

Village of Derby Line, Vermont  
Trustees Meeting  
January 17, 2023  
Derby Line Village Hall

**Call to Order:**

Present were Trustees Richard Creaser and Sarah Webster

Also, present were Karen Jenne, Frank Davis, Dustin Horne, Kevin Simoneau, Jaret Judd, Road Foreman, and Laurie Sanville, Village Clerk

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

**Additions or Deletions to the agenda:** None

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

**Approval of Minutes of the December 6, 2022, Regular Meeting and Special Meeting of Jan. 11, 2023:**

Sarah made a motion to accept the minutes of the Dec. 6, 2022, meeting and the minutes of the Special Meeting of Jan. 11, 2023 as written. Richard seconded. Motion carried.

Richard noted a request to move the first item on this meeting's agenda to being the second item on the agenda. All approved of this move.

**Assembling a Park and Recreation Committee:**

Dustin Horne suggested the formation of a Park and Recreation Committee for future events and activities to take place in the park/village. Richard noted that the Board is most likely in favor of this committee to be an Advisory Committee only that would present ideas to the Board of Trustees for final action. Sarah suggested the initial reach-out to community members be through Facebook, other social media formats and the village's "Residents" email list inviting them to an in-person meeting to see how much support there really would be. Future meetings could be held online. Richard suggested to Dustin that he reach out to the community to see what interest there is and report back to the Board by its first regular meeting in March 2023 at which time the Board can determine what form the committee will take.

**Discussion of Homeland Security and the Town of Derby Selectboard:**

Frank Davis reported he had recently met with Holden Ryan, the present Customs & Border Protection (CBP) director in this area. Frank suggested to him that a meeting be held at the village hall between Ryan, the Village Board of Trustees and the Derby Selectboard to discuss concerns about the border and the appearance of barriers in front of the Haskell Library. Ryan agreed to come to a regular Trustees meeting and to the annual meeting to hear the concerns of the Board and citizens. Frank is willing to set up this meeting with a suggestion by the Board of Trustees of a suitable date. Richard suggested our regular meetings of Feb. 7<sup>th</sup> or Feb. 21<sup>st</sup> meetings.

Frank also reported that some residents of Beebe Plain are concerned that some supposed government officials who do not identify themselves have been informally surveying residents in Beebe as to who owns properties and where their property lines are. There are rumors that GSA might want to buy up properties and move the present Customs station to re-configure the area for their benefit. Richard noted that the Beebe issue is really a Town of Derby issue and not a Derby Line issue.

Frank also plans to meet with Canadian Customs officials, after he finds out exactly who their liaison would be, to discuss the proper flow of traffic through ports of entry and the gates across connecting Stanstead and Derby Line streets (Church, Lee and Phelps Sts) focusing on the fact that these gates should be able to be opened for emergencies.

**Derby Line Paving Plan:**

Jaret has asked Norm Patenaude for quotes for the village's last decision on which streets to upgrade, these being Louis (reclaim and pave), Dashner (1 ½ inches base coat and 1 ½ inches top coat), Forest (reclaim and pave), Kingsbury (reclaim and pave), and, if any funds are left in this year's allocation, Beach (overlay). He noted that Norm did indicate that if we want paving to begin in the spring, it would be cheaper since all State of

VT projects begin on July 1<sup>st</sup> and after that date it would be difficult to schedule and most likely more expensive. Richard suggested Jaret schedule the paving for early spring unless he knows of any infrastructure work that needs to be done before paving occurs on any of these streets. Jaret noted that the only delay would be in acquiring the proper risers needed. At this time Jaret noted there are no known water or sewer upgrades to be made before paving begins. Laurie asked what this summer's surveying activities on Main St. were for. Jaret stated that no one has said and he was not included in the discussion Brian Fletcher had last summer with Eric Pope of VTrans. Jaret will contact Pope to find out what their intentions are and then plan accordingly for funding and any infrastructure upgrades needed. Jaret did note that the water and/or sewer lines from the intersection of Valentine and Main going south will need to be replaced in the next five years. If VTrans plans on repaving Main St. soon, then we need to address the replacement of those lines at the same time. He also noted that he wants to find out what might need to be done to correct the drainage into the park from across Main St.

**Parking Ordinance:**

Richard stated that this is the second required notice regarding the recent amendment to the Parking Ordinance. He asked if anyone had any questions regarding this issue. There were none. Richard asked if anyone needed a refresher on the reason for the amendment. No one asked for a refresher.

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

Water Faucet in Park at Skating Rink Location: Jaret noted that the frost-free faucet valve at this location was leaking and has since been repaired. One hydrant was also malfunctioning, but has since been fixed.

Audit: Laurie reported that she is still trying to locate an accounting firm to do the village audit. She has several feelers out. VLCT has given her a list of possible CPA firms that she can contact.

**New Business from the Audience:**

Karen asked when budget meetings will start. Richard indicated they will start at the next meeting on Feb. 7, 2023.

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

**Next Meeting:** The next meeting will be on Feb. 7, 2023, in the village hall at 6:30 p.m.

**Executive Session:**

Sarah made a motion to go into Executive Session at 7:30 p.m. to conduct an employee evaluation. Richard seconded. Motion carried.

Executive Session ended at 7:55 pm. Action taken: Regarding Kevin Simoneau's review, the Board approved an increase in pay for him of \$1.50 per hour (the new rate being \$21.50 per hour) retroactive to Sunday, January 15, 2023. In addition, the Board authorized Jaret and Kevin to acquire tools and tool storage as necessary to ensure that the village crew can perform maintenance and upgrades to village equipment and facilities. Should purchases exceed what is currently available in the current year's budget, those funds are to be taken from ARPA money. The Trustees recognize that enabling our employees to perform tasks that might otherwise require using outside vendors saves the village both time and money but will require some upfront expense.

**Review and Sign Bank Statement:** No

**Warrants were Reviewed and Signed:** Yes

**The Last Check Printed:** #17609

The meeting was adjourned at 8:35 pm.

Respectfully submitted,  
Madeleine C. Roy, Assistant Village Clerk