

Village of Derby Line, Vermont
Trustees Meeting
November 21, 2023
Derby Line Village Hall

Call to Order:

Present were Trustees Richard Creaser and Sarah Webster.

Also present were Karen Jenne, Frank Davis, Laurie Sanville, Village Clerk & Treasurer and Madeleine Roy, Assistant Clerk.

The regular meeting was called to order by Trustee Richard Creaser at 6:35 pm.

Additions or Deletions to the agenda:

- Customs & Border Protection Update

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

Frank Davis noted that legally the Rules of Procedure should be read once a year. The Trustees agreed to read the Rules of Procedure at a future meeting and to be sure to do so once a year from now on.

Approval of Minutes of the Nov. 7, 2023, Regular Trustees Meeting:

Sarah made a motion to accept the minutes of the Nov. 7, 2023 meeting as presented. Richard seconded. Motion carried.

Park & Recreation Grant:

An email had been received from Trustee Dustin Horne indicating that the final grant documents have been signed by Laurie and sent to the grantor. He requested that a check be issued for the ice rink system chosen at last meeting in the amount of \$19,933.00 and get the Ice Pro Home Arena System (Package #2) ordered. As soon as the grantor has proof of this order being placed, they have agreed to release the grant funds.

Sarah made a motion to authorize Laurie Sanville to release funds in the amount of \$19,933.00 for purchase of Package #2 Ice Pro Home Arena System. Richard seconded. Motion carried.

Richard noted that leveling of the area in Baxter Park where this arena system will be placed cannot be completed this winter as no contractor is available to do the work until next year in the spring. Those setting up the area system will have to work with the grounds as they are for this winter.

Drift Dusters Snowmobile Club Request:

Richard noted that the Landowner Permission Form from VAST considered at the last meeting did not include that snowmobilers could also travel from Main St to the Derby Line Village Inn. It also showed that "no grooming would be done across Baxter Park". This is incorrect. Laurie consulted with Brian Dubois of the Club who agreed that she should simply add "Main St to the Derby Line Village Inn" as an area that can be traveled and that "No grooming across Baxter Park" should be crossed out. Laurie made these changes and initialed them as instructed. After this permission form is corrected and signed, Laurie will return it to Brian Dubois.

Sarah made a motion to authorize Richard Creaser to sign the VAST Landowner Permission Form permitting the Drift Dusters Snowmobile Club to travel on Dashner Dr, Patenaude and Elm Sts, across Baxter Park and down Main St to the Derby Line Village Inn, and that grooming will be done in Baxter Park. Richard seconded. Motion carried.

Old Village Garage (Fire Station) on Ducharme Dr:

Taylor Moore Agency had been contacted to serve as real estate agent for this possible sale, but since they no longer do real estate, Conley Country was contacted. Mick Conley has viewed the property and feels that \$25,000 is the highest he suggests as a selling price. Frank Davis asked what this property is zoned as because it might make a difference to a buyer who might have a commercial intent. Richard stated that as far as he knows, it is not zoned as anything, commercial or residential. To clarify, Laurie agreed to ask Bob Kelley at the Town of Derby and Mick Conley.

Village Truck:

Laurie reported for Jaret Judd that the village Dodge Ram truck had been at Northpoint for several days because

of an oil leak, a rear main seal needed replacement and more recalls needed attention. All repairs were under warranty so it shouldn't cost the village anything. It was noted that as soon as the Mutual Aid Agreement goes into effect it will be much easier to borrow a truck or other equipment to continue village maintenance.

Customs & Border Protection (CBP) Update:

Frank Davis noted that he has heard from the local port director that CBP is willing to attend a meeting with the village trustees to discuss village concerns. They will attend the next regularly scheduled meeting on Dec. 5, 2023, and have asked that the meeting begin a bit earlier at 6 pm. Laurie will warn that meeting accordingly. Frank also reminded the trustees to have a list of concerns ready for that meeting.

Some of the concerns discussed were:

- CBP's arbitrary taking of village property on the west side of Main St
- Lack of communication
- Their parking in a no parking zone in front of the Rt. 5 Customs station
- Their plans for the properties they've acquired on Main St

Business from Trustees, Treasurer and Road Foreman:

Caswell Ave Easement: Laurie reported that corrections had been made in the easement document by the village attorney and he, in turn, forwarded the corrected version to the property owner in Florida on Nov. 5, 2023. We are just waiting for that property owner to respond.

Village Safety Compliance Officer: Richard and Sarah noted that they would like to name one of the road crew as Safety Compliance Officer to keep track of OSHA regulations and compliance, rules changes, trainings, etc. They will ask Kevin Simoneau to take on these extra duties for which he would be paid a stipend. They feel Jaret has enough to do as Road Foreman without adding more to his job description. Sarah suggested that if Kevin is willing to take this on, an addendum to his job description should be made. The Trustees will first come up with a list of duties for the Safety Compliance Officer and then talk with Jaret about it at the next meeting. Laurie agreed to research with the Town of Derby and VLCT what this list might include.

Village Clerk, Treasurer & Delinquent Tax Collector: Richard noted that the trustees have received a letter of resignation from Laurie Sanville as Village Clerk, Treasurer and Delinquent Tax Collector effective immediately as she no longer is a resident of the Town of Derby. The village charter has been reviewed by the Secretary of State's office, which has confirmed that Laurie can no longer serve in this capacity. Richard noted that the Executive Session warned for tonight will be for the appointment of a public officer and employee.

Sarah made a motion to accept Laurie Sanville's resignation as Village Clerk, Treasurer and Delinquent Tax Collector as she is no longer a resident of the Town of Derby. Richard seconded. Motion carried.

New Business from the Audience:

Karen Jenne noted that the International Water Co annual meeting on Nov. 14, 2023, went well. However, Richard stated that despite the meeting going well, he still has concerns over Stanstead's method of accounting and budgeting, especially how Derby Line's payments to them are handled and recorded and why we never see any accounting of capital funds such as the Well Fund that we pay into every year.

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

Next Meeting: The next regular meeting will be on December 5, 2023, in the village hall at 6:00 p.m.

Executive Session: Yes

Sarah made a motion to enter into Executive Session at 7:50 pm. Seconded by Richard. Motion carried.

Sarah made a motion to exit Executive Session at 8:05 pm. Richard seconded. Motion carried.

The trustees recognized that the village must have someone in the positions of Village Clerk, Treasurer and Delinquent Tax Collector. Therefore, Sarah made a motion to appoint Madeleine Roy as Interim Village Clerk, Treasurer and Delinquent Tax Collector until the April 2024 annual meeting. Seconded by Richard. Motion carried. Richard noted that Madeleine has the authority to hire an Assistant Clerk and Treasurer.

Review and Sign Bank Statement: Yes

Warrants were Reviewed and Signed: Yes

The Last Check Printed: #18224

The meeting was adjourned at 8:10 pm.

Respectfully submitted, Madeleine C. Roy, Interim Village Clerk