

**Town of Londonderry, Vermont**  
**Selectboard**  
**Regular Meeting Minutes**  
**Monday, February 18, 2019**  
**Twitchell Building - 100 Old School Street, South Londonderry, VT**

**Board Members Present:** James Ameden, Georgianne Mora, Thomas Cavanagh, Robert Forbes, and Taylor Prouty.

**Board Members Absent:** None.

**Others in Attendance:** Town Officials – Town Administrator Shane O’Keefe, Treasurer Tina Labeau. Members of the Public – Conservation Commission member Irwin Kuperberg, and Bruce Frauman (GNAT).

**1. Call meeting to order**

Selectboard Chair **Jim Ameden** called the meeting to order at 7:00 PM.

**2. Additions or deletions to the agenda**

Shane O’Keefe noted that the Town Clerk and the Planning Commission would not be in attendance to discuss agenda items under Town Officials Business, so these agenda items (7.A & 7.B.) should be removed, and he wished to add a discussion on a proposed grant agreement with the Nature Conservancy regarding the Conservation Commission’s wish to contribute to the Glebe Mountain (McGraw) land acquisition project.

*Bob Forbes moved to accept those recommended changes to the agenda, seconded by George Mora, passed unanimously.*

**3. Minutes**

*Taylor Prouty moved to approve the minutes of the meeting of February 4, 2019, seconded by George Mora, passed unanimously.*

*George Mora moved to approve the minutes of the meeting of February 7, 2019 with minor corrections to number formatting, seconded by Taylor Prouty, passed unanimously.*

**4. Selectboard pay orders**

Pay orders were reviewed and signed by the Board members.

**5. Announcements/Correspondence**

Tina Labeau reminded everyone that the annual Town Meeting is scheduled for Tuesday, March 5th at 9:30 AM at the Town Hall, and that the polls would be open for the School vote from 7:00 AM to 7:00 PM. It was noted that the church would not be providing lunch this year, but there would be coffee and snacks in the morning.

Irwin Kuperberg announced that the Conservation Commission has invited representatives from the Vermont Agency of Natural Resources to discuss impacts from emerald ash borer infestation and

invited Selectboard members to attend. The presentation is scheduled for March 19<sup>th</sup> at 6:30 PM at the Town Office, but may be moved to the Neighborhood Connections facility as conservation commissions from neighboring communities are also invited.

## 6. Visitors and Concerned Citizens

None.

## 7. Town Officials Business

### a. Conservation Commission – Glebe Mountain (McGraw) project grant agreement

The Board reviewed a proposed grant agreement received from the Nature Conservancy regarding the \$5,000 Town contribution to the Glebe Mountain conservation land acquisition project, which the Board authorized on December 17, 2018. O’Keefe noted that project closing is scheduled for the end of this month.

*Bob Forbes moved to approve the agreement and to authorize the Selectboard Chair to sign it on behalf of the Town, seconded by George Mora, passed unanimously.*

### b. Town Treasurer – Review of proposed FY 2020 Budget

The Board members reviewed the proposed budget as printed in the annual Town Report. O’Keefe recommended addressing the following unbudgeted expenses:

- Newly establish \$1,800 per year fee for Municipal Roads General Permit. It was noted that this year’s expense is not in the FY 2019 budget.
- Annual preventative maintenance cost of approximately \$500 for the new Town Hall generator.
- Annual cost of managed computer services contract, if authorized by the Board.
- Potential cost of new web site.

It was agreed that it would be best not to propose changes to the budget at Town Meeting, and that these costs can be covered by reallocating budgeted funds in both FY 2019 and FY 2020 budgets, and addressed in the following year budget process.

The bottom-line expense budget figure for the Town Meeting vote is \$1,836,016.77

### c. Town Administrator – preventive maintenance agreement for Town Office generator

The Board discussed the proposed maintenance agreement with Brook Field Service, and O’Keefe and Labeau reported on follow-up research they had each done on this matter. It was the consensus of the Board members that a once per year maintenance agreement would be appropriate for the new generator, with the work taking place in the fall of each year.

