

**Town of Londonderry  
Select Board  
Special Meeting Minutes**

**Monday May 21, 2018 – 6:30 pm  
Twitchell Building - 100 Old School Street, South Londonderry, VT**

**Board Members Present:** Jim Ameden, Georgianne Mora, Tom Cavanagh, Taylor Prouty, Bob Forbes

**Board Members Absent:** None

**Others in Attendance:** Robert Nied, Tina Labeau, Mathew Rawson

**1. Call meeting to order**

Select Board Chair **Jim Ameden** called the regular Select Board meeting to order at 6:32 pm.

**2. Executive Session**

- a. **George moved to go into executive session at 6:35 pm to discuss personnel issues involving employment applications, seconded by Tom, approved by all in favor.**
- b. **Bob moved to come out of executive session at 6:58 pm, seconded by George, approved by all in favor.**

**3. Additions and Deletions to the Agenda**

- a. **George moved to add a vendor permit application for the Farmer's Market to the agenda, seconded by Bob, approved by all in favor.**
- b. **Tom moved to add hiring of a new Transfer Station employee to the agenda, seconded by George, approved by all in favor.**
- c. **George moved to add a discussion of pay increases for several employees to the agenda, seconded by Tom, approved by all in favor.**
- d. **George moved to add a discussion of the purchase of a wheeled excavator to agenda, seconded by Tom, approved by all in favor.**
- e. **George moved to add a discussion of Town Trail on Rose Road to the agenda, seconded by Tom, approved by all in favor.**

- f. **George moved to add a discussion of road safety audits to the agenda, seconded by Tom, approved by all in favor.**
- g. **George moved to add an executive session to discuss a personnel issue related to the town administration to the agenda, seconded by Bob, approved by all in favor.**

#### **4. Minutes Approval**

- a. **George moved to approve the minutes for May 7, 2018, seconded by Bob, approved by all in favor.**
- b. **George moved to approve the minutes for May 16, 2018, seconded by Tom, Bob abstained, approved by all remaining.**

#### **5. Announcements and Correspondence**

- a. Letter from the Health Officer requesting that the Town request the phone numbers of residents so that he would be able to contact them in the case of a health issue such as trash left out. Discussion followed about the legality and practicality of requesting phone numbers. **Bob moved to table the discussion of requesting phone numbers, seconded by George, approved by all in favor.**
- b. Invitation by the WRC to participate in the Roads Grants Program. **George** stated that the Town needs to send a letter of intent to participate in the Roads Grants Program. **Mathew** discussed how the program works and which projects would qualify for funding under the program.
- c. SeVEDS press release concerning the *2<sup>nd</sup> Annual Southern Vermont Economic Development Summit* was circulated and read by Select Board members.

#### **6. Visitors and Concerned Citizens**

Mike Norris from Norris Brothers Solar identified himself and indicated he was here to request an additional letter of support from the Select Board and Planning Commission.

#### **7. Town Officials' Business**

- a. **Tina** reported on the results of the tax sale indicating that the Town took possession of a .86-acre parcel of land. **Bob** provided a summary of the tax sale.
- b. **Bob moved to approve a Vendor Request for the West River Farmer's Market, Tom seconded, approved by all in favor.**

## 8. Transfer Station

- a. **Tom moved to hire Rick Patrowski as a Transfer Station employee with a starting salary of \$15.00 per hour, seconded by George, approved by all in favor.** Discussion followed of training to be arranged for Mr. Patrowski and his anticipated work schedule.
- b. **Tom** reported on the continuing efforts to deter bears from entering the trash compacting area of the Transfer Station.

## 9. Road and Bridges

- a. **Opening of sealed bids - Jim** opened and read two (2) sealed bids received in response to RFP-2018-1R for the excavation of a portion of Thomsonburg Road. The bid from Ameden Construction was \$10,500 and the bid from JP Trucking was for \$16,979. Discussion of the bids followed. **Tom moved to accept the bid of Ameden Construction in the amount of \$10,500, seconded by George, approved by all in favor.**
- b. **Jim** stated that Mathew and his crew have been trying out a new piece of road equipment. **Mathew** described the process by which they have been testing the equipment. **Jim** indicated that the equipment would serve multiple purposes, including replacing the sickle bar mower. **Taylor** stated that anytime we can get multiple functions out of a single piece of equipment it makes sense for the Town. Discussion of various machines and their associated costs followed.  
**Bob moved to purchase the Lift Tech Hydro Dig wheeled excavator for a total cost of \$191,110.35 with a down payment of \$40,000 and annual payments of \$41,240.57, seconded by George, approved by all in favor.**
- c. **Jim** stated that employee reviews were completed for the Road Crew and pay rate considerations need to be determined. **Taylor moved to approve the following pay raises: \$.50 per hour for Mathew and \$1.00 per hour for Austin, retroactive to May 16, 2018, seconded by Bob approved by all in favor.**
- d. **George** reported that the Traffic Safety Committee met with WRC to discuss the possibility of requesting road safety audits from VTrans. **George** explained the purpose of the safety audits. **Bob moved to approve the requesting of safety audits, as determined by the Traffic Safety Committee, from VTrans, seconded by Taylor, approved by all in favor.**
- e. **Jim** reported on a situation involving a Town Trail which has been periodically obstructed by trees and other debris, possibly placed there deliberately by an area resident to discourage use of the trail.

A discussion of various Town roads and trails followed. **Matt** identified the location of the Town Trail in question on the Town's map of roads and bridges. **Taylor moved to draft a letter on the status of the Town Trail and the requirement to keep the trail open and passable, seconded by George, approved by all in favor.**

- f. **Matt** reported that 1131.7 gallons of fuel has been used in Town vehicles, 280 gallons of fuel in Town buildings, 136 yards of salt and 143 yards of sand.

#### **10. Old Business**

Mike Norris spoke on behalf of Norris Brothers Solar and requested a final letter of support from the Town, signed by the Select Board Chair and the Planning Commission Chair. **George moved to authorize Robert to draft the letter, obtain the appropriate signatures and provide the letter to Norris Brothers, seconded by Bob, approved by all in favor.**

#### **11. New Business**

None

#### **12. Executive Session to address personnel issues associated with Town Administration**

**George moved to go into executive session at 8:18 pm to address a personnel issue involving town administration, seconded by Bob, approved by all in favor.**

**George moved to come out of executive session at 8:45 pm, seconded by Bob, approved by all in favor**

**Bob moved to authorize the Town Administrator to draft a notice advertise an open position for an Administrative Assistant to work with the Town Administrator with a focus on the Town's zoning-related workload, seconded by George, approved by all in favor.**

#### **13. Adjourn**

**Bob moved to adjourn at 8:55 pm, seconded by George, approved by all in favor.**

**Approval Signatures:**