

Town of Londonderry
Board of Selectmen
Monday April 3rd, 2017 – 6 p.m.
Approved April 17, 2017

1. Call meeting to order

Board members present: Paul Gordon, Jim Ameden, Tom Cavanagh and George Mora.

Staff Present: Stephanie Thompson, Kelly Pajala, Tina Labeau, Matt Rawson, Esther Fishman,

Others Present: Bruce Frauman (GNAT), Dick Dale, Cynthia Gubb, George Adzima, Marc Fontaine, Candy Bliss.

Paul called the meeting to order at 6 p.m.

2. Executive Session

George moved to enter into executive session for the purpose of personnel. Tom seconded. Motion passed with all in favor.

The Board moved out of Executive Session at 6:57 p.m.

3. Additions or deletions to the agenda

- Town Meeting Minutes under Town Officials Business

George moved to add to the agenda. Tom seconded. Motion passed with all in favor.

- Overweight permits – Under Roads and Bridges: Frost Wells and Pumps, Weston Island Logging, Camp Precast, GW Tatro, Carleton Trucking, and St. Pierre.

George made a motion to add. Tom seconded. Motion passed with all in favor.

4. Minutes

Approval of Regular Board Meeting Minutes – March 20, 2017

Jim made a motion to approve the minutes. George seconded. Motion passed with all in favor.

5. Select board pay orders

Passed around for signing and review

6. Announcements/correspondence

Passed around for review.

- Paul thanked the Town's road crew during the most recent storm. He also wanted to thank the Town of Windham for their help, and a letter will be going out to them for their work on the other side of Huntley Mountain. He also thanked Matt Coleman for his work on the Town's equipment, and Matt with the Road Crew and Jim for their work during the storm. Paul announced we are still looking for Green Up Day coordinators.
- Electronic Collection day is May 13th.
- Esther thanked Candy for his help sorting redeemable bottles and cans at the transfer station

7. Visitors and concerned citizens

a. Cindy Gubb – Rt. 11/Middletown Rd.

- Concern about the corner and the State's plan of waiting until 2019 to fix. The intersection is becoming more of a challenge with increased traffic. They asked about 2 years ago to reconfigure the corner to slow down traffic. She said there have been a number of near misses including almost being hit by a snow plow this winter. Larry drafted some plans based on what the State drew up when the bridge was replaced and the

changes were not made. They ask the the Board consider reconfiguration to provide better sight lines off Edge Hill Road and slow traffic up Middletown Road.

- Jim said that the biggest issue is the State right-of-way and any work would have been approved by the State. Cindy said Mark Pickering was met with at the time and he did not think it would be much of an issue, though no final approval has been granted. Jim said we should present their thoughts back to State and see what they are willing to do around meeting further to discuss. She felt the State had indicated it was up to the Select Board. Jim said he suspects we would have input but in the end the State would have to approve the project. George said we have a plan to talk with WRC transportation committee and that is something that could also be brought up at that time.

8. Local Control Commission

- a. Outdoor Permit - New American Grill
Permit put on hold pending review with the DRB and Zoning review for what is allowable in the plaza.

9. Town official's business

- a. Select Board appointment
 - The Board reviewed the candidates that submitted applications.
 - The remainder of the 2-year term to expire in March of 2018.
 - **Jim moved to appoint Bob Forbes to the Select Board to fill the remainder of the term. George seconded. Motion passed with all in favor.**
 - Paul thanked all applicants for applying, and that they looked at experience as a major factor in the selection. Bob was a previous chairman of the Board. Also, with his construction background and the priority of sand/salt shed and his previous work.
- b. DRB appointment
 - Esther said they will be discussing at the meeting on the 19th. We will look to appoint in May.
- c. Zoning Administrator
 - Paul noted that Sharon Crossman has been serving as Interim ZA since Jim Mullen had to step down. Unfortunately, he will not be able to resume the position as we had hoped. The Board will need to advertise again for a zoning administration. The position will be posted with applications due by May 1st. Sharon will serve until May 31st.
 - Dick asked if the hiring process would be the same as in the past. Paul recommended we do the same, taking the applications, and then have reviewed by the PC with DRB members.
- d. Health Officer
 - Jim Mullen was in this position as well and we will need to recruit for someone.
- e. Annual Financial Plan for Town Highways
 - **George moved to approve the annual financial plan. Jim seconded. Motion passed with all in favor.**
- f. Email Distribution service
 - In the past three years, the Town has asked interested parties to register their email address with the Town so important or emergency information can be distributed. Up to now we have used a version of Word. We have enough recipients now that it is creating some issues.
 - Tina researched three different sites – Mail Chimp, Constant Contact and another. Mail Chimp is free up to 2,000 subscribers. Currently we have 450. We have moved to this service.
 - Dick said he appreciates that the Community Forum that was created and has been used by the Board to help inform the citizens. He said the email list is wonderful, he hopes that there is expanded communication that way.
- g. Town Meeting Minutes

