

Town of Londonderry, Vermont
Selectboard
Regular Meeting Minutes
Monday, June 17, 2019
Twitchell Building - 100 Old School Street, South Londonderry, VT

Board Members Present: James Ameden, Georgianne Mora, Thomas Cavanaugh, Robert Forbes (6:35 PM), and Taylor Prouty (6:39 PM).

Board Members Absent: None

Others in Attendance: Town Officials – Town Administrator Shane O’Keefe, Town Treasurer Tina Labeau, Town Clerk Kelly Pajala and Highway Foreman Mathew Rawson. Members of the Public – Flood Brook School Principal Neal McIntyre, Parks Board members Taylor Barton and Steve Bergleitner, and Bruce Frauman (GNAT/Chester Telegraph)

1. Call meeting to order

Selectboard Chair Jim Ameden, called the meeting to order at 6:30 PM.

2. Additions or deletions to the agenda

Shane O’Keefe mentioned that the year-to-date budget review should be deleted from the agenda, and it is recommended that there is a request from Recycling Coordinator Esther Fishman that the Board consider gift certificates for transfer station punch card sales vendors, and that he wished to discuss progress and a change order on the TOPP Phase I project.

George Mora moved to delete item 8.c., year-to-date budget review, add item 9.b., authorization of gift certificates for punch card sales vendors, and add item 11.d., a discussion of the TOPP Phase I, to the agenda, seconded by Tom Cavanagh, 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 potential employment of a Town employee, pursuant to Title 1, Section 313(a)(3)a, seconded by Tom Cavanagh, passed unanimously.

The Board entered executive session at 6:32 PM, with O’Keefe, Rawson and a candidate for a position with the Highway Department present. The candidate left the meeting at 6:40 PM.

The Board came out of executive session at 7:05 PM. No announcements or decisions were made.

4. Minutes

a. Selectboard meeting of June 3, 2019

George Mora moved to approve the minutes of the Selectboard meeting of June 3, 2019, seconded by Bob Forbes, passed unanimously.

b. Annual Town Meeting of March 5, 2019

George Mora moved to approve the minutes of the Annual Town Meeting of March 5, 2019, seconded by Tom Cavanagh, passed unanimously.

5. Selectboard pay orders

Pay orders were reviewed and signed by the Board members.

6. Announcements/Correspondence

TAM – O’Keefe noted that he had passed around a notification about TAM being merged with Casella Waste Systems, Inc., effective June 1, 2019. Cavanaugh stated that after 90 days there is some uncertainty as to what happened after the first 90 days of the transition. He mentioned that Esther Fishman is looking into the existing service agreement and the transition in general.

Town Office Renovations – Labeau mentioned that the vault and research files in the Town Clerk and Town Treasurer’s office would be closed next week 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.

7. Visitors and Concerned Citizens

None

8. Town Officials Business

a. Parks Board – Grounds mowing discussion

Taylor Barton noted that there is concern about the Highway Department mower not working consistently, and they want Memorial and Pingree Parks mowed weekly. He suggested getting a new mower and mentioned there is uncertainty as to whose budget the cost would be applied for this.

Matt Rawson mentioned that it takes the Highway Department staff about 9½ hours to mow the parks, so it’s difficult to schedule this work with road work, so the parks can’t be mowed each week with existing resources. Trimming takes additional time he noted. He also mentioned that the existing mower is tired not operating properly.

Kelly Pajala mentioned that the existing Parks staff member is not able to handle all the necessary trimming. There was discussion about volunteers doing the work or contracting out the work. She suggested that either a full- or part-time seasonal employee be considered in next year’s budget.

There was discussion about which parks to include in a request for proposals for contracted services. Rawson mentioned that the addition of Memorial Park and the amount of work necessary there was significant increase in workload.

It was generally agreed that O'Keefe would work with Barton on a request for proposals for consideration at the July 1, 2019 meeting.

Bob Forbes moved to put out a request for proposals for mowing and trimming of Memorial, Williams and Pingree Parks, seconded by Tom Cavanagh, passed unanimously.

10. Roads and Bridges

George Mora moved to adjust the agenda to take up item 10.a., the matter of meeting with the Flood Brook School Principal to Discuss Route 11 traffic safety/congestion, seconded by Tom Cavanagh, passed unanimously.

a. Meet with Flood Brook School principal to discuss Route 11 traffic safety/congestion

Principal Neal McIntyre met with the Board to discuss traffic safety issues in the vicinity of the Flood Brook School on Route 11 brought up in a traffic evaluation prepared by the Vermont Agency of Transportation. He mentioned that most of the points raised were correct, and that congestion issues could be resolved if more students traveled by bus, and noted that occasional disregard of school traffic flow and pickup/drop-off rules by some parents is problematic. A half dozen times a year there is major congestion and significant traffic backups. Traffic control by anyone other than a uniformed officer is ineffective.

He noted that there are 5 77-passanger buses serving 4 towns, but some children are being picked up as early as 6:50 AM for school starting at 8:00 AM. Approximately 150 students take the bus while about 120 are driven to school each school day.

