

Village of Derby Line, Vermont
Trustees Meeting
May 16, 2023
Derby Line Village Hall

Call to Order:

Present were Trustees Richard Creaser, Sarah Webster and Dustin Horne.

Also present were Frank Davis, Karen Jenne, Katie Hardy, Melody Ricard, Nancy Olney, Geoffrey Gonter, Albert Stebenne, Belinda Webster, Jaret Judd, Road Foreman, and Madeleine Roy, Assistant Clerk.

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

Additions or Deletions to the agenda:

- ATV Ordinance

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

Approval of Minutes of the May 2, 2023 Regular Trustees Meeting:

Dustin made a motion to accept the minutes of the May 2, 2023 meeting as previously corrected. Sarah seconded. Motion carried.

Annual Financial Plan for Town Highways:

The State of VT has issued its Annual Financial Plan of Town Highways and Certification of Compliance for Town Road and Bridge Standards and Network Inventory for Derby Line for fiscal year March 1, 2023 to Feb. 28, 2024 indicating Income of Class 1, 2 and 3 roads of a total of \$254,700 and expenses of the same amount divided equally between winter maintenance and non-winter maintenance. The certification also confirms that the village meets or exceeds the minimum requirements set by the State and that the village has an up-to-date highway network inventory.

Sarah made a motion to authorize the trustees to sign the Annual Financial Plan of Town Highways and the Certification of Compliance for Town Road and Bridge Standards and Network Inventory. Dustin seconded. Motion carried.

Caswell Ave. Retaining Wall:

Jaret noted that it now appears the State of VT will only be blacktopping Caswell Ave (no grinding) in 2025, and that it is now offering funding at 90% paid by the State and 10% paid by municipalities for any improvements. The original engineer's study of several years ago estimated at least \$200,000 to build a retaining wall adjacent to the former Butters property along that street. Before repaving is done would be the best time to have this retaining wall built to secure the bank, especially if the village would only be liable for 10% of the cost. Frank Davis suggested that the trustees ask the town Selectboard to go 50/50 with Derby Line on this project since Caswell Ave is a major connecting road from town roads.

Richard suggested that before making this ask, we should ask the engineer to update his research for present day costs. Then, we need to get formal permission from the landowner to build the retaining wall. Then, with these facts, the trustees can approach the Selectboard. Laurie will be asked to find the old file on this project.

Sarah made a motion to have Jaret reopen this project and attain all the facts needed before the trustees approach the Selectboard. Dustin seconded. Motion carried.

Grants for ADA Compliant Restroom in Village Hall:

Because Sarah has not yet been successful in finding a suitable grantor, she suggested this item be removed from our agendas. All agreed.

Village Vendor Permit:

It was noted that the permit application draft looks good except for two revisions that Richard will make, namely, to add that vendors must show proof that they also have the Town of Derby's permit and that non-profit organizations will not be charged a fee at all.

Katie suggested we invite vendors to come in June for free on a trial basis to see if they are successful after which they can be charged for a vendor permit. Every Tuesday in June 2023 was adopted as the trial period.

Vendors will be allowed to start at 8 am. A schedule will be set up so that vendors do not interfere with ball games and other activities and when our village road crew mows the park.

Sarah made a motion to advertise that Derby Line is looking for vendors to set up near the tennis courts in Baxter Park and will be required to complete our permit application form. Dustin seconded. Motion carried.

Dead End sign for Valentine Ave:

Geoffrey Gonter was present to ask the trustees to consider putting up a Dead End sign at the corner of Laythe St. and Valentine Ave. since several cars travel up Valentine thinking it can be a shortcut to Meadow Lane. Jaret agreed to speak with Bob Kelley at the Town of Derby to see if town permission is needed or whatever else might be needed to put up this sign.

