

TOWN OF DERBY, VERMONT
SELECT BOARD MEETING
Minutes
January 22, 2024

Present: Steve Gendreau, Karen Chitambar, Brian Smith, Grant Spates, Brad Shattuck (remotely).

Others: Christopher Baldwin, Ed Barber, Ken Lawson, Faye Morin, Matt Wilson, Joe Profera, Bob Kelley.

MEETING CALLED TO ORDER - 6:00 P.M.

Warrants #2A in the amount of \$26,773.46 and, #2B in the amount of \$118,971.98 were signed.

APPROVE MINUTES:

Steve moved to approve the minutes of January 8, 2024, with Karen seconding. Unanimous.

PUBLIC COMMENTS:

Ken Lawson – Derby Historical Society – Ken reported that the Historical Society has created a 70-page historical document called “Derby in Distress: A Vermont Town Responds to the COVID-19 Pandemic, 2020-2023”. It records Derby’s history from the pandemic. They are asking if the Town would be willing to fund a small publication of the document. It will cost approximately \$500 for 50 copies and \$750 for 100 copies. Grant said Spates Construction would donate \$250. Karen moved to donate \$250 to the Derby Historical Society for publication of the document, seconded by Brian. Unanimous.

NEW BUSINESS:

Tennis Courts Bids – Three bids were submitted. Vermont Recreational Surfacing & Fencing - \$317,123.00, Isaacs Excavating & Construction - \$319,670.00, and J Fenoff Siteworks - \$210,427.00. J Fenoff Siteworks excluded Court Painting Premier Sports Coating, Court Striping, Nets/Accessories or Installation, Construction/Silt Fencing. Also their bid was submitted electronically and the Request for Proposals stated, “Electric submission will not be accepted.” The apparent low bid is \$317,123.00 by Vermont Recreational Surfacing & Fencing, but the Board wants to look over the bids in greater detail to insure that they are comparing apples to apples before awarding the contract.

Proposals Due – Field Design – The design has not changed. Bob has contacted Jeff Olesky, Catamount Consulting Engineers, about stormwater permitting. He was recommended by Tyler Billingsley. The Town needs clarification to find out if it needs to be put out to bid. The Town Purchasing Policy exempts engineering from the bid process, but grant restrictions may require something different.

Review & Approve Town Budget – The only change from Saturday’s budget meeting was the Lister’s training was lowered from \$3,000 to \$2,000. Brian moved to approve a 2024 Town budget of \$3,021,646.14 excluding appropriations, seconded by Steve. Unanimous.

Excess Weight Permits – Barrett Trucking, Bourne Inc, Bourne Propane, and Carroll Concrete – Steve signed all as Road Commissioner.

Review & Sign – Liquor License – Jolley Associates LLC and FA CAI Inc (China Moon) – At 6:24 p.m. Brian moved to go into a Liquor Control Board meeting, seconded by Karen. Unanimous. Both are renewals and there have not been any issues at either business. At 6:25 p.m. Brian moved to come out of the Liquor Control Board meeting, seconded by Karen. Unanimous. Steve moved to approve the licenses for Jolley Associates LLC and FA CAI Inc, seconded by Karen. Unanimous

Review & Sign – Balance Sheet, Budget Status, Delinquent Tax Report & General Journal Report – All were reviewed and signed.

Review & Sign – Mileage Rate – The rate is \$0.67/mile, the same as the IRS allows. The Board reviewed and signed the rate.

Review & Sign Appropriations Request – Haskell Free Library – The request is for the same amount as last year. Karen moved to approve the request to go on the ballot for Town meeting, seconded by Brian. Unanimous.

TA/ZA Report – DRB/PC: The DRB has one permit pending for next week. The PC will not be meeting until March. **Permits:** There have been 7 permits submitted year to date. **Grants: HSIP Small Scale Local Safety Grant** – No change, still waiting for the grant agreement to be signed by the State. **Highway Structures Grant** –Hinman Settler Road Engineering - Tyler has been told to proceed to get the construction out to bid. **Better Roads Grant** – Darling Hill Culvert Replacement. No change, waiting for the State to make grant award decisions. **Recreation Grant** - Playground equipment at Derby Green and walking paths for the new park. No change, waiting for grants to be awarded. **Salt Shed Grant** – New Salt Shed. No change, waiting for grant award decisions to be made in late February to early March. **MERS Grant** – Garage & Fire Station efficiency improvements. Craig and I are meeting with NVDA to go over the inspection reports and grant requirements tomorrow morning. **FEMA:** All the paperwork is in for the Category C project Derby Gore Rd, Fontaine Rd, and Bushey Hill Rd, and the Category A project for the debris removal on Hayward Rd. FEMA is reviewing them. **3155 Beebe Rd:** This is the property straddling the border. The State inspected the property on 1/2/24 and cited them will multiple violations. Faye emailed you a copy of the report. **Beebe Customs:** GSA is having a Beebe Plain Land Port of Entry Community Meeting at 6:00 PM, Wednesday, January 31, 2024 here in our meeting room to explain what they are doing and to get community input. A flyer should be in with your meeting materials. **Recycling:** We have received the Annual Reports from NEKWMD for both the Recycling Center and Stump Dump. A total of 93 tons of recycled materials were collected last year. **Beach House Roof:** The motion was to accept the bid with the condition that it be completed in 2023. We will need to put it out to bid again. When put out to bid it needs to be specified that it needs to be completed by May 16, 2024.

OLD BUSINESS:

Legislative Update – None.

ROAD REPORT:

Everything is going good.

RECREATION COMMITTEE: None.

OTHER BUSINESS:

Faye reported that the Derby Line Water Bond is for 20 years and ends in 2035. The amount the Clerk can charge for processing DMV applications is \$3 and set by Statute. The amount of comp time that can be accrued can be increased, but the personnel policy would have to be amended.

EXECUTIVE SESSION:

At 6:50 p.m. Karen moved to go into executive session for a personnel issue, seconded by Brian. Unanimous. Out of executive session at 7:01 p.m. No action taken.

ADJOURNMENT:

The next regular meeting is scheduled for 6:00 p.m. Monday, February 5, 2024. Karen made a motion to adjourn the meeting at 7:02 p.m.

Submitted by Bob Kelley, *Unofficial until approved.*