

**Town of Londonderry, Vermont**  
**Selectboard**  
**Regular Meeting Minutes**  
**Monday, February 4, 2019**  
**Twitchell Building - 100 Old School Street, South Londonderry, VT**

**Board Members Present:** James Ameden, Georgianne Mora and Robert Forbes.

**Board Members Absent:** Thomas Cavanagh and Taylor Prouty.

**Others in Attendance:** Town Officials – Town Administrator Shane O’Keefe, Town Treasurer Tina Labeau and Road Foreman Mathew Rawson. Members of the Public – Dwight Johnson, Cindy Gubb, Mark Fisher, Lt. Anthony French 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 the Municipal Roads General Permit, and also noted that a second-class liquor license request from Mountain Energy of VT, Inc. had just come in.

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

**3. Minutes**

*George Mora moved to approve the minutes of the meeting of January 21, 2019, seconded by Bob Forbes, passed unanimously.*

**4. Selectboard pay orders**

Pay orders were reviewed and signed by the Board members.

**5. Announcements/Correspondence**

Tina Labeau noted that the Town Report will be in the mail this week.

O’Keefe noted that the Selectboard minutes have been taking him a very long time to compose in order to convey a detailed record of meeting. Board members were fine with shortened minutes and suggested that he look at former Town Administrator Nied’s minutes for what the Board feels is appropriate; roughly two pages in length.

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

### **a. Meeting with Vermont State Police Lt. Anthony French**

Lieutenant French discussed provision of law enforcement services provided by the Vermont State Police (VSP). Had been trying to provide services for 32 hours per month under the existing contract but has not been able to accomplish this due to staffing shortages, Trooper residence locations, and special duty contracts, so average special coverage in Londonderry averages 12 hours per month. The contract cost is scheduled to increase from \$67.22/hour to \$71.61/hour.

French stated that there are a minimum of 5 Troopers in the Westminster Barracks covering 1,200 square miles and 60 miles of Interstate. He asked what the Town was looking for the coming year for services. The VSP visits schools every month, but has limited ability to provide much in the way of added services to towns

Jim Ameden noted that the contracted hours are overtime hours in addition to existing patrol hours. He also noted that the service provided by the Vermont State Police to local emergency responders has been great.

French said that the VSP can continue with a contract but at reduced hours. He can provide approximately 8 to 12 hours per month, which would translate to \$10,300 per year at the new rate.

There was discussion about law enforcement services in the community. It was mentioned that ultimately it would be up to Town Meeting to decide which way to go with community police services.

There was discussion about how much to budget, and it was agreed that the budget should accommodate the 12 hours per month plus additional funds to account for the potential for extra hours should the need arise.

O’Keefe asked if Lt. French could forward to him any particularly good traffic ordinances that he has seen from his coverage towns, and French agreed to do this.

### **b. Concerned Citizens**

Cindy Gubb raised concerns about a recent automobile accident at Edgehill Road and Route 11, and suggested that the Board include this location in its review of traffic safety matters. A recent fatal accident on Route 11 was also discussed.

## 7. Town Officials Business

### a. Town Administrator – Preventive maintenance agreement for Town Office generator

The Board reviewed a proposed preventative maintenance agreement submitted by Brook Field Service for the new Town Office generator the company recently installed. It was noted that there may be some need for this and that it was not in the budget. There were concerns expressed about whether this needs to be a twice per year service.

It was agreed that we need to determine if this is a liquid cooled unit, and whether software upgrades are a maintenance item. Labeau stated that Flood Brook recently installed the same unit and she will check out their status. O’Keefe will check with Emergency Management Director Kevin Beattie who oversaw the generator installation and seek to extend the discount price.

This matter will be discussed at the next regular meeting.

### b. Town Administrator - Discuss Municipal Roads General Permit

O’Keefe noted that he that day received a notification from the State Agency of Natural Resources about the need to submit an annual report on this matter as well as unbudgeted fees of \$1,750. He suggested adjustments to next year’s budget.

O’Keefe inquired about the status of the Town’s effort to comply with the MRGP. Mora noted that the Town had submitted a Notice of Intent in the fall and a grant application for a road inventory is pending. O’Keefe will take the lead on submitting compliance documents, and check on the status of the grant application.

## 8. Transfer Station

### a. RFP for Transfer Station Electrical Upgrades

The Board reviewed a draft Request for Proposals for electrical upgrades at the Transfer Station. It included a suggestion from O’Keefe for a mandatory pre-bid meeting to make sure all bidders had the same information, and also brought up project oversight.

It was agreed by the Board members that a mandatory pre-bid meeting could discourage some contractors from bidding.

