

TOWN OF DERBY, VERMONT
SELECT BOARD MEETING
Minutes
February 5, 2024

Present: Steve Gendreau, Karen Chitambar, Brian Smith, Grant Spates.

Others: Tom Pratt, Bruce Muir, Paul Prue, Irene Dagesse, Fran Batchelder, Doug Spates, Vivian Spates, Ed Barber, Ken Lawson, Matt Wilson, Joe Profera, Bob Kelley.

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

Warrants #3A in the amount of \$28,450.68 and, #3B in the amount of \$73,926.11 were signed.

APPROVE MINUTES:

Brian moved to approve the minutes of January 22, 2024, with Karen seconding. Unanimous.

PUBLIC COMMENTS: None

NEW BUSINESS:

Shattuck Hill Property Update – Doug & Vivian Spates – The purchase date has been extended to March 27th. They have almost \$500,000 in the bank. The purchase price is \$750,000 and site improvements for the scenic overlook are an additional \$200,000 - \$250,000. They have between cash and additional commitments the full \$750,000 for the purchase. They are working to raise the \$200,000 to \$250,000 for the site improvements. They have at least 2 donors that would like to make stock donations. The Town will need to open a special account to receive the stocks and then sell them. Passumpsic Bank has said they will set up the account at no cost and any other bank would probably do the same. It should be set up to require 2 signatures. It was decided that Grant as Selectboard Chair and Faye Morin as Town Clerk/Treasurer would be the ones to sign. Brian moved to open a special account to receive and sell stocks with Passumpsic Bank, seconded by Karen. Unanimous. Bob Chimileski has come up with restrictive covenants and deed restrictions for the Shattuck Hill Project that will have to be reviewed by the Town Attorney. The cost will come out of the funds raised so that it does not cost the Town anything. Lastly, they gave the Board a draft of a Shattuck Hill Oversight Committee purpose and duties. It calls for a 5 member committee plus a Select Board non-voting ex officio member to be appointed by the Select Board.

Derby Line Community Day – Bruce Muir & Karen Jenne – Bruce was present to update the Board on the event and ask for a donation from the Town. Instead of 20 vendors they are hoping for 75 – 100. They will have a better variety of music and food vendors. Last year the Town donated \$1,500 and they were hoping for the same this year. Also last year after the fireworks it poured and it was an extremely dangerous situation. They need better traffic control this year and will have to hire someone. They have been talking to the Sheriff's Department and are hoping they will have the funds for this, if not they are hoping that the Town may be able to help out. The Board was receptive to this. Grant told them that Spates Construction can probably increase their donation. Brian moved to donate \$1,500 for Derby Line Community Day, seconded by Karen. Unanimous.

Discuss Recycling Center – Fran Batchelder & Irene Dagesse were present for the discussion. They do not like the idea of single sort because there is too much that gets wasted. Derby is the location in the area for electronics recycling. The Town does not pay anything extra for the electronics, the fee the Town is charged to pick up recycling does not include electronics. It is paid for by the district. Moving the recycling center to the Stump Dump was discussed as a long range goal.

Award Ballcourt Contract – Vermont Recreational Surfacing & Fencing – is the apparent low bidder at \$317,123.00 Reference checks were excellent and they have vast experience installing ballcourts. Isaacs Excavating & Construction was the second low bidder at \$319,670.00 They submitted a letter highlighting their experience. J Fenoff Siteworks' bid was not complete. Karen moved to award the contract to Vermont Recreational Surfacing & Fencing for \$317,123.00, seconded by Steve. Unanimous.

Review & Sign Fax & Emailing Policy – The proposed policy is to charge a \$3.00 fee per page. Brian moved to approve the Fax & Emailing Policy, seconded by Steve. Unanimous.

Review & Sign Auditor Understanding of Service Letter – This is something that has to be done annually. Steve moved to sign the Auditor Understanding of Service Letter, seconded by Brian. Unanimous.

Excess Weight Permits – CSE Inc, Gosselin Water Wells, RG Gosselin – Steve signed all as Road Commissioner.

Review & Sign Personnel Policy – Change to Comp Time – The change is to increase the amount of comp time to be accrued to a maximum of 80 hours from the current 60 hours. The Board would like to check what other towns are providing. Also the highway regular work day hours needs to be update to what they are currently working. Winters 6:30 – 2:30 Monday – Friday and summers 6:00 – 4:00 Monday – Thursday. Bob will make the changes for the Board to review at their next meeting.

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

Review & Sign – Cannabis Applications – The High Country & Medi Leaf Farms LLC – At 7:14 p.m. Karen moved to go into a Cannabis Control Board meeting, seconded by Steve. Unanimous. Both are renewals and there have not been any issues at either business. At 7:15 p.m. Steve moved to come out of the Cannabis Control Board meeting, seconded by Karen. Unanimous. Steve moved to approve the application for The High Country & Medi Leaf Farms LLC, seconded by Karen. Unanimous

TA/ZA Report – DRB/PC: The DRB has two permits pending for next week. The PC will not be meeting until March. **Permits:** There have been 12 permits submitted year to date. **Grants:** **New Park** – Bob has contacted Jeff Olesky of Catamount Consulting Engineers to help with the stormwater permitting for the new park. Tyler Billingsly recommended him. Jeff submitted an estimate of \$12,765. Karen moved to hire Catamount Consulting Engineers to assist with the Stormwater permitting for the new park, seconded by Steve. Unanimous. **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. Decisions are typically made in April or May. **Recreation Grant** - Playground equipment at Derby Green and walking paths for the new park. No change, waiting for grants to be awarded. Decisions are typically made in March. **Salt Shed Grant** – New Salt Shed. No change, waiting for grant award decisions to be made in late February to early March. **MERP Grant** – Garage & Fire Station efficiency improvements. Craig and I met with NVDA to go over the inspection reports and grant requirements. The inspection report for the Fire Station has not been completed. A new roof on the garage could qualify if we were installing solar panels on the roof. **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. FEMA wants to split off the Hayward Rd road work that has been completed as a separate project and have the culvert replacement project separate. **3155 Beebe Rd:** The State has fined them \$2,150 for various violations. **Beebe Customs:** The Beebe Land Port of Entry is going to be renovated. GSA held a

meeting here last Wednesday night to get input from residents on concerns with the existing layout. **Recycling:** Steven Sheltra has quit for health reasons. **Beach House Roof:** The job will be advertised again with a due date of March 18th. **Derby Historical Society:** They would like to set up a table at Town Meeting, to promote the group. They would have literature for folks and answer any questions. The Board was fine with this provided they set up out in the hall and not in the gym.

OLD BUSINESS:

Legislative Update –.

ROAD REPORT:

The crew has been filling pot holes and working on things in the shop during good weather. A new truck for 2025 should be ordered soon. Tom is getting quotes and should have them for the next meeting. If it is ordered soon it would arrive in early 2025 and the body could be installed later in the year with expected delivery in the summer of 2025.

RECREATION COMMITTEE: None.

OTHER BUSINESS: None.

EXECUTIVE SESSION:

At 7:24 p.m. Brian moved to go into executive session for a personnel issue, seconded by Steve. Unanimous. Out of executive session at 7:50 p.m. No action taken.

ADJOURNMENT:

The next regular meeting is scheduled for 6:00 p.m. Monday, February 19, 2024. Steve made a motion to adjourn the meeting at 7:51 p.m.

Submitted by Bob Kelley, *Unofficial until approved.*