

**Town of Londonderry**  
**Select Board**  
**Regular Meeting Minutes**  
**Monday, November 6, 2017 - 7:00pm**  
**Twitchell Building - 100 Old School Street, South Londonderry**

**Board Members Present:** Paul Gordon, Jim Ameden, George Mora, Bob Forbes, Tom Cavanagh

**Staff present:** Tina Labeau, Kelly Pajala, Robert Nied, Mathew Rawson

**Others in Attendance:** Kevin Beattie, Sharon Crossmen, Kelly Capen. Bruce Frauman

**1. Call meeting to order**

**Paul** called the meeting to order at 7:00 pm

**2. Additions or deletions to the agenda: Tom Cavanagh** requested the addition of discussion of out-of-town contractors using transfer station. **Motioned by George, seconded by Bob, passed by all in favor.**

**3. Minutes:**

Approval of Regular Board Meeting Minutes - October 16, 2017

**George motioned to approve, Tom seconded. Passed with all in favor.**

**4. Select board pay orders:** Pay orders distributed to Select Board members and signed

**5. Announcements/Correspondence:**

- a. Concrete wall on Genser Property (Rt. 100)- VTrans – **Paul** reported the intention of VTrans to cut down the height of the wall, add fill and grade the area behind the wall gradually away from the road. Most of the grading will occur in the right-of-way but some will extend beyond the right-of-way. **Paul** added that part of a stone wall that is in the right-of-way would also be removed.
- b. Parks Board Openings – **Paul** reported an opening on Parks Board and announced that the Town would be accepting letters of interest from members of the public.
- c. Planning Commission – **Paul** reported openings on the Planning Commission due to resignations and the decision to increase the board from 5 to 7 members. Paul announced that the Town would be accepting letters of interest from members of the public.
- d. Robert's Hours – Robert Nied, the new Town Administrator/Zoning Administrator will have office hours at the Town Office on Monday, Tuesday, Wednesday and Thursday from 8:30 AM – 4:30 PM. **Paul** stated that the public is encouraged to call the Town Office before visiting to verify that Mr. Nied is not out of the office conducting site visits.

**6. Visitors and Concerned Citizens:**

- a. **Kelly Capen** asked if information about the Beautification Committee and other friends of the community could be added to the Town website. She also requested the addition of mission statements for community organizations. Paul encouraged Kelly to attend meetings held by those organizations to better understand their work and who their members are.
- b. **Kelly Pajala** announced a pot luck and showing of the film Rogue One to be held December 1<sup>st</sup> at the Town Office. Admission is free for the public.
- c. **Kevin Beattie** thanked everyone for their participation in the Emergency Management Table Top Exercise and stated that there was a comprehensive turnout and “all participants went away with specific assignments.”

**Paul** thanked Kevin, the CRO and the State representatives for a wonderful event and stated that it was a “great, productive morning.” **Bruce Frauman** stated that the State will write up a summary of the Table Top Exercise and issue a press release. Bruce added that the State may schedule an additional event to encourage the participation of additional community organizations.

- d. **Kelly Capen** thanks the Town crews for their great work cleaning up after the recent storm.

## 7. Town Officials Business

Mill Restaurant Liquor License – **Paul** announced that the Town has received a renewal application and a check from the restaurant. **Tom motioned to approve, seconded by Bob to accept the application. Seconded by Bob, Passed with all in favor.**

## 8. Transfer Station

- a. Sanding Contract Revision – **Paul** reported that in response to questions and concerns from Hart’s All Season minor changes in the contract language were made dealing with payment frequency and contract termination. **Jim** asked why the contract did not include plowing to the tire pile. **Paul** indicated that the tires will be placed near a plowed area until the spring. **Jim** asked if the changes made to the language required that the contract be put out for additional bids. **Paul** indicated that the changes were not significant. **George moved to accept the contract changes, seconded by Bob, passed with all in favor.**
- b. Veterans’ Day – November 11, 2017 – **Paul** announced that because the holiday falls on Saturday, part time workers Matt and Sam had agreed to work on Saturday so that the station can remain open while the regular Saturday workers can have the holiday off. **Jim** stated that Veterans’ Day is an important holiday and the transfer station should close. **Bob** agreed, saying that “lots of things are closed” on Veterans’ Day. **Paul** stated there was no disrespect intended only an attempt to accommodate the transfer station staff without inconveniencing the public. **Jim motioned to close the transfer station on Veterans Day, seconded by George, passed by all in favor.**
- c. Discussion of conditions for allowing out of town contractors to use the transfer station. **Paul** stated that they should have the appropriate contractor sticker and use construction punch cards. **Jim** stated that they should provide the name and address of the local resident they are working for.

