

Village of Derby Line, Vermont  
Trustees Meeting  
September 17, 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, Chris Blais, Jaret Judd - Village Road Foreman, Kevin Simoneau, Peggy Kelley - Village Clerk & Treasurer, and Kristal Wood - Assistant Clerk & Treasurer

The regular meeting was called to order by Trustee Richard Creaser at 6:30 pm.

**Additions or Deletions to the agenda:** None

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

**Approval of Minutes of the August 20, 2024, Regular Trustees Meeting:**

Richard made a motion to approve the minutes of the Regular Trustees meeting of August 20th, 2024, Sarah seconded. Motion carried.

**Personnel Policy Update Review:**

It was requested at a previous meeting to adjust the carryover compensation deadline from September 30th to December 15th. Richard Creaser was not present at this meeting so it was determined that the amended personnel policy would be reviewed when all trustees were present. Jaret shared that employees are busy baling leaves in September and then there is some down time before the snow removal season starts up. Using comp time during this slow period makes sense for the village employees. The issue was reviewed and agreed upon by the trustees today, September 17th. Richard requested that the final reading of the amended personnel policy state that "compensation time must be expended by the close of business on November 30th". Richard noted that the Trustees would like to adopt this amended Personnel Policy at the next meeting. Peggy will have it prepared for the next Trustees meeting on October 1, 2024.

**Tax Abatement Process:**

Richard requested background on this agenda item. Background: Karen Jenne brought this item up at the August 20th meeting. She shared that we may get requests for tax abatement due to the 2024 tax increase. She suggested we be prepared for the requests. In response to that concern, Peggy printed off the VLTC website information on tax abatement and shared with the trustees prior to tonight's meeting. Sarah shared she did not feel ready to make a decision and requested that Peggy reach out to the Derby Town Clerk to inquire about their tax abatement policy. Peggy shared that we have not received any tax abatement requests yet. Karen shared that Derby has received two so far. Richard stated that we need to review the documentation (VLCT website information and any information we receive regarding Derby Town's Tax Abatement Policy) and make a decision that is best for our Village. Peggy asked and Richard confirmed that this should be an agenda item for the Trustees meeting on October 1<sup>st</sup>.

**Laythe Street Road Sign:**

Resident, Chris Blais, shared there is an increase in children playing outdoors and riding bicycles in the roadway near Laythe Street and Valentine Avenue. This is due to young families having moved into the area and she suspects more young families will join the neighborhood in the near future. Chris says this is wonderful and the kids are great. She does see a safety concern with Laythe Street that the village can help with. Chris shared that kids are often on their bikes traveling in both directions on Laythe Street. Laythe Street is also a popular turn-around for vehicles and not all drivers go slow, additionally there are multiple blind corners. Chris requests that two "Slow Down, Children at Play" type signs be added to Laythe Street. The first sign should be on the right side of Laythe Street as you turn onto it, off of Valentine Avenue. The second sign should be on the right side of Laythe Street as you turn on to it, off from US Route 5. Jaret will reach out to Eric Pope from the Vermont Agency of Transportation and Dustin will mention it at an upcoming state highway meeting that he has, in order to start the process of getting permission/guidance from the State of Vermont. The signs will be on village roadways, however, the sign on the Route 5 end of Laythe will require input from the state highway department. The cost of the two signs was estimated at \$150. Chris offered to donate the cost if needed. Trustees said the village will find the funding. Peggy shared that we do have monies left in the budget that are allotted for road

signs. Richard asked Peggy to put the estimated cost of the road signs on the next agenda.

**Add Assistant Clerk/Treasurer to CNB Account:**

Peggy shared that Sheila Gleason at Community National Bank told her that Lindsey & Nicole Brainard, Laurie Sanville, and Madeleine Roy are still listed on the Derby Line Community Day Bank Account. Laurie and Madeleine are still on the other Village accounts as well. Lindsey, Nicole, Laurie, and Madeleine need to be removed from all accounts. Richard stated that Peggy needed to be added to all village managed accounts and Kristal Wood, the new Assistant Village Clerk & Treasurer, needed to be added to the CNB Village account and Derby Line Day account. Sarah made the official motion and Dustin seconded.

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

Conex Containers: Jaret shared that both storage containers have been installed. One in the park, tucked back in the woods, and the second container at the shop. Colleen Sealander suggested we make the park container more visually appealing. It was suggested that students come do a mural on the container. Sarah will reach out to the high school art teacher. If students cannot complete a mural before winter then the village will paint it white. Regarding costs, Dustin queried whether we could use the remaining ice rink balance for the paint. Peggy thought these funds were used up but will look into. Richard stated that the ice rink funds could not be used for the paint but there was another area of the budget that likely could. Colleen also mentioned she may be willing to donate to commission an artist to do a mural if the student lead mural does not work out. Dustin brought up an awareness of VAST trails in regard to location of containers.

