

Village of Derby Line, Vermont
Trustees Meeting
September 6, 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, James Hrdlicka, Frank Davis, Ed Barber from Newport Daily Express, Karen Jenne, 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:

- Update on recent International Water Co. (IWC) meeting regarding Letourneau Easement and Holland Pond water line.

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

Approval of Minutes of the August 16, 2022 Regular Meeting:

Sarah made a motion to accept the minutes of the Aug. 16, 2022 meeting as written. Sandra seconded. Motion carried.

Personnel Policy:

Richard asked Jaret and the Trustees if the personnel policy as updated at the last meeting is now correct and approved by the employees. All agreed on the new policy.

Sandra made a motion to approve the Personnel Policy as discussed and agreed on on August 16, 2022. Sarah seconded. Motion carried.

Karen asked if it had been reviewed by an attorney. She was assured that the policy was updated as per VLCT standards.

NEMRC Timekeeping Reports & Time Cards:

Richard distributed a sample of a worksheet from NEMRC to be used in addition to timecards. The timecards will only be used for punch in and punch out times. The worksheet will be completed by each employee to record approximate hours worked in General, Water, Sewer and Park categories. It will then be approved and signed by the Road Foreman. This will help in properly assigning expenses in the village accounting to these four categories. This worksheet can also be used to record where/when updates to infrastructure are or should be made. It was agreed to use this worksheet for a trial period starting Sept. 11, 2022 until Nov. 12, 2022. This issue will be discussed at the Nov. 15, 2022 Trustees meeting.

A motion was made by Sandra to implement the above-described Timekeeping records for a trial period of Sept. 11, 2022 through Nov. 12, 2022 using the NEMRC template and to be reviewed at the Nov. 15, 2022 Trustees meeting for possible continuance. Sarah seconded. Motion carried.

Paving Quotes:

Regarding the new proposed sidewalk and paving area in front of the Derby Line Village Inn (DLVI), Jaret reported that he has been unable to secure any of four concrete contractors for the sidewalk portion. He suggested taking out the portion of sidewalk that goes across the DLVI driveway and just blacktopping it. This would be more costly in asphalt but would be a more uniform transition from the street into the driveway with the new sidewalk tapered to the same height as the asphalt on both ends. The \$2,100.00 written quote presented at this meeting from Northeast Paving was for this section of asphalt. Nevertheless, since no concrete contractors seem to be available this year, this job will most likely have to wait until next year.

Another quote for \$21,220.00 was presented at the meeting, also from Northeast Paving, for some grinding, shim coating and paving on Sunset Terrace, and patching on Elm and Patenaude Sts.

Sarah made a motion to approve the \$21,220.00 quote from Northeast Paving & Sealing for the work needed as described above on Sunset Terrace, Elm and Patenaude Streets. Sandra seconded. Motion carried.

COVID Test Kits:

Laurie reported that we have about 150 kits left from the original 242. They should now be offered outside the village. She said the Town of Derby needs more, and Karen noted that Derby Center could also use some. It was agreed to give both the Town and Village of Derby Center each 50 kits and ask Bethan Creaser to post on social media that the remaining 50 kits are still available to the general public.

Laurie's Upcoming Vacation:

Laurie reported that she has planned vacation time from Sept. 15, 2022 through Sept. 21, 2022. Madeleine will be manning the office during that time.

Update on IWC Zoom Meeting re: Letourneau Spring and Holland Pond Water Line:

Sarah gave a short update on the Aug. 24, 2022 meeting attended by representatives of IWC, the Village of Derby Line, and the Town of Holland. It was noted that IWC owns the water line, but they do not want it and want to deed it over to someone else. Neither Derby Line nor the Town of Holland want it either. It and the reservoir will have to be decommissioned. An attorney and the State of Vermont will have to be consulted on how to proceed. Sarah stated that it was a good meeting with good discussion, but no decisions were made. Karen asked if voter approval will be needed to sell the water line. Richard stated most likely not since Derby Line does not own it. However, the actual ownership of this infrastructure can be discussed at the next IWC meeting. IWC had asked Derby Line to find a lawyer to be involved in this process who is familiar with the complexities of this system. Eli Emerson, who had worked with Paul Guiliani at Primmer, Piper, Eggleston, was chosen.

