

Village of Derby Line, Vermont
Trustees Meeting
August 16, 2022
Derby Line Village Hall

Call to Order:

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

Also, present were Jaret Judd, Assistant Road Foreman, Rob Joyal, Deb & James Hrdlicka, Stephen Christou, Dan Mitton, Leigh & Theresa Clowery, Erin & Bernard Schmit, Dustin Horne, Albert Stebenne, 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:

- Car abandoned on Baxter Ave.

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

Approval of Minutes of the August 2, 2022 Regular Meeting:

Sandra made a motion to accept the minutes of the Aug. 2, 2022 meeting as written. Sarah seconded. Motion carried.

Review of Village Roads to be Paved:

Richard reviewed for those in attendance that drainage on Dashner Circle is not a road or village issue. This determination was a result of a site visit by the village road foreman along with a representative from the Vermont Agency of Transportation. Since the village also has ARPA monies that can be added to its capital Road Paving funds, it makes it more feasible to pave Dashner as well as the roads decided upon at the July 5, 2022 meeting. Theresa Clowery questioned if their property on Dashner would flood even more than it already does because of poor drainage in that area if 2 to 3 inches of paving is added. If so, they don't feel they should be responsible for that damage. Richard indicated that the developer would have been responsible but if this area was developed more than seven years ago, it is probable that no one can go after him. Dan Hrdlicka asked if other options could be looked at like trying to get the water to flow away from homes. Jaret noted that it would be very expensive to put in culverts across all properties.

Sarah noted that fixing the drainage on Dashner is not the issue at this time. Rather, the question is whether to pave or not pave Dashner. Dustin Horne presented a petition signed by 25 residents of Dashner asking that the village pave Dashner. Richard noted that the Board of Trustees has no objection to working with these homeowners to find a solution to the drainage problem. However, the village cannot provide any financial input. He also stated that the most expedient way to fix the drainage problem is to go under the road so the water flows into a swale across the road, but all homeowners affected by the drainage problem must agree and it must be in writing. Jaret agreed to research further and take measurements for piping under the road. Richard also noted that if the decision is made to pave Dashner, the drainage must be fixed before paving begins. The village will not commit to paving, digging up the paving to fix the drainage afterwards and then having to re-pave. The Dashner homeowners in question were directed to get this written agreement to the Board by the second regular meeting of October, which is scheduled for Oct. 18, 2022.

The streets to be paved as decided at the July 5, 2022 meeting were: Louis, Foster, Kingsbury, Beach, Forest, Sunset and Sunset Extension, but it was also agreed that if the quote comes in too high, Beach can be eliminated in this round. Paving will not begin until Summer of 2023. Following tonight's discussion, the list of streets to be paved was revised to: Louis, Dashner, and Forest, and to add Kingsbury depending on its cost. Sunset will only be patched this time around. Laurie agreed to keep this subject as a future meeting agenda issue.

Personnel Policy/Winter Roads Policy:

Richard noted that tonight's meeting is to decide reasonable hours for the road crew to work and to clarify the tracking of comp time while still being fair to the road crew. It was agreed that comp time already banked be used to supplement a week's hours to make up the expected 40 hours of work, not comp time/overtime accrued during that same week. It was also suggested that a separate worksheet or Quickbooks Payroll electronic program be used to track hours, comp time and overtime. Laurie agreed to research Quickbooks.

The second issue to decide on is compensation for hours worked after normal work hours. Sarah noted that set days and hours to work must be decided on and to set a policy for call-outs outside of those regular days/hours. Maximum amount of comp hours to be banked was reviewed at 120 hours and the number of those comp hours not used by Feb. 1st of each year will be paid to the employee.

Richard suggested that hours worked in excess of the regular 8 hours will be at time and a half, and employees will be paid time and a half for 2 hours minimum for any call-outs. Richard will amend the draft of the personnel policy accordingly and present it at the next meeting for approval.

Volunteer as Liaison with Customs & Border Patrol:

Those in attendance were asked if anyone was interested in serving in this capacity. Frank Davis has expressed a willingness to become this volunteer. This volunteer position is simply to be the conduit between the village and border officials and to share information, not to make decisions. It is preferred that the village's representation be a volunteer along with one of the Trustees. Richard made a motion to appoint Frank Davis and Sandra Harrower-Garratt to act as liaison for the village with Customs and Border Patrol. Seconded by Sarah. Motion carried.

Car Abandoned on Baxter Ave:

Jaret noted that the car is still there taking up two parking spaces. There is nothing in village ordinances to prevent this until the winter parking ban goes into effect in November. Jaret agreed to contact Bob Kelley, Zoning Administrator for the Town of Derby, to see if this situation falls under a Junk Car provision in zoning if the car is no longer registered.

Business from Trustees, Treasurer and Road Foreman:

Cameras in Park: Jaret reported that he checked with VLCT about the possibility of installing cameras in the park because of recent vandalism. He was told that because Baxter Park is a public place any cameras there must be installed where they cannot be seen, they must be hard-wired to a modem, and the videos from these cameras must be viewed by a minimum of two people. Sarah suggested that this issue be put on hold since vandalism has subsided.

Self-Defense Class: Sarah stated that no new information has been received from Border State Security on the proposed self-defense class to be held in the village hall. She will report back to the Board when she receives more information.

Posting of Road Crew Job: Since Brian Fletcher is retiring on Nov. 1, 2022, it was agreed that Laurie work with Brian and Jaret to put together a job description and to get it posted.

Community Day: Laurie reported that last Saturday's Derby Line Community Day was a big success. She mentioned that if anyone has any suggestions for changes for the future to please bring ideas to the committee.

8/24/22 Meeting re: Holland Water Line: Sarah reminded all that there is a joint meeting scheduled to discuss the Holland water line between herself, the Town of Holland and International Water Co. She asked Jaret to attend and will research with Jean Charles Bellemare if minutes need to be taken.

New Business from the Audience:

Bernard and Erin Schmit from Elm St. asked if their two-unit home can be reduced to a one-unit for water and sewer billing. Their home is still two units, but it is occupied by their entire family and the apartment is not rented out. The Trustees agreed and Laurie will revise their current and future billing.

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

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

Executive Session: None

Review and Sign Bank Statement: No

Warrants were Reviewed and Signed: Yes

The Last Check Printed: #17281

The meeting was adjourned at 9:10 pm.

Respectfully submitted,

Madeleine C. Roy, Assistant Village Clerk