

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

Call to Order:

Present were Trustees Richard Creaser and Dustin Horne.

Also present were Kevin Simoneau, Laurie Sanville, Madeleine Roy, Assistant Clerk, and Peggy Kelley, Village Clerk & Treasurer.

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

Additions or Deletions to the agenda:

- Update on Real Estate transaction for 34 Ducharme Dr. Property
- Update on Grant for the Wastewater Plant

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

Approval of Minutes of the Feb. 20, 2024 Trustees Meeting and the Minutes of the Feb. 27, 2024 Special Trustees Meeting:

Richard made a motion to approve the minutes of the February 20, 2024, Regular Trustees meeting as written. Dustin seconded. Motion carried.

It was agreed to table the approval of the minutes of the February 27, 2024 Special Trustees meeting until the next meeting.

Finalization of Budget for 2024-2025:

The Water budget was reviewed again. Laurie and Peggy noted that as of the end of the fiscal year on February 29, 2024, there is \$29,762.43 of unspent funds, thus reducing the budget's Water Fees (under Revenue) down to \$229,460.16. A few minor adjustments were made, and this budget was approved.

The Sewer budget was reviewed again. As of the end of the fiscal year of Feb. 29, 2024, the Sewer budget showed a negative balance of \$20,102.53 that must be added back in to the new budget making the Sewer Fees (under Revenue) \$278,010.67. A few minor adjustments were made, and this budget was approved.

The Village budget was reviewed again. It was agreed that a notation should be made at the end of this budget informing the taxpayers that a grant to offset some of the cost of the skating rink under Park & Rec of \$21,585.14 has not yet been received and will be shown as income in the 2024 – 2025 accounting. This budget was approved.

The Village Clerk was instructed to post a bid request for the replacement of the salt shed roof, which is in greater need than the garage roof.

Annual Summary of Account of Orpha J. Durland Trust from Community Financial Services Group (CFSG):

The Annual Summary of Account of the Orpha J. Durland Trust from CFSG was presented to the Trustees for review and signing of the Consent Form. After review, Richard made a motion to authorize the Trustees to sign the Consent form for the Allowance of Summary of Account of Trustee for Jan. 1, 2023, to Dec. 31, 2023. Dustin seconded. Motion carried. The consent form was signed and Peggy was instructed to return it to CFSG.

Village Annual Report:

The draft documents for this year's annual report were distributed for review. Peggy is still working on putting together the Village Assets, Long Term Liabilities, and the Delinquent Accounts. She noted that the annual meeting warning did appear in the Newport Daily Express on Friday March 1, 2024 and is posted in four locations in Derby Line.

Update on Proposed Sale of 34 Ducharme Drive Property:

Richard stated that he had sent to Attorney John Monette the documentation from the State of Vermont confirming that there is no soil contamination at this site. Monette, in turn, provided that documentation to the buyer, Reg Abbott, who is now satisfied and is willing to move forward with the transaction. The tentative closing is set for

March 25, 2024.

Wastewater Grant:

Richard advised that it appears this grant will be coming in as \$640,000 (+/-) rather than the original \$500,000. This higher amount is probably because the entire project cost was higher than originally thought, so the grant was increased commensurate with that higher cost. Some of this extra grant money can be used to pay off the extra \$75,000 loan the village had to take out.

Business from Trustees, Treasurer and Road Foreman:

Skating Equipment: Dustin asked about where the skating rink equipment will be stored until the village has the funds to either build or buy a storage shed. Kevin stated that it can be stored in the salt shed for this year.

Skating Rink Area: Dustin asked if Jarat would get costs for and to set up leveling the ground this spring for the ice rink.

IRS Filing: Peggy noted that a letter has been received from the IRS stating that the village now must file and deposit payroll documents with them semi-weekly rather than monthly.

New Business from the Audience: None

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

Next Meeting: The next regular meeting will be on Wednesday, March 19, 2024, in the village hall at 6:30 p.m. This will be the last meeting before the annual meeting on April 2, 2024.

Executive Session: No

Review and Sign Bank Statement: Yes

Warrants were Reviewed and Signed: Yes

The Last Check Printed: #18420

The meeting was adjourned at 7:55 pm.

Respectfully submitted,
Madeleine Roy, Assistant Clerk