

Village of Derby Line, Vermont
Trustees Meeting
August 2, 2022
Derby Line Village Hall

Call to Order:

Present were Trustees Richard Creaser, Sarah Webster and Sandra Garratt.

Also, present were Jaret Judd, Assistant Road Foreman, Rob Joyal, Deb & James Hrdlicka, Julia Winkler, Melody & Andy Ricard, Nancy Olney, Julie Gunn, Stephen Christou, Lillian Kelley, Frank Davis, Laurie Sanville, Village Clerk & Treasurer, and Madeleine Roy, Assistant Village Clerk.

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

Additions or Deletions to the agenda: None

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

Approval of Minutes of the July 5, 2022 Regular Meeting:

Sarah made a motion to accept the minutes of the July 5, 2022 meeting as written. Sandra seconded. Motion carried.

Annual Financial Plan & Certification of Compliance for Town Road & Bridge Standards from VTrans:

The Annual Financial Plan from VTrans was explained as a form that confirms \$326,400 is available for the Village of Derby Line in case of emergency paving needs.

Sarah made a motion to approve the Annual Financial Plan as described for Derby Line and be signed by the Trustees. Sandra seconded. Motion carried.

The Certificate of Compliance for Town Road & Bridge Standards and Network Inventory certifies that Derby Line Trustees have reviewed and comply with VTrans Town Road and Bridge Standards passed on Oct. 8, 2019 and certifies that Derby Line has an up to date highway network inventory.

Sandra made a motion to accept and sign this Certificate of Compliance form. Sarah seconded. Motion carried.

Dashner Circle Paving :

Jaret reported that Brian Fletcher recently met with Norm Patenaude at Dashner and confirmed that any paving done there should not affect drainage. However, if any drainage damage occurs on homeowners' properties, those homeowners would have to take care of those damages themselves.

It was agreed by the Trustees to put this item on the next meeting's agenda for review of the village roads to be paved as decided at last meeting.

Self-Defense Class by Border State Security:

Sarah stated she has been asked by Border State Security (BSS) if they could hold a self-defense class hosted by Derby Line on a Saturday in September. The cost is \$99 per person, or \$599 for a group of 12. Sarah wondered if there might be interest in the class. Most in attendance thought it would be a good idea. Richard noted that the hall could be offered for this purpose. It was suggested that corporate sponsors be requested to pay for all or part of the cost that would make it more enticing for possible attendees. Sarah agreed to get more information about the class from BSS and to seek some possible sponsors.

Fair Labor Standards Act/Personnel Policy:

The Trustees reviewed Section 17 of the Fair Labor Standards Act, most specifically new Sub-sections B., C., & D as proposed by the Trustees, which deal with Overtime Pay, Comp Time, Unscheduled Time Off and Work during Approved Time Off. Discussion followed regarding how comp time is used, if there is any limit on comp time used, if there is a maximum number of hours of comp time that can be banked. It was decided that comp hours need to be used or paid out before Feb. 1st of each year and that a limit of 120 hours can be accumulated. The Trustees agreed to also add a provision on how to pay an employee when on jury duty. It was noted that overtime pay should not kick in until 40 hours have been worked, and that a minimum number of hours for call-outs after regular hours should be established to get paid for.

The Trustees will draft a policy with these changes, review it with the employees and come to an agreement.
Tabled for next meeting.

Business from Trustees, Treasurer and Road Foreman:

Water Classes: Jaret noted that he is scheduled to take twelve (12) water classes through VT Rural Water, plus two (2) more classes on Asset Management, all by Oct. 2022.

Vandalism in the Village: Jaret reported that two of the three known perpetrators have left town, but there is still some slight vandalism going on.

Car Parked in Baxter Ave: A car owned by the tenant of the Universalist Church parsonage has been parked on Baxter Ave. for three weeks. The owner is being contacted to have it removed.

Baxter Park Sign: Sandra proposed that a sign be made for Baxter Park. It was suggested that the students at NCUHS or through Tim Gustafson-Byrne's (village resident) students at Lake Region be contacted to make it. This would only involve the cost of materials.

Village Hall Piano: Richard wondered if another attempt at getting rid of the piano would be in order. Laurie advised that the 4th Friday group are now using it. It was decided to keep the piano.

Village Attorney: Richard suggested that we need to find a new attorney for village business as J. Paul Guiliani recently passed away. Richard has been in touch with Sara Davies Coe of Barton to see if she would be willing to become our attorney, but she has stated that their firm is too busy and most likely would not be able to provide our needed services in a timely manner. Also, she now represents the Town of Holland and if anything between Holland and Derby Line were to come up, that would create a conflict of interest for her. She suggested we contact Primmer, Piper & Eggleston (Guiliani's firm) to see if they have someone else in their practice who does municipal law.

Holland Pond Water Line: Sarah Webster reported that she is trying to set up a meeting between International Water Co., the Town of Holland and the Village of Derby Line to decide the fate of this water line.

Park Equipment: It was decided by the Trustees to purchase three (3) dog waste stations for \$980.85 and one (1) tetherball unit for \$239.90 plus shipping charges to be installed in the park.

New Business from the Audience: None

Old business from the Audience (5-minute limit unless otherwise directed):

Frank Davis asked if anyone has been chosen to be in contact with Border Patrol or Canadian authorities regarding the messy appearance at the head of Church St. near the library. If not, he is willing to serve in that capacity. Richard asked Laurie to add this to our next meeting's agenda, giving village residents the opportunity to volunteer.

Jim Hrdlicka asked Jaret the fate of the damaged apple tree in the park. Jaret assured him that it will not be taken down until it is dead, which will probably not be until next year.

Next Meeting: The next regularly scheduled meeting will be on August 16, 2022, at 6:30 pm at the village hall.

Executive Session: None

Review and Sign Bank Statement: Yes

Warrants were Reviewed and Signed: Yes

The Last Check Printed: #17257

The meeting was adjourned at 8:45 pm.

Respectfully submitted,
Madeleine C. Roy, Assistant Village Clerk