*Taylor Prouty moved to approve the agreement and to authorize the Selectboard Chair to sign it on behalf of the Town, seconded by Bob Forbes, passed unanimously.*

### b. Town Administrator – Computer data recovery and managed services

O’Keefe noted that the hard drive on his office laptop computer had failed last week and there was loss of data that two separate technicians were unable to recover, and each recommended sending it off to a data recovery specialist. He noted that this was potentially expensive to

recover but that an evaluation by a reputable specialist would only cost \$30. If the actual estimate of recovery work is very high, he would report back to the Board. The most important information requiring recovery is several years of emails, followed by file management work O’Keefe had conducted since January 1<sup>st</sup> of this year. He noted that the Town Attorney had opined that the Town needs to take reasonable steps to recover the files in order to ensure compliance with access to public records requirements.

O’Keefe also again suggested looking into a managed services contract to ensure that all of the Town’s systems are running properly, are protected and data is automatically backed up. It was agreed to get a proposal from the local contractor who had helped the Town with the data recovery work and for O’Keefe to put together a request for proposals for consideration by the Board t the next meeting.

## **8. Transfer Station**

Tom Cavanagh mentioned that the electrical upgrade request for proposals had been posted, that a pre-bid meeting is scheduled for February 25<sup>th</sup> at Noon and bids are due on March 4<sup>th</sup>. It was noted that the RFP was sent directly to several local electricians.

## **9. Roads and Bridges**

### **a. Approve excess vehicle weight permits**

*Bob Forbes moved to approve the excess weight permits (fleet) for Duquette Forestry Transportation, Inc., George Mora seconded, passed unanimously.*

### **b. Review draft Traffic ordinance**

The Board reviewed a draft of a town-wide Traffic Ordinance prepared by O’Keefe, with review by Town Attorney Bob Fisher. It is based on the model ordinance from the VTrans Local Roads Program and addresses the speed limits specific to Town Highway #2 (Main Street and Thompsonburg Road). O’Keefe noted that it also includes all of the other provisions of the model ordinance, including parking. He explained that he discovered the 2014 Parking Ordinance after he had prepared the new ordinance and must compare the two to ensure that the new one incorporates everything from the previous version. It was the consensus of the Board that the parking fine would remain at \$100.00 as a deterrent, and that the new Traffic Ordinance would incorporate the existing Parking Ordinance and notation that it is superseded.

The draft also includes adoption of State speed limits on State highways so that the Town can recover a portion of fines issued on those roads. It also includes the establishment of a 35 miles per hour for all unpaved roads in the community, which is permitted without conducting traffic studies.

The adoption process was discussed briefly, as was the requirement and cost for erecting speed and warning signs. There was a lengthy discussion about the Thompsonburg Road traffic study and its recommendations. There was also discussion on speed limits on unpaved roads, and the consensus was that establishing a 35 mph limit was appropriate.

It was the consensus of the Board that the proposed ordinance as amended would be attached to the posted agenda.

The process of future Traffic Ordinance revisions was also discussed.

*George Mora moved to include a 35 miles per hour speed limit on all unpaved roads as part of the new Traffic Ordinance, Taylor Prouty seconded, passed unanimously.*

O’Keefe will make changes to the proposed ordinance for consideration by the Board at the next regular meeting.

**10. Old Business**

None.

**11. New Business**

- a. **1<sup>st</sup> Class Liquor License – Jake’s Marketplace Café, Inc.**
- b. **1<sup>st</sup> Class Liquor License – Manzana, Inc., DBA SoLo farm & Table**

*George Mora moved to approve the first class liquor license for both Jake’s Marketplace Café, Inc., and Manzana, Inc., DBA SoLo Farm & Table., Bob Forbes seconded, passed unanimously.*

**c. Planning Commission vacancy**

The Board reviewed applications for the vacant Planning Commission position received from Bob Fish and Elsie Smith. It was agreed that the Planning Commission would interview the applicants and make a recommendation to the Selectboard.

O’Keefe mentioned a plan to address periodic term limits for Planning Commission and Development Review Board members, which he has discussed with the chairs of the those bodies and will develop for the next meeting.

**12. Adjourn**

*Tom Cavanagh moved to adjourn the meeting, seconded by Taylor Prouty, passed unanimously.*

The meeting adjourned at 8:15 PM.

Respectfully Submitted,

Shane P. O’Keefe  
Town Administrator

***Approved March XX, 2019.***

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James Ameden, Chair

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Georgianne Mora, Vice-Chair

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Thomas Cavanagh

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Robert Forbes

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Taylor Prouty