

Village of Derby Line, Vermont
Trustees Meeting
August 6, 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, Sabine Gannon, Ed Barber from Newport Daily Express, Frank Davis, 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:

- Baxter Park Access for Derby Line Community Day

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

Approval of Minutes of the July 2, 2024, Regular Trustees Meeting:

Richard made a motion to approve the minutes of the Regular Trustees meeting of July 2, 2024, as previously corrected. Sarah seconded. Motion carried.

Amendment of Personnel Policy:

The Trustees have proposed some changes to the personnel policy to clear up questions about material gaps, time clock use and its function, work time not showing up on the clock, how leave time is accrued and amended leave balances. The previous personnel policy was not very clear as to what to do with excessive compensation time, when the employee could use it during the year and what happens with compensation time when an employee leaves. Karen Jenne asked the Trustees what sources they used to draft the new personnel policy. Richard responded that they had used various sources relevant to state statutes. Richard clarified that this is a draft that is being presented to the employees for review and not being adopted at this meeting. Richard asked Peggy Kelley to make copies of the draft for each employee and provide feedback from the employees at the next Trustees meeting. Richard also noted that this revised personnel policy will protect future Boards and employees from issues that may arise regarding when and how to use compensation time and vacation time.

Set Tax Rate for 2024-2025:

Peggy reported that having to raise \$306,242.00 as voted on at the annual meeting, this year's tax rate needs to be \$.7493, compared to last year's \$.5600, which is an approximate 33% increase. Ed Barber asked about the buildings owned by the government. Frank Davis stated that he is closely watching a program called PILOT (payment in lieu of taxes) and has approached the Congressional delegation about having it apply to properties owned by the Department of Homeland Security. Currently, properties owned by or acquired by DHS are not covered by a PILOT program. The Trustees reviewed the tax rates for 2022 and 2023 along with the corresponding grand list figures.

Richard made a motion to set the March 1, 2024 – February 28, 2025 tax rate at \$.7493 in order to raise \$306,242.00. Sarah Webster seconded. Motion carried.

Heating Oil Quotes for 2024-2025:

Peggy provided a handout noting that three local distributors had been contacted for quotes. Richard fondly noted that this was one of Madeleine Roy's tasks in previous years.

- Oil Supply quoted \$3.00 per gallon based on last year's usage of 1,574 gallons for eight monthly payments of \$545.00 each.
- Fred's Energy quoted \$3.059 per gallon plus a 3 cents tax.
- Blanchard Oil quoted \$3.25 per gallon for cap or prebuy.

Sarah made a motion to accept the quote from Oil Supply Corp at \$3.00 per gallon payable over 8 months at \$545.00 per month. Richard seconded. Motion carried.

LOC for Caswell Avenue Retaining Wall Project: Peggy provided the Trustees with three different interest rates from three different lending institutions for a closed end line of credit in the amount of \$160,000.00 for a one year term.

- 5.2% Community National Bank
- 5.64% Passumpsic Savings Bank
- 12.25%(prime plus 3.75%) North Country Federal Credit Union

The \$160,000.00 line of credit is needed to pay for invoices to Goodhue Excavation Inc. and East Engineering, PLC who performed services for this project. This project qualified for a grant of 90% being paid for by the Vermont Agency of Transportation (Town Highway Structures Program) and 10% from the Village of Derby Line. Goodhue Excavation Inc. has submitted an invoice for \$143,560.00 for wall installation and slope repair and East Engineering has submitted a final invoice for \$7,500.00. The Trustees decided to use some of the ARPA money to pay for the Village of Derby Line's portion. Peggy is waiting for one more invoice from Goodhue Excavation Inc. for the paving portion of this project which has been completed. Once the final invoice is processed Peggy will submit all corresponding invoices for this project for reimbursement through the Town Highway Structures Grant Program.

Richard made a motion to authorize Peggy to open the one-year closed end line of credit at Community National Bank with an interest rate of 5.2% annually to pay for invoices associated with the Caswell Avenue retaining wall project. Sarah Webster seconded. Motion carried.