## 9. Road and Bridges

**Mathew** reported that 654.5 gallons of fuel was used and no sand or salt thus far. **Mathew** requested that the crew be issued several hand-held radios to maintain communication while out of the trucks. **Kevin** stated that he thought hand held radios were available. **Mathew** stated that the available hand held radios were not working. **Jim** stated that he will get cost numbers for new radios.

## 10. Old Business

Sand/salt Shed Update – **Paul** reported that the contractor will be placing the forms tomorrow and pouring concrete ASAP. **Bob** stated that he is staying in communication with the engineers. A discussion of using plywood to prevent salt from pushing out the exterior walls. Additional discussion of access road improvements. **Jim** and **Mathew** clarified that there was work that could be done by the Town crew and other work that would need to be done by contractors. **Paul** stated that he would like to discuss drafting an RFP for access road work after the meeting. **Paul** also reported that he had reached out to State about borrowing/buying salt in an emergency.

## 11. New Business

- a. Wall Painting- **Paul** reported that the case involving the Town and Ed Brown had been diverted by the State's Attorney to an alternative justice program run by the Brattleboro Community Justice Center and a meeting would be set up to find a resolution to the issue with Mr. Brown. **Paul** further stated that the meeting would be held in Londonderry to avoid further inconvenience to the Town. **Robert** stated that if Mr. Brown participated in the program the State would not pursue charges against him and he would not face potential fine or jail time. **Robert** further stated that if Mr. Brown refused to participate he may face criminal charges and potential fines and/or jail time. Sharon asked if the town was going to participate in a discussion with Mr. Brown. **Paul** stated that the Town would participate. **Paul** also stated that he would like to consider minor repairs of the wall before any restoration work on the mural would be undertaken. **Sharon Crossmen** stated that she was in contact with the Regional Manager on other issues and would discuss the condition of the wall with him.
- b. Traffic Safety Committee – **Paul** distributed a document drafted by George proposing the formation of a Traffic Safety Committee to discuss possible solutions for signage and traffic calming on Town roads. **George** proposed establishing a 5-person committee (with George serving in an advisor capacity) with a November 30, 2017 dead line for submitting letters of interest by interested residents, a December 4, 2017 deadline for the selection of committee members and an April 1, 2018 deadline for the committee to submit recommendations to the Select Board. **Bob motioned to approve the committee, seconded by Tom, approved by all in favor.** **Kelly Capen** asked if anyone had looked into previous studies. **Jim** stated that the issue of speeding had been looked at in the past and no real problem was identified. **Paul** stated that the committee would look at all previous studies. **Paul** also stated that in the past the Town had no enforcement mechanism but now there is some enforcement capability. He also stated that the committee will look at other signage issues not related to speed. **George** stated that forming the committee demonstrates the Select Board's willingness to look carefully at an important issue.
- c. Vault Shelving – **Kelly Pajala** made a detailed presentation about the need for additional storage capacity in the vault located in the Clerk's Office and distributed an estimate of costs for expanding the storage capacity by removing two safes, reconfiguring some existing storage and adding movable shelving units. **Kelly Pajala** indicated that the cost of the new shelving was estimated to be \$27,625 which did not include the cost of moving the two safes. **Paul** indicated that the costs were significant and would have to be included in the budget process. **Bob** stated that any related/additional costs should also be included in the budget process.
- d. Health Insurance Committee formation – **Paul** suggested the need for the creation of committee to study ways of addressing the rising cost of providing healthcare, indicating that costs have risen this year by 9% and paying ever rising costs was not sustainable. **Paul** indicated that there may be a need to explore employee cost sharing and that other options would be part of the committee's work. Discussion of who should be included on the committee. **George motioned to approve the committee, seconded by Jim, approved by all in favor.**

- e. After the Flood Committee formation – **Paul** stated that the post-Irene committee has been looking at 5 properties that are part of the FEMA buyout program and to meet open meetings requirements the committee should be formalized and maintain agendas and meeting minutes. **Bob moved to approve a formalized committee, seconded by George, approved by all in favor.**
- f. Budget Process – Board plans- **Paul** asked how the Board would like to proceed with the budget process, **Robert** distributed budget process summary prepared by the Treasurer. Paul proposed interim meetings with several board members to develop budget recommendations. **Jim** stated that he would like all budget meetings to be warned and open to the public. **Paul** stated he will warn for the first budget meeting to be held on November 20, 2017.

## **11. Adjourn**

**Jim motioned to adjourn, seconded by Tom, approved by all in favor.**

The meeting was adjourned at 8:35 PM.