On project oversight, it was suggested that Tom Cavanagh could do this. O’Keefe will coordinate with Cavanagh and Esther Fishman on this. He was asked to ensure that the VOSHA inspection items were included in the project scope of work.

*Bob Forbes moved to authorize issuance of the Request for proposals with a non-mandatory pre-bid meeting, George Mora seconded, passed unanimously.*

## 9. Roads and Bridges

### a. Access permit 2019-01 (temp.) – Middletown Road (ratify)

It was noted that the Road Commissioner authorized this permit to accommodate the temporary logging use.

*George Mora moved to approve the temporary access for permit #2019-01, Bob Forbes seconded, passed unanimously.*

### b. Access permit 2019-02 – Derry Woods Road

This is an application that would accommodate a new access on a property to be subdivided and used as the new location of the West River Farmers Market. Mark Fisher representing the Farmers market spoke to the Board in support of the application. It was noted by Mathew Rawson that there had been a driveway there in the past.

*George Mora moved to approve the access for permit #2019-02 conditioned upon final recommendation from Road Fireman Mathew Rawson, Bob Forbes seconded, passed unanimously.*

Ameden noted that the driveway would need to be in keeping with the Town's access policy, and O'Keefe added that the project will be subject to site plan review.

### c. Approve excess vehicle weight permits

*George Mora moved to approve the excess weight permits (fleet) for Cardinal Logistics Management Corporation, and for RK Miles, Inc., Bob Forbes seconded, passed unanimously.*

### d. Set date for working meeting on report from the Traffic Safety Committee and VTrans road safety audit for Thompsonburg Road

This matter was a follow-up from the previous meeting. There was discussion on the process that would need to take place. The consensus of the Board was to hold a special working meeting on Thursday, February 7, 2019 at 4:00 PM. O'Keefe was asked to warn the special meeting.

### e. Updates

Mathew Rawson noted that in the month of January 2019 there was salt usage of 431 tons, and 1,117 yards of sand, and for fuel usage, 2,199.4 gallons for vehicles and 690 for buildings

## 10. Old Business

### a. Update on Platt Elevation project

O'Keefe noted that a phone conference had taken place with Lauren Oates of the Vermont Emergency Management (VEM) and Town representatives for this project and, unless the

overall project cost increases, there would be no additional project administration funding beyond the \$809 already provided. He stated that this was not enough funding to manage the project. In order to address the Board commitment not to use taxpayers' dollars for this project, he recommended that he oversee management responsibilities and work with Emergency Management Director Kevin Beattie on the project with Kevin's hourly pay as an employee reimbursed by the project up to the allocated funding amount. O'Keefe noted that as he is salaried there would not be added cost to the Town, only allocation of his time. Dwight Johnson stated that he would help out on a voluntary basis as well. He stated that this project is very important to the future wellbeing of the community from an economic development standpoint.

The Board members expressed support for O'Keefe's project management proposal.

It was also noted that the VEM has approved the Memorandum of Understanding with the property owners that the Board reviewed at the previous meeting, and the Town is waiting to hear from VEM on whether grant funds can be used for technical project oversight. It was also noted that final Development Review Board approval was needed for the project, with Beck Engineering needing to certify that the project meets the floodplain regulations.

## **11. New Business**

### **a. Development Review Board vacancy**

It was noted that Dwight Johnson had resigned from the DRB, creating a vacancy, and that the open position has been posted. A letter of interest was submitted by Sven Erik Federow, who was appointed as an alternate member at the previous Board meeting.

*George Mora moved to appoint Sven Erik Federow as a member of the Development Review Board, Bob Forbes seconded, passed unanimously.*

### **b. Planning Commission vacancy**

It was noted that Emmett Dunbar Johnson had resigned from the Commission, creating a vacancy, and that the open position has been posted. There have been no expressions of interest in the position as of yet, and it was agreed to put this matter on the agenda for the regular meeting.

The Board discussed and agreed to send thank you notes to the departing PC and DRB members. O'Keefe distributed to the Board a proposed application form for those interested in serving on Town boards, commissions and committees.

### **c. Second Class Liquor License – Mountain Energy of VT, Inc.**

*George Mora moved to approve the second class liquor license for Mountain Energy of VT, Inc., Bob Forbes seconded, passed unanimously.*

**12. Adjourn**

*George Mora moved to adjourn the meeting, seconded by Bob Forbes, passed unanimously.*

The meeting adjourned at 9:00 PM.

Respectfully Submitted,

Shane P. O’Keefe  
Town Administrator

*Approved February 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