

**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 special 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 *2nd 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: