

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

**Call to Order:**

Present were Trustees Richard Creaser and Dustin Horne.

Also present were Karen Jenne, Gail Singer, Andrew Comtois, Corey Sicotte, Scott Jenness, Colleen Sealander, Jaret Judd, Road Foreman, 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:**

- Review bids for Caswell Avenue retaining wall
- Replacement of emergency lighting in village hall

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

**Approval of Minutes of the Special Trustees Meeting of Feb. 27, 2024 and the Minutes of the March 6, 2024 Regular Trustees Meeting:**

Dustin made a motion to approve both the minutes of the Special Trustees meeting of February 27, 2024, and the Regular Trustees meeting of March 6, 2024, as written. Richard seconded. Motion carried.

**Agenda:**

It was agreed to move Items #4 and #8 to the beginning of the agenda so that those guests could present their requests without having to wait for other village business to be taken care of.

**ATV Trails in Derby Line:**

Scott Jenness of Borderline Ridge Riders was present to ask the Trustees for permission for ATVs to use the same streets as last year, namely, from the village line up Elm St to the fountain, up Main St. to Hammerhandle Rd., up Main St. to Caswell Ave., up Caswell Ave. to Herrick Rd., and Main St., down Baxter Ave. The ATV season begins on May 15<sup>th</sup>. Scott noted that the club will be trying to increase enforcement this year. Karen Jenne asked if the trustees would consider opening all roads in Derby Line Village to ATV travel. Richard noted that he is not willing to discuss this without a full Board present. It was agreed to add this item to the next meeting's agenda. Scott offered to be present for that meeting as well.

Dustin made a motion to authorize the Borderline Ridge Riders Club access to the village streets as noted above. Richard seconded. Motion carried.

**Wildcats Soccer – Use of Baxter Park:**

Andrew Comtois and Corey Sicotte of Wildcats Soccer were present to ask permission for the use of Baxter Park for spring and fall training and practices. They agreed to provide the village office with a schedule of those trainings and practices. Their spring season will end on June 30<sup>th</sup> and the fall season will run from Sept. to the end of Oct.

Dustin made a motion to authorize Wildcats Soccer to use Baxter Park for spring and fall training and practices. Richard seconded. Motion carried.

**Open Meeting Law and its Implications:**

This item was deleted from the agenda as it was mistakenly included.

**Naming of Village's Official Newspaper for Warnings and Advertising:**

Richard suggested that this item be deferred to the next meeting. Between now and then, Madeleine agreed to contact all local newspapers to their rates so that the trustees can better compare at the next meeting.

**Asset Management Plan:**

Jaret gave a short review of the status of the village's Asset Management Plan put together by Aldrich & Elliott Engineering (A&E). The most crucial water lines and hydrants needing replacement currently is about 350 feet on Main St. from Valentine Ave. to Hammerhandle Rd. In 2022, A&E estimated the cost of this to be \$150,000. Now, that cost would be in the vicinity of \$225,000. There are federal grants available if there are lots of leaks. However,

there have not been leaks in this section. It would be wise to get this section replaced before 2025 when Main St. is planned for repaving by the State of VT. However, the cost would be prohibitive without grants and thus most likely impossible before 2025.

### **Water & Sewer Rates for the Current Fiscal Year:**

Peggy provided estimated rates based on the current Water and Sewer budgets: \$96.64 plus \$5.00 Capital Fund for a total of \$101.64 for Water and \$142.83 plus \$2.00 Capital Fund for a total of \$144.83 for Sewer. This compares to \$110.00 for Water and \$111.00 for Sewer in the last fiscal year.

Discussion followed. Richard noted that the first regular meeting with Stanstead is scheduled for May 14, 2024. Jaret noted that a representative of VT Rural Water was here last week with a test ball for the water line under the Tomifobia River. They were unable to remove the test ball, so he is coming back next week with a bigger test ball to continue testing to see if any stormwater is being sent to the Stanstead treatment plant. Jaret hopes to have the results of the tests in time for the May 7, 2024 Trustees meeting. Karen asked when the last survey of units specifically with in-home businesses was done. Richard noted that the Trustees do not feel it necessary to do another survey at this time. Karen also noted that the water and sewer bills that were due March 1 (the first day of the new fiscal year) should have shown a due date of Feb. 28 (or 29 for leap years) to keep consistent with the end of the fiscal year. Gail Singer noted that the trailer next door to her home on Highland Ave. is scheduled to be removed and wondered if the water will be shut off during that time. Jaret advised her that he had not been informed of this but would let her know if he is asked to shut off the water.

