

Town of Londonderry, Vermont
Selectboard
Regular Meeting Minutes
Monday, June 3, 2019
Twitchell Building - 100 Old School Street, South Londonderry, VT

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

Board Members Absent: Taylor Prouty

Others in Attendance: Town Officials – Town Administrator Shane O’Keefe, Town Treasurer Tina Labeau, Town Clerk Kelly Pajala and Highway Foreman Mathew Rawson (7:10 PM). Members of the Public – Marie Porreca, Michael Goodbody and Bruce Frauman (GNAT/Chester Telegraph)

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 mentioned that he had received an excess vehicle weight vehicle permit application that day and wished to add it to the agenda for consideration.

George Mora moved to add item 9.c., consideration of an excess vehicle weight permit, to the Roads and Bridges portion of the agenda, seconded by Tom Cavanagh, passed unanimously.

O’Keefe also noted that Conservation Commission Chair Irwin Kuperberg had requested that consideration of membership and terms of appointments of Conservation Commission members be put off until the next regular meeting.

George Mora moved to delete item 11.a., consideration of Conservation Commission membership and terms, from the New Business portion of the agenda, seconded by Tom Cavanagh, passed unanimously.

Bruce Frauman, representing the Mighty Londonderry Community Resilience Organization (CRO), asked to add to the agenda a discussion on scheduling a special emergency preparedness training class for the emergency operations center, called G-191.

Bob Forbes moved to add item 7.c., scheduling of an incident command System G-191 training on the emergency operations center, to the Town Officials Business portion of the agenda, seconded by George Mora, passed unanimously.

3. Minutes

George Mora moved to approve the minutes of the meeting of May 20, 2019, seconded by Tom Cavanagh, passed unanimously.

Bob Forbes moved to approve the minutes of the meeting of May 23, 2019, seconded by Jim Ameden, passed unanimously.

4. Selectboard pay orders

Pay orders were reviewed and signed by the Board members.

5. Announcements/Correspondence

Outside Consumption Permit – Kelly Pajala mentioned that she had issued a one-time outside consumption permit for a Friday night pizza event (6/7/2019) at the Taylor Farm on Route 11 to be catered by Ski Magic LLC, DBA Magic Mountain Ski Area. If this becomes a more frequent occurrence at the Farm, which she said is likely, she would not issue a new permit without coming before the Selectboard first.

O’Keefe mentioned that there may be zoning issues related to this potential new use as well, such the need for change of use review.

Town Office Renovations – Pajala mentioned that the vault and research files in her office would not be available to the public during the week of June 24 to 28 due to office renovation and floor refinishing. The Clerk and Treasurer’s offices will be otherwise open for business while operating from the large meeting room.

TOPP Phase I - O’Keefe noted that materials for the TOPP Phase I project have been delivered to the site and work will begin shortly.

Music Mondays – Pajala mentioned that Music Mondays at Pingree Park begin July 8th and continue every other Monday until Labor day, they’re free to the public and run from 6 to 8 PM.

6. Visitors and Concerned Citizens

Michael Goodbody noted that during the Main Street in South Londonderry paving last year a storm drain was lowered in front of his home and it causes traffic disruption and noise. He requested that the Town install a riser. Ameden suggested that Matt Rawson inspect this. Rawson mentioned he was aware of it and agreed to look into fixing it.

Goodbody noted that the Town Office needs to be painted.

Marie Porreca, stated that she lives around the corner from the Taylor farm, and recommended that the Town reconsider approval to allow liquor sales, noted that it is already a dangerous traffic situation.

She raised the issue of short-term rentals of people’s homes proliferating in the community, which she feels constitute a commercial use of residential property, and a nearby one causes additional foot traffic on her property. She said she was most concerned about impact on the local economy and asked how she could get involved in dealing with this.

O’Keefe noted that the Planning Commission is just beginning to rewrite the Zoning Bylaw and encouraged her to participate in that process, as the new Bylaw could address this matter. He also noted that as Zoning Administrator he is struggling with interpretation on this as a land use type, as it is not adequately addressed in the existing Zoning Bylaw.

It was mentioned that the State does regulate these activities. Porreca stated that her concern is with homes being bought for the sole purpose of renting them out on a short-term basis, and its impact on home affordability and the unfair competition for local inns.

Porreca offered to provide O’Keefe a list on known short-term rental locations in Londonderry.

7. Town Officials Business

a. Zoning Administrator – Request to hire Town Attorney for zoning enforcement matter

O’Keefe noted that this matter, regarding ongoing Zoning Bylaw violations at property located at 213 Middletown Road owned by James Twitchell, was continued from the previous meeting. He stated that he had inspected the property just prior to this meeting and the offending building has still not been demolished and removed.

Forbes stated that he visited the site himself and felt it was an unfortunate situation, as the owner is attempting to take the building down by himself and needs help with this. He offered to facilitate the removal of the oil tank that is holding up the demolition process. There was discussion about contacting the property owner’s son, who has power of attorney, to expedite the demolition process. Ameden offered that the Town’s transfer pump could be available to remove the oil.

To expedite matters, Ameden agreed to speak with the property owner’s son and Forbes will contact the contractor scheduled to remove the oil.

It was mentioned that if the property owner is unwilling to follow through with the demolition the Town would seek to compel it. There was a lengthy discussion on zoning enforcement in general.

