

Village of Derby Line, Vermont
Trustees Meeting
November 7, 2023
Derby Line Village Hall

Call to Order:

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

Also present were Kevin Simoneau, Karen Jenne, Frank Davis, and Madeleine Roy, Assistant Clerk.

As warned in the agenda, the Executive Session was called to order by Richard Creaser at 6:01 pm. Motion was made to go into Executive Session by Sarah. Seconded by Dustin. Motion carried.

The trustees exited Executive Session at 6:23 pm.

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

Additions or Deletions to the agenda:

- Drift Dusters Snowmobile Club Landowner Permission Form
- Executive Session at end of this meeting to discuss personnel issue

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

Approval of Minutes of the Oct. 3, 2023 and Oct. 17, 2023 Regular Trustees Meetings:

Sarah made a motion to accept the minutes of both the Oct. 3, 2023 and Oct. 17, 2023 meetings as presented.

Dustin seconded. Motion carried.

Executive Session:

Richard reported that the Executive Session held at 6 pm was to discuss the sale of real estate on Ducharme Drive. As a result of this discussion, Sarah made a motion to contact Taylor-Moore Agency of Derby to act as agent for the possible sale of the old village garage on Ducharme Dr. Dustin seconded. Motion carried.

Customs & Border Protection Update:

Frank Davis gave an update on the work he has been doing toward better communication with Customs & Border Protection (CBP). Sen. Welch's office has sent a letter to the local CBP advising that they need to be more cooperative with the Village of Derby Line and the Town of Derby, and to make more of an effort to communicate with them and attend meetings. CBP has responded to Frank that they would like a list of the village's concerns and complaints before they attend a meeting. The Trustees agreed to put together that list and provide it to Laurie and Frank after which Frank will contact the local CBP official(s) to set a public meeting, either regular or special, that they will attend. Frank is willing to contact the Town Selectboard to see if they have concerns of CBP and if they want to schedule a meeting with them.

Quotes for Replacement of Village Garage & Salt Shed Roofs:

Only two quotes have been received with each quoting for shingles and metal. Since this work will not be done until spring, it will give the village an idea of how much to include in next year's budget and possibly acquire other quotes. Kevin agreed that he and Jaret would contact these two bidders to advise that the work will not be done until spring.

Mutual Aid Agreement:

Laurie had advised the Trustees that the employee rates have been included in the agreement, but she is still waiting for equipment rates. It was confirmed that the employee rates include all benefits.

Easement for Caswell Ave Retaining Wall:

The easement has been re-drafted as per the changes discussed at recent meetings. It has been sent to the property owner in Florida for review and we are just waiting for the return of the draft and his comments.

Park & Recreation Grant:

Dustin announced that the grant he applied for from BGS Building Communities of the State of Vermont has been fully approved for \$11,148.00. That with the match from the village trust fund of \$11,148.00 gives the Park & Recreation Committee a total of \$22,396.00 for purchase of the skating rink system. He will be seeing Laurie soon to get all the paperwork signed and returned to the grantor.

Package #1 skating rink system he has been looking at costs a net of \$13,099.41 without sales tax. Package #2 costs a net of \$19,932.50 without sales tax. Both are 60 x 100. Dustin suggested that Jaret and Kevin have someone like Denis Ducharme view the site where the rink would be set up to be sure that it is level and to do whatever leveling would be needed. Dustin is willing to meet with them when Ducharme looks at the site. He also suggested that there might be a need to buy a container for storage unless there is space available at the village garage.

Sarah made a motion to authorize Laurie to arrange for purchase of the Pro Home Arena System (Package #2 in the amount of \$19,932.50). Dustin seconded. Motion carried.

Credit Card Machine for Payments:

Because several people want to pay their water, sewer and taxes by credit card, Laurie has researched the cost of getting a credit card machine and making this service available. The Town of Derby uses CBMS Credit Card Service and is happy with them. The only cost to the village would be \$20.00 per month.

Sarah made a motion to authorize Laurie Sanville to arrange with CBMS Credit Card Service for receipt of credit card payments for any revenue that comes to the village. Dustin seconded. Motion carried.

Business from Trustees, Treasurer and Road Foreman:

Baling of Leaves: Kevin advised that tomorrow is the last day that they will be baling leaves.

Village Tractor: Kevin noted that they are now getting the tractors ready for winter.

International Water Co (IWC) Annual Meeting: Madeleine stated that she had been in contact with Stanstead to get the agenda and budget for the Nov. 14, 2023 IWC annual meeting. They assured her that the agenda would be sent by today or tomorrow and that the budget would be sent before the end of the week after it is sent to the company they contract with for their review. Laurie will post the meeting in all the necessary places.

New Business from the Audience:

Karen asked the Trustees for permission to apply for a Walmart Foundation grant for Derby Line Community Day. Sarah made a motion to authorize Karen Jenne to communicate with Laurie Sanville for information needed for the Walmart Foundation grant application for Derby Line Community Day and to draft that application. Dustin seconded. Motion carried.

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

Next Meeting: The next regular meeting will be on November 21, 2023, in the village hall at 6:30 p.m.

Executive Session: Yes

Sarah made a motion to enter into the second Executive Session at 7:40 pm. Seconded by Dustin. A motion was made by Dustin to issue a letter of reprimand to Robert Joyal for failure to comply with trustees' directive to fill out weekly time sheets. Seconded by Sarah. Motion carried. The trustees exited this Executive Session at 7:43 pm.

Review and Sign Bank Statement: No

Warrants were Reviewed and Signed: Yes

The Last Check Printed: #18187

The meeting was adjourned at 7:45 pm.

Respectfully submitted, Madeleine C. Roy, Assistant Village Clerk