

**Town of Londonderry, Vermont**  
**Selectboard**  
**Regular Meeting Minutes**  
**Monday, April 15, 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, Treasurer Tina Labeau, Highway Foreman Matt Rawson, Emergency Management Director Kevin Beattie, and Planning Commissioners Sharon Crossman and Dick Dale. Members of the Public – Denis Pinkernell, Bob Maisey, Kelly Capen, Elsie Smith, Milton Coburn, and Bruce Frauman (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**

None.

**3. Minutes**

*George Mora moved to approve the minutes of the meetings of April 1, 2019 and April 10, 2019, seconded by Tom Cavanagh, passed unanimously.*

**4. Selectboard pay orders**

Pay orders were reviewed and signed by the Board members.

**5. Announcements/Correspondence**

Grant for water and sewer study – Town Administrator Shane O’Keefe mentioned that the grant application for water and sewer study that was discussed at the April 1, 2019 meeting must be filed very soon in order to be eligible for funding, and proposed adding this matter to the agenda of the special Selectboard meeting likely to be held in the next week or so.

Emergency Management Update – Emergency Management Director Kevin Beattie spoke to the Board about the emergency response to the significant overnight rain storm and resultant flooding the previous evening into the morning of the meeting date, stating he was very pleased with the overall coordination and response from all involved. He mentioned road closures and flooding of several buildings. He also mentioned that there were new sources of information for river flooding levels. He will provide necessary reporting to State agencies.

Jim Ameden mentioned that the response was very successful in his opinion, stating that the Highway Department did a very nice job.

## **6. Visitors and Concerned Citizens**

Condition of Town roads – Resident Denis Pinkernell stated that he was very disappointed with the condition of Town roads this spring, particularly Under Mountain Road. He stated that he felt that road repairs were insufficient.

Ameden mentioned that this was a particularly bad mud season, with lots of moisture in the roads, and added that Under Mountain Road has a particularly poor base and surface leading to bad conditions. He stated that the Highway Department has worked on the road a number of times and has done about as good a job as can be done given limited resources.

It was agreed all around that this year has been particularly difficult, and that road conditions vary widely based on many factors, including subbase quality, surface material and sunlight.

Dick Dale suggested doing a survey of problem road segments in town to determine how to make underlying road structure fixes. The cost of such an effort was discussed.

Roadside tree cutting to help dry up roads was discussed.

Milton Coburn spoke about the poor condition of Lowell Lake Road, noting the poor-quality surface material.

## **7. Town Officials Business**

### **a. Emergency Management Director – Adoption of Local Emergency Management Plan**

Beattie discussed the new format for the emergency management plan, and the need to designate authority to the local fire departments. This short-form document will be replaced by a longer document next year he said. He suggested that in the future the Town should seek to provide for a way to make larger necessary expenditures in an emergency situation, by delegating purchasing authority to a Board member or other official.

*Bob Forbes moved to adopt the Town of Londonderry Local Emergency Management Plan, and authorize the Selectboard Chair to execute any documents necessary for this action, seconded by Tom Cavanagh, passed unanimously.*

### **b. Town Treasurer – Year-to-date budget review**

Labeau reviewed the year-to-date budget with the Board. She reported that at 75% through the year expenditures are at 87%, due in large part to unexpected large Highway Department expenses, but that revenues are on track, with delinquent taxes collections going very well.

## **8. Transfer Station**

Tom Cavanagh stated that the Transfer Station would be closed on Easter Sunday. It was noted that the facility was closed early the day of the meeting due to the rain storm and flooding, but was opened up by staff to accommodate citizen's needs.

## **9. Roads and Bridges**

### **a. Discuss request for VTrans safety audit for VT Route 11**

Dick Dale spoke about several concerns with Route 11 and stated that with the Route 11 repaving project coming up it would be an ideal time for the State to conduct a road safety audit to address road deficiencies. It was noted that O’Keefe had inquired of the VTrans about whether such a study had been done for this project but had not yet heard back. Mora inquired of the Windham Regional Commission and there was no information there about this.