Bob Forbes moved to continue this matter to the next regular meeting, seconded by George Mora, passed unanimously.

b. Schedule G-191 training for the emergency operations center

Bruce Frauman noted that the State of Vermont would be holding a state-wide emergency response exercise in the fall and suggested that the Town prepare for this with training on operations of its emergency operations center. He suggested G-191 training, which provides officials with the knowledge and skills they need to operate an EOC and interface it with an Incident Command System (ICS) field operation. The course takes 6 ½ hours and felt it would work best over two evenings. It was agreed to do this and Frauman will work on scheduling for two weeknights.

8. Transfer Station

a. Transfer Station Use Policy

O’Keefe reviewed with the Board the draft of the policy that was requested at the previous regular meeting.

In addition to limiting visitor parking to 15 minutes, the following “Take-it-or-Leave-it” shed provisions were considered:

- Visitors may leave items at any time during normal business hours provided items left are not considered to be of no value to Transfer Stations employees or volunteers.
- Visitors may only take items from the facility one time per day during regular business hours, though there are no limitations on the number of items a visitor may take at that time.
- Before any visit to take items, visitors must first have their Transfer Station punch card marked/punched one time.

It was agreed that the take-it-or-leave-it shed would allow for taking of items for free the first time in one day, and that subsequent visits would require two punch card punches. It was also suggested adding a provision that makes it clear that all users must have a vehicle sticker to enter the facility.

O’Keefe was asked to revise the policy accordingly and bring the matter back to the Board at the next regular meeting.

b. Discuss stump dump and yard debris

Matt Rawson mentioned that the stumps and yard debris has been moved.

O’Keefe noted that the septic field liming, tilling and seeding was about to begin.

9. Roads and Bridges

a. Department Updates

Rawson mentioned that in May the Department used 570 gallons of vehicle fuel and provided 194 gallons to the Transfer Station.

Ameden mentioned that Austin Morse had given his two-week resignation notice. O’Keefe noted that the position is already being advertised and one application already received.

He stated that he’d like to rent a woodchipper for road cleanup, which would cost about \$1,000 per week or \$270 per day. There was no objection to this request.

b. Discuss posting of speed limit signs

O’Keefe noted that the Traffic and Parking Ordinance took effect on May 31, 2019, but the speed limits can’t be enforced until official signage is posted. He suggested signing Main Street (30 mph) and Thompsonburg Road (40 mph) first, followed by gravel roads (35 mph), which would need to be prioritized. Ameden suggested putting a speed limit sign on either end of the gravel roads and then work toward additional signage later as appropriate. It was noted that speed limits remain at 50 mph until such time as they are signed. Forbes noted that there are many gravel road locations where 35 mph is too fast and that maybe those locations should not be signed. It was noted that warning signs can indicate a lower speed limit.

Rawson said that he’d look into hiring a contractor to erect the signs as he is down one crew member. Mora said that she’d explore State funding for signage.

Mora asked about previously requested signs at the end of Under Mountain Road, and Rawson noted that it was soon to be erected. She also noted that she had heard from someone about

needed signage on Mountain Lakes Road, as people were driving too fast since the improvements during work on Lowell Lake Road. Rawson said that a “road not maintained” sign would be erected.

c. Approve excess vehicle weight permit(s)

George Mora moved to approve the excess weight permit (fleet) for Connecticut Valley Trucking, Inc., NH pending to receipt of the application fee, Tom Cavanagh seconded, passed unanimously.

It was agreed that the permit for TK Trucking would be held pending submittal of a complete insurance certificate.

10. Old Business

None.

11. New Business

a. Auditor engagement letter – Sullivan, Powers & Co., Inc.

O’Keefe noted that the proposed FY2019 audit proposal from Sullivan, Powers & Co., Inc. was for a full comprehensive audit. Labeau mentioned that this audit would be followed by partial audits in the two subsequent years. The cost for the services is \$15,500.

George Mora moved to sign the engagement letter with Sullivan, Powers & Co., Inc. to conduct a full audit for Fiscal Year 2019, seconded by Tom Cavanagh, passed unanimously.

O’Keefe suggested going out to bid for auditing services in the coming years in order to look for better pricing.

b. Appoint Board member to work with staff on computer file structure

O’Keefe mentioned that he and Labeau were working with the new IT consultant on new shared file structure for Town employee documents and wished to have a Selectboard participant to ensure that the Board has proper oversight of the process. Mora volunteered to do this.

Labeau noted that we are transitioning to Microsoft 365 and SharePoint, and that everyone’s email is going to change a bit soon, though addresses would remain the same. File management and shared calendars should make workflows easier.

Bob Forbes moved to appoint George Mora as the Board’s liaison to the computer file restructuring effort, seconded by Tom Cavanagh, passed unanimously.

12. Adjourn

Tom Cavanagh moved to adjourn the meeting, seconded by Bob Forbes, passed unanimously.
The meeting adjourned at 9:04 PM.

The next regular meeting of the Selectboard is scheduled for June 17, 2019 at 7:00 PM.

Respectfully Submitted,

Shane P. O’Keefe
Town Administrator

Approved June 17, 2019.

LONDONDERRY SELECTBOARD

James Ameden, Chair

Georgianne Mora, Vice-Chair

Thomas Cavanagh

Robert Forbes

Taylor Prouty

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