

**Town of Londonderry, Vermont  
Selectboard  
Special Meeting Minutes  
Monday, August 12, 2019  
Twitchell Building - 100 Old School Street, South Londonderry, VT**

**Board Members Present:** James Ameden, Georgianne Mora, Taylor Prouty and Thomas Cavanaugh (5:17 PM).

**Board Members Absent:** Robert Forbes.

**Others in Attendance:** Town Officials – Town Administrator Shane O’Keefe, Deputy Road Commissioner Wayne Blanchard. Members of the Public – None.

**1. Call meeting to order**

Selectboard Chair Jim Ameden, called the meeting to order at 5:00 PM.

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

Shane O’Keefe suggested discussing resolution of TOPP Phase I project matters.

*George Mora moved to add a discussion on the TOPP Phase I project closeout to the meeting agenda, seconded by Taylor Prouty, passed unanimously.*

**3. Executive Session – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3)**

*George Mora moved that the Board enter executive session to discuss the evaluation of a Town employee, pursuant to Title 1, Section 313(a)(3)a, seconded by Taylor Prouty, passed unanimously.*

The Board entered executive session at 5:04 PM. Blanchard was invited to attend.

The Board came out of executive session at 6:05 PM, and both Blanchard and Cavanagh left the meeting. No announcements or decisions were made other than to hold another executive session for the same purpose on August 14, 2019 at 5:30 PM.

**4. Appoint representatives on Lowell Lake State Park matters**

Mora suggested that she and Planning Commission Chair Sharon Crossman be authorized to meet with the Department of Forests, Parks and Recreation and the Windham Regional Commission to continue discussions on matters related to the State’s plans for Lowell Lake State Park. O’Keefe noted that that evening the Planning Commission voted to appoint Sharon Crossman to represent the Planning Commission for this purpose.

*Taylor Prouty moved to authorize Selectboard member George Mora and Planning Commission Chair Sharon Crossman to mutually represent the Town in matters related to*

*Lowell Lake State Park with the Vermont Department of Forests, Parks and Recreation, seconded by George Mora, passed unanimously*

## **5. Consider employee compensation matter**

O’Keefe noted that there were some issues with setting up the Town’s contributions to his retirement account through the ICMA Retirement Corporation and that he has lost out on some interest due to delays, and suggested that he be made whole with an added contribution of a nominal amount.

*George Mora moved to make a pension adjustment for the Town Administrator by adding a one-time contribution of \$52.88, seconded by Taylor Prouty, passed unanimously.*

## **6. TOPP Phase I Project Closeout**

O’Keefe noted that he and Bob Forbes had met with the engineer and contractor for the TOPP Phase I project and most everything is close to be completed, but due to a recent washout there was a suggestion to build a swale to drain the Town Office parking lot. As there was scheduled to be some project savings, it may be that this proposal can be constructed within the budget or very slightly above. He suggested that he and Forbes be authorized to work out the end-of-project details to ensure a quality, workable project.

Prouty suggested the use of a mulch matting to assist with stormwater drainage until such time as the swale can be made useful.

*Taylor Prouty moved to authorize Bob Forbes and Shane O’Keefe mutually to resolve any final punch list items for the TOPP Phase I project, seconded by George Mora, passed unanimously*

## **7. Visitors and Concerned Citizens**

None.

## **8. Other Matters**

Flail Mower – Ameden stated that he and Blanchard have agreed that the purchase of the flail mower extension for the excavator was not a good idea and suggested that we do all that is possible to cancel the purchase. Mowing work at this time of year would get in the way of necessary ditching, and the idea of contracting out or renting equipment for roadside mowing was briefly discussed.

*George Mora moved to authorize the Town Administrator to cancel the order for the excavator flail mower extension, and to pay up to \$500 of penalty fees if necessary, seconded by Taylor Prouty, passed unanimously.*

## **9. Adjourn**

*Taylor Prouty moved to adjourn the meeting, seconded by George Mora, passed unanimously.*

The meeting adjourned at 6:28 PM.

A special meeting of the Selectboard is scheduled for August 14, 2019 at 5:30 PM.

The next regular meeting of the Selectboard is scheduled for August 19, 2019.

Respectfully Submitted,

Shane P. O’Keefe  
Town Administrator

*Approved August 19, 2019.*

**LONDONDERRY SELECTBOARD**

\_\_\_\_\_  
James Ameden, Chair

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Georgianne Mora, Vice-Chair

\_\_\_\_\_  
Thomas Cavanagh

\_\_\_\_\_  
Robert Forbes

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Taylor Prouty

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