

Village of Derby Line, Vermont
Trustees Meeting
January 16, 2024
Derby Line Village Hall

Call to Order:

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

Also, present were Karen Jenne, Charles Gross, Bruce Muir, Laurie Sanville and Peggy Kelley, Village Clerk & Treasurer.

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

Additions or Deletions to the agenda:

- Open a Capital Fund for a loader in the amount of \$2,000.00
- Purchase additional equipment for the ice rink

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

Approval of Minutes of the Dec. 19, 2023 Regular Trustees Meeting:

Karen asked if Peggy was appointed treasurer and delinquent tax collector at the December 19, 2023, meeting. Richard confirmed that she was. Richard made a motion to amend the meeting minutes to clarify that Peggy was appointed as clerk, treasurer, and delinquent tax collector. Dustin seconded the motion. Motion carried. Richard made a motion to approve the amended minutes of the December 19, 2023, meeting. Sarah seconded. Motion carried.

Parking on Main Street:

Richard received an email from a business owner on Main Street. One of the stylist's was approached by a CBP officer and told that she could not park on the west side of Main Street. The business owner tried to reach out to Troy Rabideau, the Port Director without any luck. She then emailed Richard. Richard let Michelle Monroe from Senator Welch's office know that the Village Trustees were working on resolving the issue. Richard wasn't sure if he was unclear about his intentions to reach Mr. Rabideau himself but, Michelle Monroe got ahold of Mr. Rabideau and the officer in question was reminded that they are not to prevent anyone from parking in what are legal parking spaces on the west side of Main Street. Richard has not heard anything from Mr. Rabideau, so he assumes that once again Mr. Rabideau talked to his staff and reminded them of what is and isn't permissible in regards to those parking spaces.

Purchase of Snowblower and Ice Conditioner for Ice Rink:

Dustin is requesting the purchase of an ice conditioner along with a snowblower for the ice rink. The ice conditioner will make the ice smoother and will fill in any ruts/grooves on the ice. Kevin Simoneau obtained two quotes from United Ag and Turf for John Deere snowblowers. One was for \$1,414.11 and the other was for \$1,272.39. The shed where the snowblower will be stored is 36 inches wide therefore the width of the snowblower must be taken into consideration. Dustin mentioned getting a third quote from Newport Farm and Garden for a snowblower since they have supported the ice rink from the beginning. Richard stated that the snowblower he purchased from the Village raffle, he would be willing to sell back to the Village for \$500. He believes it is 30 inches wide and would fit in the shed easily. Bruce Muir asked about trust funds that were left to the town and if they had access to the revenue from these trust funds. Richard said that yes that is where the village portion of the match for the grant came from, and it is designated specifically for park and park purposes. The language on some of the trust funds is very clear that it must be used for the park. The board felt that the creation of the ice rink and providing recreational opportunities in Baxter Park was an appropriate use of that money. Dustin said that the ice rink is a separate line item in the budget so that the Village can track the funds that were raised, matched and the grant monies used to purchase it. There was a small balance leftover that will be used to purchase the snowblower and ice conditioner. Laurie asked Dustin if he could resend the invoice for the ice rink so that she could submit the grant. Dustin said he would. Charles Gross asked where the snowblower would be stored. Dustin said the plan right now is to store it in the shed. Dustin said the Village is in the process of purchasing a shipping container/storage pod for all the equipment for the ice rink at the end of the season. The shipping container/storage pod is movable so, it could be stored at the town garage during the summer months and moved to the ice rink during the winter. Dustin updated the board on the ice rink setup. The rink is just shy of 82'x58' and the lights are working. Richard made a motion to purchase a snowblower and then recused himself from the vote as he is one of the vendors. Sarah made a motion to purchase Richard Creaser's

snowblower for \$500. Dustin seconded. Motion carried. Richard made a motion to authorize Dustin to work with Sticks N Stuff to acquire the components for the ice conditioner for a cost not to exceed \$500. Dustin seconded. Motion carried.

Derby Line Community Day Fundraising:

Bruce started fundraising efforts on January 10, 2024 and has visited 32 local businesses. His fundraising efforts generated \$13,000 last year and his goal for this year is \$20,000. Laurie said that Bruce has many of the vendors and entertainment already secured for this year. Bruce asked about the vendor rate for this year. The rate last year was \$25 per vendor. The board agreed that an increase in the vendor rate would be acceptable. The board also offered suggestions for local businesses that would be willing to donate. Dustin suggested a layout board for the vendors for this year. Laurie said that Jaret Judd used a line machine to map out spaces last year. Bruce asked about the parking of cars for this year's Community Day. ROTC provided students last year to park cars. Sarah offered to reach out to Border State Security for possible parking management assistance.

The next meeting for the Derby Line Community Day Committee will be on Wednesday January 30, 2024 at 6:30pm at the Village Hall. All are welcome to attend.

Budget 2024-2025:

Laurie said the payroll is higher in the road budget than anywhere else which was anticipated. The sewer and water payroll has decreased. Laurie would like the board to look at the budget so far for this year compared to the current. Richard called for a special meeting next week on Wednesday, January 24, 2024, at 6:30pm to go over the Village budget as a discussion. Laurie asked the board to look at the warrant so that the office could begin preparing it. Sarah asked if her seat was up this year for re-election. Laurie confirmed that it is. Richard asked about creating a revenue line item for parks and recreation. The board discussed it but did not take any action.

Capital Fund for Loader/Authorize Peggy as CNB signer: The board agrees that a Capital Fund should be opened for a loader. Richard made a motion to authorize Peggy Kelley to open a Capital Fund for the loader in the amount of \$2,000 at Community National Bank and become a signer on the Village checking account. Sarah seconded the motion. The motion passed.

Business from Trustees, Treasurer and Road Foreman:

Old Village Garage Property: Richard said that the Village must advertise or warn for the next meeting the decision to sell the property to Reginald Abbott or grantee. The Village now has a lawyer, John P. Monette who was arranged through Mick Conley. The Village must warn their intent to sell and what the terms are. The sale date has been pushed out to March so that it can be properly warned. The proceeds of which could be used to purchase a shipping container/storage pod to store the park and recreation equipment.

Probate Court: Dustin asked about an update on probate court, Richard says we are still waiting.

Annual Warrant: The board agreed to remove line item #13 from the annual warrant. It was for the installation of the warming shed in Baxter Park.

Trade in Value: The board requests Jaret to get trade in values for tractor and plow truck for the next regular meeting on February 6, 2024.

Special Meeting Minutes: The Village must publish the Special Meeting Minutes from the December 22, 2023, meeting regarding the sale of the property at 34 Ducharme Drive, the old town garage.

New Business from the Audience: Laurie asked about grants for the Village Hall to make the bathrooms handicapped accessible. The board said that its historical building status will make it difficult. Karen asked if the professional audit for the sewer project has been scheduled. Laurie said it has not.

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

Next Meeting: The next regular meeting will be on February 6, 2024, in the village hall at 6:30 p.m.

Executive Session: No

Review and Sign Bank Statement: Yes

Warrants were Reviewed and Signed: Yes

The Last Check Printed: #18276

The meeting was adjourned at 7:50 pm.

Respectfully submitted, Peggy Kelley, Clerk & Treasurer