of designated village streets has not been received and last year's permission has expired. Jaret noted that since they, in the past, have been given the right to travel up Elm St. to Main St., they should no longer be given permission to use Breakneck Hill. This early spring saw some washouts on that hill which needed repair. Laurie agreed to contact the Club to advise that they should come to the next Trustees meeting on June 7, 2022, with their official request.

Employee Evaluations:

It was decided to hold employee evaluations prior to the next Trustees meeting starting at 6 pm with the Trustees meeting to begin at 6:45 pm.

Public Water System Officials Contact Form:

Laurie advised that Vermont Environmental Conservation has sent this form to be completed to record who the Administrative Contact and Financial Contact will be for the village under the International Water Co. system.

Sarah made a motion to authorize the Chair of the Trustees to sign this form for the village's interest in International Water Co. Richard seconded. Motion carried.

Business from Trustees, Treasurer and Road Foreman:

Water Main Break on Elm St: Jaret reported they had to repair a water main break on Elm St. last week.

Flushing of Hydrants: Jaret noted that flushing will start on May 24th until approximately June 3rd.

Painting: After flushing is completed, the road crew will be painting crosswalks, parking spaces, etc.

Vandalism in Baxter Park: Jaret noted that the same youngsters who have damaged the ambulance building have been seen tipping over park benches, picnic tables and port-a-lets in the park. No damage has been seen yet, but it does cause time-consuming work for our road crew to put these items back in place.

VT Rural Water Association Conference: Brian and Jaret attended this conference last week. Jaret found it to be very informative and helpful toward his goal to be licensed as a water system operator.

New Business from the Audience:

Karen noted three issues she had with the way some items have been taken care of in the village:

- Proper warning of a Zoom meeting
- Added items to any agenda at the last minute after a meeting agenda has been posted, which she stated should be done only in emergency situations
- Setting of current water and sewer rates, which she as Water Commissioner should have been informed of how the rates were arrived at

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 June 7, 2022, at 6:45 pm here at the village hall. Employee evaluations will be done in executive session starting at 6 pm on this same day.

Review and Sign Bank Statement: Yes

Warrants were Reviewed and Signed: Yes

The Last Check Printed: #17096

The meeting was adjourned at 8:30 pm.

Respectfully submitted,
Madeleine C. Roy, Assistant Village Clerk