- **Jim made a motion to approve the Town Meeting Minutes of March 7, 2017. George seconded. Motion passed with all in favor.**

10. Transfer Station

- a. Overview
 - Tom updated as liaison, that holes have been cut for cans and bottles. Paul added it will keep the items for sorting cleaner and dryer and provide shelter to those sorting. Candy gave the Town a list of bottles and returnable bottles they have gotten so far.
- b. Stickers
 - Esther met with Landgrove Select Board and it made her rethink the stickers instead of punch cards. Stickers could be problematic – where they are put on the bag, what to do with a trash can full of trash with or without bags. She said more people in the state are using punch cards. Landgrove was willing to put in their tax bill, however the book mark style doesn't have enough room to explain. George suggested making it double sided. She also provided a mark-up of the cards, with 5 and 10 punch options. To get the cards two-sided – number of punches per bag size listed. Esther feels this is the best way to go. She will be meeting with the other 3 select boards in the next few weeks. She is looking at committee with a care taker, Tina, and Keith. The Landgrove board was not interested in being on the committee, but she will ask the other Boards. She is also asking them all if they are willing to sell. The hardware store was also interested in the idea of selling. She asked the Board to review and also consider the effective date.
 - Jim asked if they would be sold at the Transfer Station. No. There is a reminder on the back to make sure they have enough punches for the trash they are bringing.
 - Paul provided comments based on the internet feedback. He said that it is based on the recommendation of the Town's auditors and the need for a better cash accounting system at the Transfer Station.
 - Paul asked about the security mark that was on the sticker, would be something similar that could go on the cards to make them so they cannot be counterfeit. Esther said that she would like to meet with Tom to talk more, but that the designs to date were done by her son. She said the color of the ink and cardstock could help eliminate that issue.
 - Jim asked about numbering the cards. Two reasons other towns sited were taking down the names down for each person a card is sold to track or to sell at outlets so you can account for what number cards were sold there. The cost to number is pretty expensive. For 5,000, two-sided black ink, different paper is 4 cents per card. If they were numbered they would be 7 cents. Paul thinks that with the numbers we have the accountability we are seeking and that is something that the committee should look at and consider the investment.
 - Esther noted the PACIF grant was submitted and she hopes to learn more in May.
- c. Volunteer
 - Deborah Wade applied to be a volunteer at the Transfer Station. Esther said she spoke with one of her references which was very positive.
 - **George made a motion to approve. Tom seconded. Motion passed with all in favor.**

11. Roads and bridges

- a. Fuel and Materials Usage
 - Matthew reported that 219 tons of salt, 219 yards and used in march. Fuel usage for vehicles 1173 and 1079 for buildings. We received 7500 gallons in early March so we are good for a while.
 - He reported the two trucks that were down are back up.
- b. Overweight Permits
 - i. Bazin Brother Trucking
 - ii. Beacon Sales Acquisitions

- iii. Frost Wells & Pumps
 - iv. Weston Island Logging
 - v. Camp Precast & Concrete
 - vi. GW Tatro
 - vii. Carleton Trucking
 - viii. St. Pierre
- **Jim made a motion to approve the overweight permits. George seconded. Motion passed with all in favor.**
- c. Paving Bids
 - Jim and Matthew reviewed the bids that were opened at the 3/20 Board Meeting.
 - Fuller Sand and Gravel appears to be the best deal and most willing to work with any possible changes we may have along the way.
 - Do Hells Peak Road (Londonderry Section) from Barker Rd to town line. He is going to ask Weston if they want to do their section as well. (1600 ft). Wait on Magic Mountain Access Road for this year. Mansfield Lane will be done. Route 121 will be removed for this year. Howard Hill – remove for this year. Scott Pet Road will be kept in because right now we have a mix of pavement and dirt at that part of town, so two trucks have to go to address salt and sand needs. If Scott Pet is paved, then all on that side will be paved and will reduce time and equipment.
 - Jim is waiting for their final number with changes, but it will be in the \$160,000 budget. Cost per ton is \$63.00 Scott Pet will be \$90 per ton because it is currently dirt.
 - George noted that in a meeting with VTrans it was encouraged to request that they do not use asphalt shingles. Matthew said it is not indicated in the bids, and should look at in future bid requests. He thinks these roads are low-traffic enough that it shouldn't be an issue.
 - **George made a motion to accept the paving bid for Fuller Paving. Tom seconded. Motion passed with all in favor.**
 - d. Road Foreman
 - Paul announced that the Board will be holding a special meeting on April 10th at 5:30 p.m. to interview the candidates that have submitted a letter of interest/application. He hopes that following that Executive Session for interviews, that a recommendation would be made. There will be three candidates interviewed.
 - Jim wanted to thank Matthew again for his work filling in with how much he has taken on.
 - e. Letter of Appreciation to Windham
 - Paul drafted a letter to the Windham Select Board to thank them for their assistance with road maintenance during Londonderry's time of need with limited time and equipment and offered to provide compensation for their supplies and to offer to help any way we can.
 - George made a motion to approve signing and sending the letter to Windham. Tom seconded. Motion passed with all in favor.