Oil Quotes for Village Hall & Garage:

Madeleine reported that a quote has been received from Oil Supply Corp. for this winter for the village hall and village garage at \$3.57 per gallon as compared to last year's \$2.50 per gallon. She was asked by the Trustees to acquire quotes from two other oil suppliers in the area before making a final decision.

Business from Trustees, Treasurer and Road Foreman:

Patenaude St Sewer Line: Jaret reported that because there have been problems with the sewer lines on Patenaude St. for two years, the line has been flushed out and a camera put through it to see what the obstructions are, if any. They found a pile of bricks breaking off and falling into the line causing the obstruction 55 feet down the line. To make matters worse, the bricks are located about 400 feet from the nearest manhole. To try and rectify the problem, he has asked Scott Oeschger to bring his VAC truck, which Scott says should be able to remove the bricks.

John Deere Part: Jaret reported that the cutting edge for the tractor's blade, which was ordered in May, has finally arrived.

Elm St Fire Hydrant: Jaret also reported that the new fire hydrant for the other end of Elm St. has finally come and will be installed soon. This fire hydrant needed to be replaced because of a car accident several months ago.

Car on Baxter Ave: The car that had been parked for weeks on Baxter has finally been removed. However, one or two other cars are now being parked there overnight by tenants of the Universalist Church parsonage but gone during the day when owners go to work. This will have to end when the winter parking ban goes into effect in November. On a positive note, now that there are three apartments in the parsonage village water revenues will go up.

Piano in Village Hall: Sandra noted an opportunity for the village hall piano to be used by the Vermont performer who is trying to play in every town in Vermont until the Haskell Opera House is available.

Posting of Road Crew Job: Sarah asked if the road crew job has been posted. Laurie stated that it has been sent to the Newport Daily Express and she will follow-up with them to see when it will appear. She also agreed to post it in The Chronicle, on VLCT's website and to have Bethany Creaser post on social media.

Self-Defense Class: Sarah stated that Border State Security has offered to hold the class on either Oct. 29th or Nov. 5th, 2022. They will take up to 20 people who will be required to pre-pay. They can sign up and pay with Laurie in the office. Sarah will arrange for the class to occur on Nov. 5, 2022.

New Business from the Audience:

Frank Davis asked for a breakdown of how the village's ARPA money is being spent and if there is any left to spend. Richard briefly listed that \$20,000 was spent for Haskell Library, \$40,000 for a new grinder pump, the

proposed paving projects, specifically at Dashner Circle, for \$100,000 (including some from our Capital Paving Fund), and about \$48,000 to cover wage increases. The total received plus what is yet to come will be in the vicinity of \$185,000, with only the Haskell's \$20,000 having been expended so far.

Karen Jenne asked about the status of an audit on the new Stanstead sewer plant. No audit has been done yet as we have not been informed by Stanstead that the plant is complete.

Karen also asked about a sign for Baxter Park that had been mentioned in a previous Trustees meeting and noted that a granite sign had been made a few years ago. Laurie informed all that this granite sign is now with Heritage Memorials who are working on a way to mount it.

Karen also gave Laurie contact information for a couple representatives of Customs & Border Patrol she recently met.

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

Vandalism in Derby Line: Ed Barber asked the status of vandalism in the village that had been recently reported. He was told that some of the perpetrators have moved away and vandalism has subsided.

Clowery Project on Dashner Circle: Leigh and Therese Clowery have apparently done what was asked of them at the last meeting to plan for fixing the drainage problem at their location on Dashner Circle. However, since then, it has been discovered that the developers allowed their Act 250 permit to expire as of July 2021 and no one can do anything in the way of land changes (other than paving) until a new permit is issued by the State of VT. In view of this, Richard stated that this problem has really nothing to do with the village and that it will not interrupt the village's paving schedule. Should the paving be done before the Act 250 permit and drainage issues are resolved, the subsequent drainage fix and repaving will have to be done at the Clowery's expense.

Next Meeting: The next regularly scheduled meeting will be on Sept. 20, 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: #17321

The meeting was adjourned at 8:30 pm.

Respectfully submitted,

Madeleine C. Roy, Assistant Village Clerk