

Village of Derby Line, Vermont
Trustees Meeting
August 20, 2024
Derby Line Village Hall

Call to Order:

Present were Trustees Sarah Webster and Dustin Horne.

Also present were Karen Jenne, Bruce Muir, Colleen Sealander, Chris Goulet, Kendall Clowery, Anderson Webster, Emerson Webster, Kevin Simoneau, Jaret Judd, Road Foreman, Peggy Kelley, Village Clerk & Treasurer and Assistant Clerk & Treasurer Kristal Wood

The regular meeting was called to order by Trustee Sarah Webster at 6:30 pm.

Additions or Deletions to the agenda: None

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

Approval of Minutes of the August 6, 2024, Regular Trustees Meeting:

Sarah made a motion to approve the minutes of the Regular Trustees meeting of August 6, 2024. Dustin seconded. Motion carried.

Community Day Review:

Bruce Muir thanked everyone involved with planning this day including Village employees, volunteers and the Derby Line Day Committee members. Bruce noted that the day was a huge success even with rescheduling due to Hurricane Debby. Bruce has sent personal thank you cards to businesses who donated, Mempremagog Press, Inc. and the Newport Daily Express. The Newport Daily Express put two different advertisements on the front page of the newspaper to help get the word out regarding rescheduling Derby Line Day. Bruce noted that the raffle ticket sales grossed just over \$4,600.00 and over 48 raffle prizes were given out. Bruce also noted that the donations from local businesses generated \$25,745.00. Bruce noticed that the park needs some electrical updates and he would like to use some of these funds towards these updates. Bruce noted that Northstar Fireworks gave us a discount this year and the display was amazing and lasted twenty minutes. Bruce has tentatively reserved them for next year's Derby Line Day. Bruce thanked Jaret for mapping out the park excellently, leaving plenty of room between the vendors. Bruce noted that the traffic leaving the park after the fireworks is an area that we need to improve upon due to safety issues. Bruce informed the Trustees that the Vermont Institute of Natural Science Raptor Show was unable to attend the rescheduled date of August 17th and is invoicing the Village for \$500 per their contract. The Trustees agreed to review the VINS contract and advise Bruce on how to proceed.

Set 2024 Tax Due Date:

Sarah noted that the tax due date has been November 1st in the past. Peggy informed the Trustees that the debt schedule for the Village of Derby Line is set up with 48% of the annual payments being due in October, November and December in anticipation of tax revenue. Peggy is concerned that by changing this date it would create a cash flow issue for the Village. Sarah made a motion to set the Village tax due date to November 1, 2024. Dustin seconded. Motion carried.

Amendment of Personnel Policy:

Jaret and Kevin requested that the carryover compensation time deadline be changed from September 30th to December 15th in the draft personnel policy amendment. The draft amendment currently states that compensation time must be "expended by the close of business on September 30". Jaret noted that in September the employees are busy baling leaves and that all employees use some of their compensation time during hunting season in November. Sarah and Dustin agreed to re-draft the amended personnel policy and review with Richard Creaser. Peggy will add this to the agenda for September 3, 2024.

Business from Trustees, Treasurer and Road Foreman:

Fencing Around Customs Buildings on Main Street: Jaret informed the Board that Troy Rabideau, Port Director in Derby Line updated him with the placement of the fence around the buildings on the end of Main Street. Mr. Rabideau said that the fence installation would be later than anticipated.

Derby Line Community Day: Jaret reported that the employees were busy preparing for Derby Line Community Day. Sarah asked Jaret about the condition of the Village's tents to which Jared replied they are in good shape.

Conex Containers: Dustin Horne asked Jaret about the status of the Conex containers, one to be placed in the park and one behind the garage on Baxter Avenue. Jaret said he is waiting for Denis Ducharme to work it into his schedule. The zoning permit for these two containers is in place.

New Assistant Clerk/Treasurer: Peggy introduced Kristal Wood as her new Assistant Clerk/Treasurer. Kristal is a resident of Derby Line and Peggy is excited to work with her.

New Business from the Audience:

Derby Line Community Day: Karen Jenne commended Bruce Muir for his hard work organizing and rescheduling Derby Line Community Day. Bruce noted that vendors were pleased with the number of attendees and how clean and organized the park was. Colleen Sealander recognized Kevin Simoneau for driving the tractor for six hours straight and how popular the tractor and wagon rides were.

Tax Abatement Process: Karen inquired about the tax abatement process for the Village of Derby Line and who was in charge of it. Karen is concerned about a comment posted on the Village of Derby Line's Facebook page regarding the increase in the Village tax rate. Sarah replied that she will research this and respond at the next meeting.

Tree in Cemetery: Kendall Clowery inquired about the tree in the cemetery that partially came down during Hurricane Debby. Karen said that there are two trees in the cemetery that will need to be removed following the hurricane.

Derby Line Post Office Entrance: Kendall Clowery noted that it is much easier to enter the post office parking lot now that the cones have been moved.

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

Next Meeting: The next regular meeting will be on September 17, 2024, in the village hall at 6:30 p.m.

Executive Session: None.

Review and Sign Bank Statement: No

Warrants were Reviewed and Signed: Yes

The Last Check Printed: #18716

The meeting was adjourned at 7:14 pm.

Respectfully submitted,
Peggy Kelley, Clerk/Treasurer