

Village of Derby Line, Vermont
Trustees Meeting
July 2, 2024
Derby Line Village Hall

Call to Order:

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

Also present were Karen Jenne, Bruce Muir, Colleen Sealander, Jaret Judd, Road Foreman, 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:

- Ice Rink Expense Concern

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

Approval of Minutes of the June 18, 2024, Regular Trustees Meeting:

Richard made a motion to approve the minutes of the Regular Trustees meeting of June 18, 2024, as written. Sarah seconded. Motion carried.

Approval of Minutes of the June 24, 2024, Special Trustees Meeting:

Richard made a motion to approve the minutes of the Special Trustees meeting of June 24, 2024, as written. Sarah seconded. Motion carried.

Storage Unit Estimates to Review:

Jaret Judd brought estimates to the trustees for the cost of various size metal storage units from Moe's Equipment, located in Derby, VT. Jaret recommended a new forty-foot unit with four doors along the length of the storage unit versus the end of the unit for easier access. This unit would be partially buried into the embankment near the sand pile next to the Village Garage on Baxter Avenue to optimize space. The sides of this storage unit would be treated with tar to prevent rusting. The cost of the new forty-foot unit is \$9,500.00. This unit would be used to store the items that were previously stored in the old Village Garage on Ducharme Drive that was sold. Jaret also recommended a used twenty-foot metal storage unit with doors on the end to store the skating rink in. This unit would be placed into the woods near the skating rink and level with the tree line at the edge of the park. There would be a gravel pad in front of the unit. The cost for the used twenty-foot unit is \$2,500.00. The estimated sitework cost for the container near the Village garage which would include leveling the ground and digging the embankment back some to set the container would be \$1,900. The estimated cost for site work in the park would be \$2,300.00 which would include four loads of gravel and leveling the gravel. The total estimated cost for both storage units and site work is \$16,200.00. Jaret also researched lumber prices for a possible lean-to but found that those prices were not feasible with the budget available. The Village of Derby Line received \$17,670.00 from the sale of the old Village Garage on Ducharme Drive. Richard made a motion to authorize Jaret to purchase the new forty-foot metal storage unit for \$9,500.00 and the used twenty-foot metal storage unit for \$2,500.00 from Moe's Equipment using the proceeds from the sale of the old Village Garage. Dustin Horne seconded. Motion carried. Richard asked Jaret to contact Bob Kelley at the Town of Derby zoning office for appropriate permits pertaining to placement of the two storage units.

Ice Rink Expense Concern:

Dustin noted that Peggy summarized the labor costs for work performed on the skating rink from February 29th to May 1, 2024, which included ground leveling of the skating rink in May. The total cost for labor was 2% of their annual wages. Richard noted that some of these labor costs were one-time costs that will not be incurred in the future which included the ground leveling of \$711.00 in labor costs and building of storage bins for the ice rink of \$828.00 in labor costs. Dustin noted that the labor cost to disassemble the skating rink for this year was \$315.00. Karen Jenne inquired about the electrical cost for the skating rink lights. Dustin responded with an estimate of roughly an additional \$100 for the lights in the park for February and March. Dustin noted that J&S electrical will be installing energy efficient lights in the park for this winter's skating season.

Business from Trustees, Treasurer and Road Foreman:

Caswell Avenue Road Project: Jaret reported that the retaining wall is finished, the guardrails have been installed and the paving will be completed next week. Jaret has been updating the homeowner with photos of the project.

Richard noted that the traffic delays have been minimal.

Generators/Three Point Hitch & Used Tires: Jaret reported that there are two, thirty thousand kilowatt generators at the Village garage not being used and he would like to know if the Village would like to sell them and possibly purchase a portable generator that could be used to run the pump station and for other uses. Jaret also reported that the Village has a six-foot, three-point hitch finish mower that was previously used to mow the park and water reservoir on Herrick Road. The Village now uses zero turn mowers. Jaret also reported that the Village has twelve used 19.5 truck tires for a one-ton truck that could be sold. Richard would prefer to sell the tires to a municipality if there is one interested. The Trustees agreed to post the items for sale. Karen noted that Vermont Leagues of Cities and Towns has an online classified section. Jaret will contact an electrician to evaluate the generators and report back to the Trustees.

Lumber Donation: Dustin noted that the lumber has been donated to the Village for new park benches. The lumber is drying and will need to be planed on one side. The Village Road Crew will be assembling them once they are ready. Sarah noted that she will make a plaque for the benches.

IWC: Peggy noted that she made payment number one of two, to International Water Company. The payment was \$32,212.58(CAN) which was \$24,561.63(US).

ARPA Reporting: Peggy noted that the ARPA reporting to the U.S. Treasury Department is current.

Elm Street New Connection: Peggy noted that Jaret will be working with a residential water customer on Elm Street to set up a new connection.

Water Service Line Inventory: Peggy received a letter from Cameron Sundstrom at MSK Engineering regarding the water service line inventory report to date. MSK Engineers were able to classify 93 private side service lines and 146 public side service lines. This leaves them with 270 customers to perform outreach to. They will begin door-to-door observations the week of July 8th.

VMERS: Peggy noted that the Vermont Municipal Employee Retirement rate has increased from 6.125% to 6.375% for the employee and 6.75% to 7.00% for the employer effective July 1, 2024.

CCC Tax: Peggy noted that the Child Care Contribution Tax took effect July 1, 2024. This new state mandated payroll tax is .44% of all social security wages.

New Business from the Audience:

Derby Line Community Day: Bruce Muir updated the Trustees on the raffle ticket donations, entertainment and volume of vendors for Derby Line Day.

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

Next Meeting: The next regular meeting will be on July 16, 2024, in the village hall at 6:30 p.m.

Executive Session:

Dustin made a motion to enter into Executive Session at 7:17 pm. Sarah seconded. Motion carried.

The Trustees exited Executive Session at 8:40 pm.

The Trustees agreed to review and revise the personnel policy to align with expectations.

Review and Sign Bank Statement: Yes

Warrants were Reviewed and Signed: Yes

The Last Check Printed: #18629

Respectfully submitted,
Peggy Kelley, Clerk/Treasurer