12. Old business

- a. Smoking/Personnel Policy

George spoke with the Town Manager in Dorset. Maryann at The Collaborative recommended a committee, however because it is pretty straightforward and non-controversial, a committee could make it take longer than it needs to. Rob advised they used a draft policy and had the Board approve. George will blend copies of drafts. She said the Board needs to decide if we want to provide a buffer zone with an eye towards being no-smoking on all properties. Paul suggested she draft something and send to the Board ahead of the next meeting for further review.
- b. Salt/Sand Shed
 - Paul advised we received official DRB zoning permit, which was sent to the State.

- Paul advised that Bill Wylie is going to serve as a volunteer general contractor. He realized he left the volunteer piece out at the last meeting.
- Deposit sent to GMP for electric work, and proceeding with needed work for Fairpoint.
- Pre-bid meeting at 10 a.m. on Friday 4/7 at the Town Office.
- c. Employee insurance issue
No update.
- d. Genser Property
 - Stephanie advised she is having a conference call tomorrow with all attorneys and Two Rivers to get everyone on the same page and a timeline for next steps.
- e. Frogs Leap
 - Resident has not responded to requests for a move-out date. Paperwork will be delivered by the Sherriff to provide legal warning to vacate. Listing realtor had indicated he had a few folks interested, but nothing has been seen by the Town. If we do not hear anything more soon, Paul will initiate process for holding an auction.

13. New Business

- a. Policing Committee
 - Neal McIntyre and Darcy Duvall have resigned. The Committee would like to look at moving from a 9-member board to a 7-member board. This would allow current members to stay.
 - Esther asked if meetings were ever held with Weston or other towns about a shared officer. Paul met with Windham, Landgrove, Peru and Weston. At this point there has been limited interest from other towns, and also the financial aspect to create such a department, that it would be beyond the reach right now, unless all towns would sign on. Dispatching would create an additional expense (nearly double) as no other method seemed feasible. The idea is on hold at the moment. If grants became available in the future that is something the committee could look at, at that time.
 - Jim noted he would like to see some deadlines for the committee, such as the committee members be from the Town of Londonderry. Tina said she believed they all do now. George thought that was reasonable. Jim also asked there were by-laws. No there are not. Paul said we would put together some notes and have for the next meeting.
 - Dick noted that some of the honor-boxes have been robbed in the area, and he wondered if the committee could look at ways that camera observations be provided at selected places around town. Jim said that is likely the responsibility of the owner. Dick thinks the committee should consider it. Paul will share that with them.

George made a motion to move the Policing Committee from a 9-person committee to a 7-person committee. Jim seconded. Motion passed with all in favor.
- b. Human Resources Coordinator
 - Paul shared that Tina, who has been doing a lot of the HR responsibilities, to officially assume the title of that role. There is no additional pay for this. The recent VLCT newsletter outlined a number of things that towns should work on and this will help us to be better equipped to do that. Tina will likely go to the upcoming HR workshop that VLCT is hosting. George said she is likely going as well.
- c. VOSHA
 - Paul read a statement about recent VOSHA alleged violation: The Londonderry Select Board has received documents alleging violations of safety programs from the Vermont Occupational Safety and Health Administration. We met several times the week of March 20, 2017 with a representative from VOSHA and we are cooperatively working with the Department of Labor to address the issues. There is a process that involves several steps and we will be responding to a final report that we will receive in June. We will be adopting new program documents tonight to

comply with these safety issues. On Thursday, March 30, 2017 we met with all employees to share the program documents and conduct training. The Londonderry Select Board will continue to provide a safe and hazard free workplace for our employees and comply with all requirements. This effort will be ongoing and bring us into compliance.

- Control of Hazardous Energy (Lockout/Tagout), Hazard Communication Program, and Hazard Assessment for PPE.
- Jim said these documents were reviewed and trainings conducted with all part and full-time staff. George noted all the hard work of Paul, Jim and Matthew to meet the demands of the VOSHA requests. Paul thanked Esther for her work at the Transfer Station for the processes they have put in place.

George moved to approve the policies and procedures. Tom seconded. Motion passed with all in favor.

14. Adjourn

Jim made a motion to adjourn. Tom motion seconded. Motion passed with all in favor.

The meeting was adjourned at 8:22 p.m.