Frost Free Hydrant in Park: Jaret shared that the Frost Free hydrant in the park has water coming up and it is not bypassing the weep hole when there is pressure. The Village road crew tried to rebuild it today but the issue was not resolved. An excavating company will need to dig it up to see if it needs to be replaced. If so, Jaret has priced a new one at two local locations, estimated costs are \$149 and \$109 and supplies are in stock. Jaret asked the Trustees if while the excavator is digging around the hydrant for repair work does it make sense to move the hydrant eastward, centering it on the outside of the tennis courts. This move would make the hydrant easier to access for Derby Line Day, as well as for the ice rink. The Trustees approved this move.

Overhead Garage Door: Jaret shared that he was able to negotiate a \$500 reduction for the cost of the Conex containers with Moe Provost and asked if that money could be put towards a new overhead door at the Village garage. Jaret explained that the current door is rusting at the bottom and panels need replacing but panels are not available because of the age of the door. Jaret explained that we have two of the same older model overhead doors. If we replace the one in the worst condition, then we can use those panels to repair the other older style door. Jaret says that the worst condition overhead door is not shutting properly. Richard said that the savings on the containers cannot be used for a new garage door but the village will find the needed repair cost in the budget. Jaret was asked to get quotes for the next Trustees meeting.

Water Reservoir Maintenance: Jaret shared that divers from M&K Commercial Divers were here on Friday cleaning the reservoir on Herrick Road. He stated that they are half done, having cleaned 1 of the 2 compartments in our system. This is a contracted service that is performed every 5 years and International Water Company is responsible for the payment of this service. The process is videotaped and available, but it is a 10-hour video.

Health Care Coverage/Hearing: Kevin Simoneau requested adding hearing coverage to the Village health plan. Richard did not believe hearing was part of our current MVP plan but believes it can be obtained through the optional AFLAC like supplements offered through VLCT Group Insurances. Peggy also shared that there is a program through VT Hireability that will contribute towards hearing exams/hearing aids in order to keep Vermonters working. Peggy will obtain more information on the program through Hireability and can help with the VLCT supplemental process for employees.

John Deere Bucket Loader: Kevin shared that United Ag & Turf asked whether we are still interested in a bucket loader as they have some end of the year incentives available. Kevin did not get specific costs from United Ag & Turf as they would need a good deal of information from us first. Jaret remembered that our trade in value was most recently stated as 20/22K. Jaret shared that we have been putting around \$6,000 aside for the bucket loader each year but the cost goes up by \$10,000. Jaret shared that we would have costs incurred with our current loader, \$500 for tires and additional costs for other repairs is probable. Richard stated that a new bucket loader will be a part of the discussion for next year's budget.

Village Taxes: Peggy noted that the Village tax bills were mailed out August 27, 2024. The Village has received over \$41,000 in tax payments so far.

Commissioner Jennifer Fitch: Commissioner Jennifer Fitch from the Vermont Department of Building and Services and her assistant, Kate Eberle will be in Orleans County as part of Capital for a Day on Wednesday, September 25, 2024 at 8:30 am. They will be visiting Baxter Park in Derby Line to meet with Trustee, Dustin Horne and Village employees to hear about the EZ Skate Rink that was subsidized with Building Communities Grants recreation grant funds.

Elm Street Water Project Bond Payment: Peggy noted that the annual bond payment to Wilmington Bank of \$58,135.09 has been made.

**New Business from the Audience:**

Budget Status Report: Karen Jenne requested a budget status report be available at the next meeting.

Water Service Line Inventory Results: Karen requested a copy of the water service line inventory results performed by MSK Engineers. Jaret and Peggy noted that Patrick Smart and Cameron Sundstrom from MSK Engineers will be attending the October 1<sup>st</sup> Trustees meeting to present the results from the water service line inventory that took place this summer.

United States Semiquincentennial in 2026: Colleen Sealander mentioned wanting to get flags for the telephone poles in Derby Line Village to celebrate the Semiquincentennial, 250th anniversary of the day America signed the Declaration of Independence. This would likely be a fundraising effort as most of our telephone poles no longer have flag brackets. Colleen will do more research to help the Village determine expected costs and brainstorm ways to potentially fundraise for this opportunity to help our country celebrate this milestone.

Community Day Prize Winners: Karen inquired about a notice being placed in the newspaper with the raffle prize winners and a thank you to the local businesses who donated for Derby Line Day. Peggy noted that the raffle prize winner list was placed on Facebook on the Derby Line Day page but not in the newspaper due to the rising cost of advertising. Peggy will communicate with the Derby Line Day Committee and place an advertisement in the Newport Daily Express.

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

**Next Meeting:** The next regular meeting will be on October 1, 2024, in the village hall at 6:30 p.m.

**Executive Session:**

Richard made a motion to enter into Executive Session. Sarah seconded. Motion carried. The Trustees exited Executive Session at 8:54 pm. No action was taken.

**Review and Sign Bank Statement:** No

**Warrants were Reviewed and Signed:** Yes

**The Last Check Printed:** #18758

The meeting was adjourned at 8:55 pm.

Respectfully submitted,  
Peggy Kelley, Clerk/Treasurer