Dustin made a motion to set the water rate for the current fiscal year at \$96.64 plus \$5.00 capital fund for a total of \$101.64 and to set the sewer rate at \$142.83 plus \$2.00 capital fund for a total of \$144.83. Richard seconded. Motion carried.

### **Ground Leveling in Park for Skating Rink:**

Jaret has received a quote from Ducharme Excavating of \$2,400.00 which he plans to do in early summer so that it can be seeded and grass can grow.

Dustin made a motion to authorize Ducharme Excavating to do the site work at the skating rink location in Baxter Park and not to exceed \$2,400. Richard seconded. Motion carried.

### **Quotes for Replacement of Village Garage and Salt Shed Roofs:**

The Trustees reviewed the three bids received, which were:

Sanville Construction: \$43,250 for both buildings (same price for steel or shingles);

Palmieri Roofing, Inc: \$25,050 for garage and \$13,450 for salt shed for a total of \$38,500, both with shingles, or both buildings for \$35,735.

A.C.T. Roofing: \$15,700 for shingles on garage and \$8,500 for salt shed for a total of \$24,200, or \$17,150 for corrugated metal on garage and \$9,250 on salt shed for a total of \$26,400.

Jaret noted that the salt shed is in worse shape and that some patching with tar can be done on the garage. Richard suggested that this item be placed on the next meeting's agenda when Sarah can be present to vote. Peggy agreed to contact each bidder for certificates of insurance and warranty information.

### **Caswell Ave Retaining Wall Bids:**

Richard read a letter dated April 16, 2024, from Tyler Billingsley of East Engineering describing the project and his recommendation for Goodhue Excavation of Enosburg, VT to win the contract. The three bids were as follows:

Goodhue Excavation: \$158,465.

MSI Trucking & Sitework: \$159,000.

GW Tatro Construction: \$192,000.

Jaret reminded everyone that this will be paid through a 90/10 grant with Derby Line to pay \$15,846.50 with ARPA funds.

Dustin made a motion to accept East Engineering's recommendation of Goodhue Excavation and their bid of \$158,465.00. Richard seconded. Motion carried.

### **Emergency Lighting in Village Hall:**

At the recommendation of VLCT, J&S Electrical was asked for a quote to replace emergency lighting in the hall

and new high bay lights and emergency lighting in the garage. The village hall quote is \$1,800, and the garage quote is \$2,800. Peggy agreed to contact Efficiency Vermont for assistance from their municipal program and to also contact VLCT for possible assistance.

Dustin made a motion to accept the bid from J&S Electrical for \$1,800 for replacement and installation of new emergency lights in the village hall and for \$2,800 for new emergency lights and high bay lights at the garage. Richard seconded. Motion carried.

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

Maintenance: Jaret reported that the road crew is in the process of cleaning the streets and that Meadow Lane has been graded.

Stanstead Grant: Peggy noted that she has made multiple requests for the grant from Stanstead so she can pay off the line of credit.

Skating Rink Grant: Peggy is still waiting for this grant and continues to contact the grantor.

Audit: Peggy noted that she is having difficulty getting responses from Telling & Associates PC, so has contacted RHR Smith & Co, CPA's of Buxton, ME. She has a Teams meeting scheduled for Monday April 22, 2024 with RHR Smith & Co, CPA's.

**New Business from the Audience:**

Karen asked about the status of inventory of lead in service water lines. Jaret responded that we have nothing on this issue yet but he will be seeing Paul Sestito next week, at which time we should receive the inventory.

She also asked about hydrant flushing dates for this spring. Jaret will be determining dates soon.

Richard reminded everyone again about the upcoming meeting with Stanstead scheduled for 6:30 pm, May 14, 2024 here in the village hall.

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

**Next Meeting:** The next regular meeting will be on Wednesday, May 7, 2024, in the village hall at 6:30 p.m.

**Executive Session:** No

**Review and Sign Bank Statement:** No

**Warrants were Reviewed and Signed:** Yes

**The Last Check Printed:** #18497

The meeting was adjourned at 8:10 pm.

Respectfully submitted,  
Madeleine Roy, Assistant Clerk