

Town of Londonderry, Vermont
Selectboard
Regular Meeting Minutes
Monday, May 6, 2019
Twitchell Building - 100 Old School Street, South Londonderry, VT

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

Board Members Absent: None.

Others in Attendance: Town Officials – Town Administrator Shane O’Keefe, Town Treasurer Tina Labeau, Town Clerk Kelly Pajala, Assistant Town Clerk Bonnie Cobb, Highway Foreman Matt Rawson, and Emergency Management Director Kevin Beattie. Members of the Public – Londonderry Volunteer Rescue Squad President Pete Cobb, Danny Cobb, Champion Fire Chief Jeff Duda, Southwest NH Fire Mutual Aid representatives Joe Sangermano, Kassie Lunderville and Ken March, Duane Hart, Thomas Foster IV of the *Chester Telegraph*, and Garrison Buxton (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 suggested adding a discussion of employee health coverage benefits under Town Officials Business, and the Request for Bids for 2019 Road Paving under Roads & Bridges. Jim Ameden suggested adding a discussion on the Highway Department scheduling spreadsheet under Roads & Bridges.

Taylor Prouty moved to add a discussion of employee health coverage benefits to the Town Officials portion of the agenda, seconded by Tom Cavanagh, passed unanimously.

George Mora moved to add the review of a Request for Bids for 2019 Road Paving to the Roads & Bridges portion of the agenda, seconded by Taylor Prouty, passed unanimously.

George Mora moved to add a discussion of the Highway Department scheduling spreadsheet to the Roads & Bridges portion of the agenda, seconded by Taylor Prouty, passed unanimously.

3. Minutes

George Mora moved to approve the minutes of the meetings of April 15, 2019, seconded by Bob Forbes, passed unanimously.

Taylor Prouty moved to approve the minutes of the meetings of April 23, 2019, seconded by Tom Cavanagh, passed 4-0-1, with George Mora abstaining due to her absence from the meeting.

George Mora moved to approve the minutes of the meetings of May 2, 2019, seconded by Bob Forbes, passed 4-0-1, with Taylor Prouty abstaining due to his absence from the meeting.

4. Selectboard pay orders

Pay orders were reviewed and signed by the Board members.

5. Announcements/Correspondence

Lowell Lake Working Group – Taylor Prouty mentioned that the Lowell Lake Working Group would be meeting on May 9, 2019 at 6:30 PM at Neighborhood Connections.

Vermont Town and City Managers Association – Shane O’Keefe noted that he was looking to attend the upcoming spring VTCMA conference, which he described as a great opportunity to network with and learn from other administrators and noted that overall cost to attend the two-day event would be approximately \$500. There were not objections by the Board for this expense.

Chester Snowmobile Club – Jim Ameden read aloud from a letter from the Chester Snowmobile Club thanking the Board for permission to have a portion of its train on Town property.

Town of Weston – Jim Ameden read aloud from a letter from the Town of Weston giving notice of a hearing that evening regarding a permit to remove a breached dam.

School Evacuation Training – Kevin Beattie mentioned that there would be a school crisis drill at the Flood Brook School on June 4, 2019, at which time students would be evacuated to Bromley Mountain and emergency responders would observe and set up communications protocols.

6. Visitors and Concerned Citizens

a. Meet with representatives from Southwest NH Fire Mutual Aid

Representative from Southwest NH Fire Mutual Aid were present to address concerns raised by the Board in a letter dated January 21, 2019, which itself was in response to a December 4, 2018 letter from the Londonderry Volunteer Rescue Squad, regarding the lack of communications reliability and a request by the Board to arrange for review of communications service equipment, determine the cause and extent of the interference, and make necessary repairs or equipment improvements to remedy the situation.

SNHFMA Chief Joe Sangermano noted that he had had difficulty connecting with LVRS staff to do follow-up, but that he has tested equipment and he has found no issues. Kevin Beattie stated that last two years has seen a deterioration of the reliability of radio communications, but noted that hearing SNHFMA is fine, but communications in the other direction is low quality.

