

**Town of Londonderry, Vermont**  
**Selectboard**  
**Meeting Minutes**  
**Monday, June 29, 2020**  
**Meeting held remotely via online video with no physical presence**

**Board Members Present:** Georgianne Mora, Thomas Cavanagh, Taylor Prouty, Vincent Annunziata, and James Fleming (via telephone).

**Board Members Absent:** None.

**Others in Attendance:** Town Officials – Town Administrator Shane O’Keefe, Road Foreman Joshua Dryden, and Road Crew member Jarrett Sanderson. Others – Resident Richard Phelan, and Bruce Frauman (GNAT).

**1. Call meeting to order**

Selectboard Chair George Mora called the meeting to order at 4:01 PM.

She noted that in response the Governor Scott’s January 20, 2020 declaration of a State of Emergency due to the spreading COVID-19 pandemic, and his “Stay Home, Stay Safe” executive order restricting and minimizing all unnecessary activities outside of the home, and in accordance with Act 92, signed into law on by the Governor on March 30, 2020, which allows for changes to the Vermont Open Meeting Law to protect the health and welfare of the public, that the meeting was being held entirely remotely with no physical presence.

She added that the meeting was being conducted entirely on Zoom meeting software and that the Board members and staff were participating by video except for Board member Jim Fleming, who was participating via telephone. She noted that the public was permitted to participate via video or telephone. And that the agenda posted on June 26, 2020, and still available on the Town’s website, provided information on how the public could participate in the meeting. She noted a few matters of meeting process, including the requirement that all non-unanimous votes by the Board must be taken by roll call vote, with each member stating their name and vote.

Mora provided some technical guidance for participation by both phone and video. Each of the Board members than vocally identified themselves.

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

None.

**3. Minutes Approval – Meeting of June 15, 2020**

*Tom Cavanagh moved to approve the minutes of the Selectboard meeting of June 15, 2020, seconded by Vincent Annunziata, passed unanimously.*

#### 4. Roads and Bridges

##### a. Review Bids and Award Contract for FY2021 Road Paving

The Board reviewed the following bids received in response to the invitation to bid issued by the Town on June 4, 2020:

- Fuller Sand & Gravel, Inc., Danby, VT \$157,979
- Bazin Brothers Trucking, Inc., Westminster, VT \$166,320
- Pike Industries, Inc., Wallingford, VT \$194,177

Taylor Prouty stated that the low bidder Fuller Sand & Gravel had done the paving work for the Town last few years and the Town has been very satisfied with the quality of work. O’Keefe noted that the Town budget for paving was \$160,000. The Board discussed reduction in project scope to come in on budget.

*Taylor Prouty moved to I move to accept the bid from Fuller Sand and Gravel Inc. for FY2021 paving (RFP #2020-02) for work limited to Middletown Road to fit within the paving budget appropriation, and to authorize the Town Administrator to execute all necessary documents to employ the contractor, including a service contract after review by the Town Attorney, seconded by Tom Cavanagh, passed unanimously.*

#### 5. New Business

##### a. 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 to enter executive session to consider the evaluation of a Town employee, pursuant to Title 1, Section 313(a)(3), with Josh Dryden, Jarrett Sanderson and Shane O’Keefe in attendance, seconded by Tom Cavanagh, passed unanimously.*

The Board entered in executive session at 4:13 PM, and Sanderson left the executive session at 4:24 PM. The Board came out of executive session at 4:43 PM.

*Taylor Prouty moved to increase the hourly rate of pay of Highway Department employee Jarrett Sanderson from \$21.00 to \$22.00, effective this current pay period, and to elevate him to second in command on the Road Crew, seconded by Taylor Prouty, passed unanimously.*

#### 6. Adjourn

*Tom Cavanagh moved to adjourn the meeting, seconded by Vincent Annunziata, passed unanimously.*

The meeting adjourned at 4:45 PM. The next regular meeting of the Selectboard is scheduled for July 6, 2020.

*Approved July 6, 2020.*

Respectfully Submitted,



Shane P. O’Keefe  
Town Administrator

LONDONDERRY SELECTBOARD



Georgianne Mora, Chair