

Village of Derby Line, Vermont  
Trustees Meeting  
December 3, 2024  
Derby Line Village Hall

**Call to Order:**

Present were Trustees Richard Creaser, and Sarah Webster. Also present were Karen Jenne, Joe Jenkins, Mike Coutu, Madeleine Roy, Jaret Judd - Road Foreman, Kevin Simoneau - Road Crew, 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:** Addition of Joe Jenkins of Community Financial Services Group regarding distribution of the Orpha Durland Trust, Mike Coutu regarding Private Dog Sled Riding Event in Baxter Park

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

**Approval of Minutes of the November 19, 2024, Regular Trustees Meeting:**

Richard made a motion to approve the minutes of the Regular Trustees meeting of November 19th, 2024. Sarah seconded. Motion carried.

**Distribution of the Orpha Durand Trust**

Joe Jenkins of Community Financial Services Group (CFSG) shared that the Orpha Durland Trust has reached an economic value where the annual payout to the village no longer justifies the annual fees required to keep the trust in operation. A court process exists to disburse the value (approximately \$113,000) of the trust directly to the village. Joe would anticipate the payout happening by the end of the year, assuming the village approves of the action. Richard Creaser motioned to instruct CFSG to distribute the balance of the funds of the Orpha Durland Trust to the Village of Derby Line pending its final disbursement according to the wishes of the voters of Derby Line. Sarah seconded. Motion carried

**Private Dog Sledding Event at Baxter Park**

Mike Coutu of The Knights of Columbus was present to ask permission for a dog sledding event that his organization is sponsoring for the families that attend St. Edward's Church. The event will take place on January 11, 2025 and will include 45 children and three dog sleds. Nate Gratton is the dog sledder and a certificate of insurance was provided by the Knights of Columbus. Mike Coutu will be available to answer any additional questions, as well as other leads from the church. Jaret will make sure to re-route the VAST traffic through the park on that day. Richard Creaser motioned to allow the Knights of Columbus to host the dog sled event in Baxter Park, weather permitting on the date referenced. Sarah Webster seconded. Motion carried.

**Paving Bid Discussion**

Four contractors have come to look at the Sunset St., Sunset Ext., and Coulter St. paving project. Jaret met with Norm Patenaude who advised that the reclaiming was no longer needed. This reduced the bid a bit and we may be able to add additional paving of part of Pellow Hill with the savings. Trustees will look over all bids and decide at the next Trustees Meeting. Awarding the bid will be important because the ARPA funds must be allocated by year end. Jaret also shared the unfortunate news that the paving of Route 5 in Derby Line is no longer on the list of state projects for 2025. This is due to the extreme flooding in VT and the need for the state to re-evaluate/prioritize paving needs.

**Water Ordinance Review**

At the last Trustees Meeting citizens' discussion about the pool rates arose. Specifically, when our pool rates were developed and last updated, as well as, whether there is a need for a charge for the large inflatable rim, pop up pools. In looking for the water ordinance that includes the pool rates and reasoning, nothing was found. Without the document, more research is needed to determine the next steps. Richard asked for the rate codes report. Karen Jenne shared that Jim McIntyre did a study years ago. Peggy and Kristal will continue to gather information to be discussed at a future meeting.

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

**Road Foreman Update:** Jaret shared that he has been working on paving bids. He and the crew have been plowing & salting as the winter season gets going.

**Trustees Update:** No updates

**Clerk/Treasurer Updates:** Re-Surfacing of the Tennis Courts: Peggy spoke with Bonnie from VLCT who shared that if the re-surfacing costs are less than \$25,000 then the Vermont Building and Services Grant, that we

previously used for the skating rink, would be the best grant funding source for the project. If the project will cost more than \$25,000 then it will be best to look at the Land & Water Conservation Fund. Kristal reached out to the company who installed and last paved the courts to determine a ball-park cost. She will follow up and update all when she hears.

**ADA Bathroom for the Village Hall:** The hall has seen an increase in rentals recently. A question that often comes up is updating the restrooms to be ADA compliant. A discussion followed on whether we had the physical space or funding to update and if so whether we could do one ADA restroom or does the size of events held in the hall require two restrooms. This will be something we continue to investigate.

**New Business from the Audience:**

Kevin Simoneau shared that he installed and leveled the steps going into the ice rink warm up building. He also needed clarification on the new comp time payout policy for village employees. Richard clarified that all comp time accrued through 10/31 must be paid out by 11/30 but all comp time earned after 11/1 can wrap around to the new fiscal year.

**Old business from the Audience (5-minute limit unless otherwise directed):**

Madeleine Roy shared that she met with Emily from the Agency of Natural Resources and a representative from Green Mountain Power who advised her that the Ash tree on her front lawn was dead (from the Emerald Ash Borer) and needed to be taken down. Madeleine contacted Vermont Electric and they will take the tree down at no cost to the property owner if they deem its proximity to their power lines as being too close. A Vermont Electric Co-op representative has not been out to make the decision yet but the information may help others in the village when navigating the cost of tree removal.

Jared Nunnery, County Forrester, came to look at an Ash Tree near the village hall/church/cemetery. He determined that it was stressed, unhealthy, and should be taken down. Jared also advised that the tree out front of the church next to the hall is also dying. Jared is willing to perform a tree inventory with the county tree commissioner to help the village formulate a plan for tree removal. The trees in the village have and will continue to die due to the Emerald Ash Borer and it will be best to have a plan for managing their removal.

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

**Executive Session:** Richard motioned to enter Executive Session at 7:37PM. Sarah seconded. Motion carried. The Trustees exited Executive Session at 7:44PM.

**Executive Action:** Motion by Sarah Webster to authorize Peggy Kelley to disburse Jaret's remaining comp time to supplement sick time while he cares for a family member. Said time to be expended before the end of December.

**Review and Sign Bank Statement:** No

**Warrants were Reviewed and Signed:** Yes

**The Last Check Printed:** #18889

The meeting was adjourned at 7:44PM

Respectfully submitted,  
Kristal Wood, Assistant Clerk