Pete Cobb of LVRS stated that he has always been available to meet with SWNHFMA. He is finding that there is significant radio interference, even when there is direct line of sight with receiving equipment.

There was discussion about the power of the use of portable radios as opposed to use of mobile vehicle radios. Sangermano stated that SWNHFMA is built around 100-watt radios and that 5-watt portable radios, while very effective in many circumstances, could be problematic. He noted that there is a lot of radio interference in the area from other regional emergency response organizations. The use and cost of mobile radios was discussed, as was the use of in-vehicle repeaters.

Champion Fire Chief Jeff Duda spoke about communications issues. He also offered to Sangermano information from a 1990s effort to analyze the equipment, and he stated that he felt that the present issues were antenna-related, particularly with receiving, and that the antenna and antenna wire need to be tested. He suggested an outside independent contractor come in and examine the equipment and systems. Sangermano stated that he was open to suggestions and would definitely do that. He said that they would make appropriate improvements.

There was continued conversation about the technical communications issues. Use of vehicle repeaters and portable antennas were discussed.

Sangermano noted that power utilities are running data over their lines which can cause local radio frequency interference, and this is an increasingly problematic issue.

It was agreed that all parties would work together to improve communications services.

7. Town Officials Business

a. Discuss employee health coverage benefits

O’Keefe noted that the Personnel Policy provides that eligible employees (those working on average more than 30 hours per week) receive health insurance benefits, and it has been the policy to provide insurance premium support for full-time employees and one additional person, be it a spouse or child. It appears that the insurance program has changed in the recent past to allow for coverage of more than one child at the same cost as one child (and at a cost less than spousal coverage), and he asked that the Board clarify coverage limitations. He provided information on premiums for the several categories of insurance coverage and noted that there were presently three employees with employee-only coverage, three employees with employee/children coverage, and two employees with employee/spouse coverage. Kevin Beattie provided some background on insurance decisions from past years.

George Mora moved to provide healthcare coverage to all eligible employees and either 1) their spouse, or 2) their children up through age 25, with the Town paying 100% of the premium. Should an eligible employee wish to have coverage for themselves, their spouse and their children, the employee shall be responsible for paying to the Town through payroll deductions the least-cost difference in premium between the coverage that the employee is eligible to receive and the coverage for the entire family, seconded by Taylor Prouty.

There was discussion about the need to revisit the health benefits section of the Personnel Policy when reviewing the Policy as a whole.

The motion passed unanimously.

8. Transfer Station

Tom Cavanagh brought up the need to develop a policy to address loitering and abuse of the take-it-or-leave-it facility at the Transfer Station. This would allow the Town to back up/enforce the no loitering signage already in place. Ameden suggested a policy that provides discretionary power of the facility attendant on duty to take action. There were several suggestions discussed, such as “no parking” signs and other ways to ensure free flow of vehicular traffic. Cavanagh and O’Keefe will work together on a proposed policy for presentation to the Board.

Cavanagh brought up a request for a loader at the Transfer Station to move a gravel pile, and Ameden noted that it would happen soon when the Highway Department staff was more available..

9. Roads and Bridges

a. Department updates

Matt Rawson, noted the following usage for the month of April 2019:

Salt – 18 tons	Vehicle Fuel – 1,053.4 gallons
Sand – 0 yards	Building Fuel – 174.4 gallons

Participation in the State of Vermont salt bid was discussed. Jim Ameden will forward to O’Keefe the required tonnage to request.

b. Consider truck/body bids

The Board reviewed numerous bids received from various dealers for single axels and for 10-wheelers. For 6-wheelers, the Town received bids for International, Freightliner and Western Star vehicles of varying single-axel specifications. For 10-wheelers, the Town received bids from International, Freightliner, Western Star vehicles with very similar tandem specifications.

Ameden and Rawson both recommended the International 10-wheeler proposed by Delurey Sales and Service of Hoosick Falls at \$187,995, as it appeared to be a better vehicle for several reasons and would represent a better overall value to the Town over time. It has a new body style, has better hauling capacity, better power, better trade-in value anticipated, and a lower gear ratio than the others.