Recreation Committee Update:

Belinda Webster was present to give a summary of the committee's May 15, 2023 meeting. Steve Christou has been named Chair of the committee and Belinda was named Vice-Chair. Discussed at their meeting were the following: Derby Line Day (prices, multiple vendors with same product, etc.); Derby Line Day logo; Softball & Baseball games (making sure park activities do not interfere with ball game schedules); Insurance (Derby Line's insurance with VLCT will cover Recreation Committee activities); Coin Drop (Derby has a restriction on how many coin drops can happen each year with this year all filled up); Beer Tent (burden of liability is on vendors, not the village. The Derby Line Village Inn already is licensed to sell alcohol so they may be interested in doing the beer tent); Ice Cream (Sweet Scoops could bring up a trailer); Lunch Box Truck (Committee members are finding out what day they can come. They provide free food for youth). Sarah indicated that there are grants available for parks and recreation. Frank Davis also suggested that the committee approach the Derby Lions Club for funding.

ATV Ordinance:

Jaret informed all that the State of VT has approved all of Main St and Caswell Ave as open for ATV travel. In view of this, the ordinance for ATVs in Derby Line will be put on our next meeting agenda to start the process of enacting the ordinance. Katie asked if the trustees will now consider opening all Derby Line streets to ATV travel. Richard indicated that this is really an annual meeting issue when all voters can weigh in.

Business from Trustees, Treasurer and Road Foreman:

Sidewalks: Jaret noted that the sidewalks in front of the Derby Line Village Inn and across the front of Baxter Park are complete and that the two trees discussed at the last meeting have been removed.

Paving of Streets: Jaret indicated that the streets to be paved this year have all been dug up and are ready to pave. In anticipation of this paving, he has acquired all the manhole risers needed.

Flushing: Starts May 23, 2023 until about June 2, 2023.

Sinkhole on Dashner Circle: A sinkhole seems to be appearing on Dashner Circle. Jaret agreed to look into it.

Stormwater Lines on Dashner Circle: Dustin shared a map from the VT Agency of Natural Resources indicating red lines as being the stormwater lines. Jaret confirmed that these lines are owned by the village. The engineering work should be complete in a couple of weeks and the homeowner association of all property owners on Dashner has been created.

Letter from Haskell Free Library & Opera House: A letter dated April 25, 2023 from the library Board was read by Richard. This letter expressed thanks for the village's support of their organization.

Report on Trees: Richard read a short report from Village Tree Warden, Charles Gross, of several types of trees he recommends the village purchase for replenishing dying trees in the village. Most of those recommended withstand harsh winters and salt from the roads. This report will be kept on file for future use. Jaret noted that trees to replace the ones recently taken down at the front of the park will be planted further back from the new sidewalk so that their roots will not interfere with the sidewalk and they will be further back from the road.

New Business from the Audience:

Frank Davis noted that he and Richard Creaser are set to meet with Customs & Border Protection's Ryan Holden at 6 pm on May 26, 2023 to discuss concerns and questions the village has. One of the issues to be discussed is the parking spaces blocked off with cones by CBP in front of the old Brown's Drug Store and Caswell's store. With the Haskell Opera House's performances this summer all these spaces will be needed.

Jaret brought up the current request to the town Zoning Board by BMS Holdings, which owns the white apartment building at the north end of Main Street, to make one of the apartments into two units. Because of serious sewer issues at that location, he suggests that the village strongly recommend to the Zoning Board that

they deny this permit. Richard agreed to type up a letter describing the village's stand on this issue, have all trustees sign it and submit it to the Zoning Board before the date of their meeting.

Dustin asked if Stanstead has made any indication of their wanting to meet with Derby Line trustees regarding the requirements in the Memorandum of Understanding regarding the new sewer treatment plant. Richard noted that a meeting should be set, especially since it appears that the amount of flow from Derby Line is much lower than that of Stanstead. This should be a cost savings for Derby Line. Sarah agreed to reach out to Stanstead for a possible meeting date.

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

Next Meeting: The next regular Trustees meeting will be on June 6, 2023 in the village hall at 6:30 p.m. Employee evaluations will take place at 6 pm on that same date in Executive Session.

Executive Session: None

Review and Sign Bank Statement: No

Warrants were Reviewed and Signed: Yes

The Last Check Printed: #17884

The meeting was adjourned at 8:20 pm.

Respectfully submitted,
Madeleine C. Roy, Assistant Village Clerk