Ameden raised the issue of traffic congestion on Route 11 at pick-up and drop-off times at the Flood Brook School due to the increased number of students being driven to/from school instead of taking the bus. He suggested contacting VTrans about installing flashing school signs to slow traffic. It was suggested that parents aren’t adhering to school traffic control rules and vehicles are backed up into the road on occasion. George Mora will contact the VTrans on this.

Bruce Frauman noted that he had looked into the bus usage and noted that 90 students are dropped off while 230 take the bus. Dale stated that the school district is looking to make some changes to deal with the congestion here and at other schools.

### **b. Discuss vehicle parking/standing on Lowell Lake Road**

Mora spoke of complaints about parking and standing of vehicles along Lowell Lake Road of those unable to get in to the State Park and asked about whether it made sense to establish a no-parking zone back a half-mile from the intersection at Ice House Road. Cavanagh mentioned that the parking ordinance already provides for no-parking on Town roads.

Signage along the road was discussed. The new Traffic and Parking Ordinance does not allow for parking on the travelled portion of the road. It was agreed that signage would be erected once the Ordinance is in effect, and that the Ordinance would be forwarded to the Vermont State Police to assist with enforcement.

### **c. Discuss speed limit signage**

Mora raised the question about how we’ll be erecting signage on Thompsonburg Road upon the effective date of the new Ordinance given the extensive signage recommendations of VTrans in the road safety audit. Ameden asked about use of signage installation companies to do this. O’Keefe will investigate this and report back. Matt Rawson stated that the Town crew can do installation of single signs as necessary, but that for more complex installations he would rather rely on a contractor.

### **d. Disband Traffic Safety Committee**

*George Mora moved to disband the Traffic Safety Committee that was formed in November of 2017 with gratitude to those who participated., Tom Cavanagh seconded, passed unanimously.*

The Committee members were thanked for their work.

**e. Annual Town Highway Financial Plan certification [19 V.S.A. 306(j)]**

*Bob Forbes moved to adopt and execute the annual financial plan for Town highways pursuant to 10 VSA 306(j), George Mora seconded, passed unanimously.*

**f. Authorize submittal of VTrans Municipal Highway Grant applications**

O’Keefe described the Municipal Highway Grant Program and noted that Londonderry is low on the priority list this year for paving, but high on the list for structures eligibility, and that applications must be filed right away.

The Town is high on the list for structures grant

Rawson stated that he would like to apply for a structures grant to replace a culvert on Thompsonburg Road.

*George Mora moved to authorize submittal of a VTrans Municipal Highway Grant Program for structures repair, Tom Cavanagh seconded, passed unanimously.*

Rawson mentioned that the structures grant for the Derry Woods Road is still on the books. Ameden said this was an important project and should be addressed by the end of the year.

**g. Discuss Highway Department management/maintenance technology**

Ameden discussed the option of providing a cell phone stipend to Highway Department employees due to their using personal phones to take photographs of Town road infrastructure, which is important for departmental and emergency response verification purposes. He mentioned that Taylor Prouty had suggested \$40 per month.

O’Keefe noted that there are other Town employees who use personal mobile phones for Town business, and while he agreed that the Highway crew should receive a stipend the Board want to consider the other employees as well.

Forbes discussed the need to provide for a methodology to catalogue road conditions and scheduling. Tina Labeau mentioned that there is a spreadsheet used by the Highway Department for time sheets, which she will forward to Forbes for review. Forbes will follow-up on this with some research.

It was agreed to table this matter.

**h. Approve excess vehicle weight permit(s)**

*George Mora moved to approve the excess weight permits for Miller Construction, Inc. and Carleton Trucking, Inc., Tom Cavanagh seconded, passed unanimously.*

**10. Old Business**

**a. Consideration of bids & award contract for TOPP Phase I**

O’Keefe distributed bids received and a bid review letter from Marble Valley Engineering, the firm hired to assist with procurement. Only two bids were received as follows:

- Hodgkins & Sons, Inc of Walpole, NH - \$73,246
- Gurney brothers Construction, NC of Springfield, VT - \$120,430

It was mentioned that each of the bids had minor irregularities that were minimal, but the low bid from Hodgkins & Sons was further reduced to \$71,355.44.