Tina recommended waiting for the purchase until July, and other financing matters were discussed, such as loan payments on other existing vehicles. Ameden stated that the Town should be set on vehicles for a while after this vehicle purchase. Tina Labeau was asked to look at the varying borrowing options, but the proposed 3.74% offered by KS State Bank was considered the best deal at this time.

Taylor Prouty moved to approve accept the bid from Delurey Sales and Service, Inc. for a new International tandem vehicle setup in the amount of \$187,995, and to authorize the Town Administrator to execute any documents necessary to acquire and register the vehicle on behalf of the Town, seconded by George Mora, passed unanimously.

c. Request for Bids for 2019 Road paving

The Board reviewed an invitation to bid for paving for the coming construction season, that involved the following Town roads: Middletown Road, Landgrove Road and Cobble Ridge Road.

Taylor Prouty moved to approve and authorize the issuance of the Request for Bids for 2019 road paving, with project completion by September 15, 2019, seconded by Bob Forbes, passed unanimously.

d. Departmental scheduling spreadsheet

Bob Forbes noted that he has been working on this effort to establish project scheduling and staff management spreadsheets with Matt Rawson and Tina Labeau, and needs to get together again with Matt soon. Jim Ameden stated that he was interested in ensuring that this effort continues to move forward.

10. Old Business

a. Liming and tilling of former septage fields

Next steps of this project were discussed. Last fall the site was mowed and then lime was applied as phase I. There is a need to get the pH to a designated level in order to close out the site. This season, phase II calls for application and tilling in of lime and then seeding.

Duane Hart of Hart's All Season Maintenance, the project contractor, stated that it did not make sense to him to seed and then test afterward in case another round of lime application was necessary.

O'Keefe noted that he had been in communication with the project manager from the Department of Environmental Conservation Residuals Management Program, who will visit the site in the next few weeks and he has offered to conduct testing for the project.

Hart said that he would be available to meet with O'Keefe and the State project manager at the time of the site visit. He also suggested using UVM Extension for free testing. He also said that his application timeframe would wait for an authorization from the Town.

b. Platt Elevation Project – Approve Memorandum of Understanding

O'Keefe explained that this project has been approved by the Development Review Board and a zoning permit has been issued, so it is ready to move forward to the next stages, to include approval of a memorandum of understanding between the Town and the property owners, followed by soliciting bids for the project.

Bob Forbes moved to authorize the Selectboard Chair to execute a Memorandum of Understanding between the Town and Judith & Thomas Platt related to elevation of the Platt's building located at 2152 Main Street in Londonderry in order to comply with the Vermont Department of Public Safety Hazard Mitigation Grant Program, seconded by Tom Cavanagh, passed unanimously.

11. New Business

a. Discuss Town Office/Town Garage phone/internet connectivity

O'Keefe noted that he and Labeau were working to improve internal phone and internet connectivity and possibly connecting the Town Garage to Town Office services wirelessly, which would cost about \$3,500, but with a net monthly savings of \$135 the payback would be two years. The estimate for this work was provided to the Board, and it allowed for an increase in phone lines in the future with renovation of the Town Offices.

The alternative of laying fiber-optic cable while connecting the Town Garage to the new Town Office generator was discussed. This could allow for greater reliability and possibly a lower cost for the connectivity.

There was overall support for doing the generator connection and looking further into the fiber-optic. O’Keefe will investigate grant funds for tying in the Town Garage to the generator. The trenching work could be done by Town forces or the contractor hired to do the TOPP Phase I work this summer.

12. Adjourn

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

The meeting adjourned at 8:53 PM.

The next regular meeting of the Selectboard is scheduled for May 20, 2019 at 7:00 PM.

Respectfully Submitted,

Shane P. O’Keefe
Town Administrator

Approved May 20, 2019.

LONDONDERRY SELECTBOARD

James Ameden, Chair

Georgianne Mora, Vice-Chair

Thomas Cavanagh

Robert Forbes

Taylor Prouty

* * *