

Village of Derby Line, Vermont  
Trustees Meeting  
February 6, 2024  
Derby Line Village Hall

**Call to Order:**

Present were Trustees Richard Creaser and Dustin Horne.

Also, present were Karen Jenne, Jaret Judd, Road Foreman, Kevin Simoneau, Ed Barber, Laurie Sanville, Madeleine Roy, Assistant Clerk 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:**

- Winter Event on agenda – cancelled
- Skating Rink Update

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

**Approval of Minutes of the Jan. 16, 2024 Regular Trustees Meeting:**

Dustin made a motion to approve the minutes of the January 16, 2024, meeting as written. Richard seconded. Motion carried.

**Budget 2024-2025:**

The Trustees, this evening, worked on formulating the Water and Sewer budgets for the upcoming fiscal year. Karen suggested that the Wages line item be broken out between salaried and elected employees. The Trustees agreed to have the new year's budget reflect this breakout. However, they did not see value in breaking out the utilities and building costs for the water and sewer departments given that the village office comprises only a fraction of the building. She also suggested that increasing the Wages in the Village budget and reducing the Wages in Water and Sewer should not be done this soon as they may not have enough information to support this change. The Trustees noted that 15 months of data on where employee hours are spent is enough to warrant the change. This is an ongoing process and can be adjusted each year at budget time.

**Notice of Proposed Sale and Conveyance of Real Estate:**

Regarding the sale of village property at 34 Ducharme Drive, Richard noted that the village has received this notice needing Trustees' signatures and the requirement to post it in three public places within the Village.

Dustin made a motion to authorize the Trustees to sign said Notice of Proposed Sale and Conveyance of Real Estate at 34 Ducharme Drive, Derby Line, VT. Richard seconded. Motion carried.

**Appointment of Peggy Kelley as Authorized Representative for all Water Infrastructure Financing Programs:**

It was voted unanimously by the Board of Trustees to appoint Peggy Kelley as Authorized Representative for all State of Vermont funds awarded to the Village of Derby Line through the Clean Water State Revolving Fund (CWSRF) and the Drinking Water State Revolving Fund (DWSRF). The Trustees signed the Appointment of Authorized Representative form provided by the State.

**Winter Event in Baxter Park:**

Due to illness, Donna Perkins has requested that this agenda item be cancelled at this time.

**Skating Rink Update:**

Dustin noted that feedback from those using the skating rink indicates that more lighting is needed. Adding three lights along the fence would probably be sufficient. Richard noted that more specifics on the type of equipment needed and cost of same is needed before voting on this issue. Dustin agreed to research for the next meeting.

Dustin also stated that he has received a quote from Newport Farm & Garden for mat(s) to put down at doorway to skating warming shed to help people from falling when entering or exiting the shed. Jaret noted they have some at the garage that can be used so none need to be purchased.

**Business from Trustees, Treasurer and Road Foreman:**

OSHA: Jaret stated that a recent inspection by OSHA may result in recommendations for the skating rink.

Bucket Loader: Jaret has acquired quotes for a new bucket loader: \$84,000 from Champlain Valley, \$90,000 for a Case, and \$97,000 for a John Deere. Champlain Valley also quoted \$1,543.00 per month for a leased model.

Sewer Blockage on Main St: Jaret and Kevin reported on a sewer blockage/backup at the southern end of Main Street last week that took two days to repair. This line has been repaired but is still of old clay pipe that is far from perfect. They could reroute the sewage to the new line put in last year across the street. No decision was made.

Sewer Pump: Jaret reported that a sewer pump is down because of an internal electrical problem. It might be a good idea to get an app on his phone from which he could monitor all pumps regularly.

Caswell Ave Easement: Jaret also noted that the Florida lawyer for the owners of the former Butters property on Caswell Ave has mandated that contractors only work 9 am to 5 pm days. This will most likely not be possible as construction workers work longer hours than this. This project would only take a few days to complete. With this requirement to be ironed out, we probably will run out of time to secure the contractors and the money from the State of Vermont.

Truck Trade-in Value: Dustin asked Jaret if he had been successful in finding a trade-in value for the Dodge truck. Jaret noted that it most likely would be futile since all the new equipment on that truck cannot be transferred to another truck and the trade-in value would be far below what we would need. He estimated that purchasing a new truck and equipment (plow, sander, etc.) could not happen until 2025 or 2026 because of the present long-waiting periods for delivery from manufacturer/dealerships.

Water & Sewer Question from Highland Ave Resident: Peggy has had a request by the tenant (Gail Singer) of the property now owned by Sandpiper Properties (Elia Spates) on Highland Ave that the water and sewer bills for her location be sent to her instead of Sandpiper. The Trustees agreed that this cannot be done as we cannot change the addressee on a bill. Gail and Elia will have to work this out themselves.

**New Business from the Audience:**

Karen asked if the village budget for the new fiscal year includes an expense for Derby Line Community Day. She was assured that \$2,000 was included in the budget for this purpose.

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

**Next Meeting:** The next regular meeting will be on February 20, 2024, in the village hall at 6:30 p.m. One item to be discussed that evening will be finalization of the new fiscal year budget.

**Executive Session:** No

**Review and Sign Bank Statement:** Yes

**Warrants were Reviewed and Signed:** Yes

**The Last Check Printed:** #18365

The meeting was adjourned at 8:00 pm.

Respectfully submitted,  
Madeleine Roy, Assistant Clerk