Baxter Park Access for Derby Line Community Day:

Bruce Muir contacted the priest at St. Edwards church on Elm Street about utilizing the church parking lot for extra parking during Derby Line Community Day on August 10, 2024. The priest requested that the Village of Derby Line sign a release of liability to use the parking lot. The Trustees decided not to sign the release of liability.

Business from Trustees, Treasurer and Road Foreman:

Caswell Avenue Road Project: Jaret met with the homeowner on Caswell Avenue regarding the retaining wall project. The homeowner is pleased with the outcome of the project. Bruce Muir asked about the length of the guardrails, to which Jaret informed Bruce that the guardrails run the correct length of this project.

Telemetry System for Water Reservoir on Herrick Road: Jaret noted that the telemetry system for the water reservoir located on Herrick Road has been installed and is operating. The telemetry system will alert Jaret and the Village of Stanstead staff if the water level drops to a dangerous level. This system was paid for by International Water Company.

Water Usage Report from IWC: Dustin Horne asked Jaret about the water usage reports from IWC. Jaret will contact Phil Laramie at Laramie Water Resources for this information.

Storm Drains/Culverts: Jaret noted that the road crew has been diligent this summer keeping the storm drains and culverts clear of debris and weed trimmed in anticipation of heavy rain.

Workers Compensation Audit Adjustment: Peggy noted that the workers compensation audit amount due is \$494.00 for the January 1, 2023 – January 1, 2024 period. This is a decrease of \$902.00 from the previous year.

Highway Aid Money: The Village of Derby Line has received three of the four payments from the State of Vermont totaling \$21,531.39. The fourth payment of \$7,177.12 will be paid this month. In response to the devastating storm damage across Vermont the decision was made by the State of Vermont to release all four quarterly installments to assist in supporting Vermont towns with recovery efforts. The next installment will be sent in July of 2025.

Town of Derby Zoning Permit Fee: The Town of Derby waived the zoning permit fee of \$308.00 for the storage units that will be placed in the park and behind the Village Garage.

Village of Stanstead: Peggy reported that she made the second of three payments to the Village of Stanstead. The Canadian exchange rate converted the payment from \$33,333.33(CAN) to \$25,416.66(US).

New Business from the Audience:

Derby Line Community Day: Bruce Muir updated the Board with news from Northstar Fireworks. Northstar Fireworks would like to take the rain date of Saturday, August 17, 2024 offered in their contract due to Hurricane Debby. They do not want to put their staff in danger. Bruce also noted that some of the vendors are cancelling due to the hurricane and Jaret informed the Trustees that Kingdom Express will not operate the train ride or the mechanical bull in the rain. Sarah suggested rescheduling Derby Line Community Day to the following Saturday, August 17, 2024. The Board of Trustees agreed to reschedule Derby Line Community Day to August 17, 2024.

Telling & Hillman Audit: Karen Jenne asked about the status of the full audit. Peggy replied she is still working on it and the deadline is November 30, 2024.

Derby Line Post Office Entrance: Frank Davis is concerned about the stop sign located before the Derby Line Post Office entrance. The stop sign has been turned around by a U.S. Customs officer causing the vehicles entering from Canada to block the entrance to the post office. Sarah Webster encouraged Frank to contact Troy Rabideau with these concerns.

Town of Derby Highway Funds: Karen asked if the Town of Derby will be distributing the highway funds to the

Village of Derby Line ahead of schedule due to the State of Vermont releasing the funds to towns earlier than anticipated. Peggy will contact Faye Morin at the Town of Derby for this information.

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

Next Meeting: The next regular meeting will be on August 20, 2024, in the village hall at 6:30 p.m. Employee evaluations will take place at 6:00 p.m. prior to the regular meeting in executive session.

Executive Session: None.

Review and Sign Bank Statement: Yes

Warrants were Reviewed and Signed: Yes

The Last Check Printed: #18687

The meeting was adjourned at 8:17 pm.

Respectfully submitted,
Peggy Kelley, Clerk/Treasurer