O’Keefe asked for authority to approve minor change orders in case there are immediate needs while the project was in process.

*Bob Forbes moved to waive minor irregularities in the bid submitted by Hodgkins & Sons to provide grading and drainage improvements at the Town Offices, and to accept a modified bid amount of \$71,355.44, George Mora seconded, passed unanimously.*

*Bob Forbes moved to authorize the Town Administrator to execute all necessary documents to employ this consultant, including a service contract, and to authorize the Town Administrator to approve project change orders of up to 2% of the contract price, George Mora seconded, passed unanimously.*

**b. Discuss TOPP Phase I inspection services**

The Board reviewed a proposed contract from Marble Valley Engineering for construction-related services during the project not to exceed \$3,060.

*George Mora moved to authorize the consultant contract with Marble Valley Engineering, P.C, and authorize the Town Administrator to execute the agreement on behalf of the Town, Tom Cavanagh seconded, passed unanimously.*

O’Keefe noted that the project would need to use a portion of the Town Office parking lot for staging in order to cut costs, and as a result there would be limitations on parking for staff and visitors, but that staff would park along the road to the Highway Garage. Ameden suggested coordinating with the Highway Department.

**11. New Business**

**a. Appoint Planning Commission member to fill vacancy**

Sharon Crossman introduced Elsie Smith to the Board, who is recommended by the Planning Commission as an appointee to a vacancy on the Planning Commission. She noted that there were four very qualified and enthusiastic candidates, and maybe those not selected can serve the community in other ways. The Board introduced themselves to Smith, and she spoke to the Board about her background and interest in serving on the Commission.

*George Mora moved to appoint Elsie Smith to the Planning Commission with a 1-year transitional term from April 15, 2019 to March 31, 2020, Tom Cavanagh seconded, passed unanimously.*

**b. Appoint Deputy Forest Fire Warden(s)**

**[10 VSA 2641(d)]**

Ameden stated that Melvin Twitchell and Roger Sheehan had each expressed interest in serving in this position, and that Twitchell is currently assisting his father in this role.

*Bob Forbes moved to appoint Melvin Twitchell as Deputy Forest Fire Warden subject to concurrence by the Commissioner of the Vermont Department of Forest, Parks and Recreation pursuant to 10 VSA Section 2641(d), George Mora seconded, passed unanimously.*

**c. Consider employee compensation rates and possible stipends**

The Board briefly discussed the current wage rates of Highway department employees. It was agreed that discussions on individual rate changes should take place first in executive session after the Board conducts evaluations of Transfer station employees.

*Bob Forbes moved to pass over this matter to another date, George Mora seconded, passed unanimously.*

**d. Discuss scheduling for employee performance evaluations**

It was agreed to hold a special meeting at 4:30 PM on Tuesday, April 23<sup>rd</sup>. O’Keefe will warn the meeting.

**12. Adjourn**

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

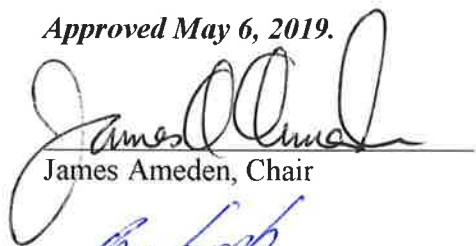
The meeting adjourned at 8:45 PM.

The next regular meeting of the Selectboard is scheduled for May 6, 2019 at 7:00 PM.

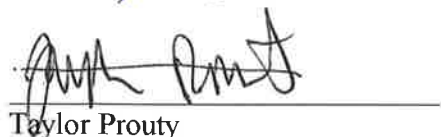
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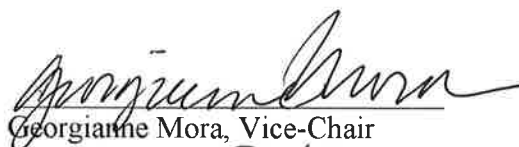
Shane P. O’Keefe  
Town Administrator


*Approved May 6, 2019.*

  
James Ameden, Chair

  
Thomas Cavanagh

  
Taylor Prouty

  
Georgianne Mora, Vice-Chair

  
Robert Forbes

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