McIntyre noted that traffic speed was his primary safety concern. His previous attempts to have the speeds reduced by the State of Vermont resulted in the State offering flashing speed zone signals to be paid for by the school. He requested that the Town and School coordinate to petition the State to reduce speed limits, and possibly install a dedicated eastbound turning lane.

George Mora moved to have the Town Administrator draft a letter from the Board to the appropriate entities at VTrans requesting that time-limited speed limit reduction be established in the vicinity of Flood Brook School on Route 11, and also establish a left-hand turning lane for eastbound traffic, seconded by Bob Forbes, passed unanimously.

McIntyre thanked the Board for its support. He left the meeting at 7:48 PM.

8. Town Officials Business

b. Town Clerk – Review list of unregistered dogs [20 V.S.A. 3590]

The Board briefly reviewed and discussed a list of 18 dogs previously registered but not presently registered. No action was requested of the Board.

c. 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 two meetings. He stated that he had inspected the property earlier in the day and the damaged building has been razed but the debris remains on site.

Forbes noted that the building demolition is in process with dumpsters leaving the site. There was discussion about debris removal and site grading.

Taylor Prouty moved, that since there is progress being made right now, to review that progress at the next regular meeting, seconded by George Mora, passed unanimously.

9. Transfer Station

a. Transfer Station Use Policy

The Board reviewed the most recent draft of the Transfer Station Policy. O’Keefe noted that all changes suggested at the previous meeting were included, and the speed limit is now shown as 10 miles per hour based on a recommendation from Esther Fishman.

Tom Cavanagh moved to accept and adopt the Transfer Station use policy as revised, seconded by George Mora, passed unanimously.

O’Keefe will provide Cavanagh with copies of the policy for distribution. Acquisition of speed limit signs was also discussed.

b. Authorize Gift Certificates for punch card sales vendors

Cavanagh noted that Esther Fishman had suggested that the owners of the hardware store and the Weston market be given gift certificates in recognition of the many transfer station punch cards that they sell.

Tom Cavanagh moved to give Darrell & Lucy Sherburne and Jeff & Heather Borhek a gift certificate to Johnny Seesaws Restaurant for \$100 each as a thank you for selling punch cards for the Transfer Station at their businesses, seconded by George Mora, passed unanimously.

10. Roads and Bridges

b. Consider VTrans Better Roads Grant agreement for road inventory

O’Keefe mentioned that at the previous meeting he had notified the Board that the Town had received this \$8,000 grant for road inventory work for stormwater control, that was applied for back in November. He noted that the Windham Regional Commission is proposed to do the work. Mora suggested getting a request to the WRC right away to get on its work schedule.

George Mora moved to accept the VTrans Better Roads Grant award in the amount of \$8,000 and authorize the Town Administrator to execute any documents necessary to advance the project, seconded by Bob Forbes, passed unanimously.

c. Discuss Derry Woods Road culvert project

O’Keefe noted that the VTrans structures grant funding for this box culvert project, issued several years back, is set to expire this fall and it has not yet gone out to bid. He has contacted the State and they are willing to extend the deadline to December 2020. Both the Vermont stream alteration permit and Army Corps of Engineers permit, as well as the temporary easements from neighboring landowners, have expired as well, but that he has been able to get all involved to extend those deadlines to December 2020, though he’s waiting to hear back from one property owner.

George Mora moved to authorize the Town Administrator to execute any documents necessary to advance Derry Woods Road culvert project prior to procurement for construction services, seconded by Tom Cavanagh, passed unanimously.

There was a brief discussion about the details of the project construction.

d. Unpermitted Town Highway access – Winhall Hollow Road

It was noted by Jim Ameden that Malcolm Clough had built a camper shed off of Winhall Hollow Road and created a driveway without an access permit. O’Keefe noted that the camper shed was also put up without a zoning permit

Ameden suggested that a letter of violation be sent to the property owner for the unpermitted driveway. O’Keefe suggested he could write a letter addressing both violations.

Jim Ameden moved to send a letter of violation for the access matter, seconded by Taylor Prouty, passed unanimously.

Thompsonburg Road - Signage

Following up from the previous meeting, Mora reported that she had spoken with a VTrans contact about Thompsonburg Road signage. There is still time to request funds for additional curve signs, though not speed signs, and that Middletown Road signage would be going up next year. An application for the Thompsonburg Road sign funding needs to be submitted, and she will submit it on behalf of the Town.

Winhall Hollow Road

Prouty stated that he was approached by someone about the road depressions at the locations of the new culverts on Winhall Hollow Road asking what can be done about filling them. Rawson stated that he was planning on having it fixed and said the Highway Department can handle this.

11. Old Business

a. Consider policing contract with Vermont State Police

The Board briefly discussed the proposed contract and it was noted that the hourly rate had gone up.

Bob Forbes moved to approve the contract for policing services with the Vermont State Police for the period July 1, 2019 to June 30, 2020, for approximately 3 hours per week at a rate of \$75.69 per hour, not to exceed \$15,000.00, and authorize the Town Administrator to execute the agreement on behalf of the Town, seconded by Taylor Prouty, passed unanimously.

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

Following up from the previous regular meeting, Bruce Frauman from the Mighty Londonderry Community Resilience Organization noted that he was working with Vermont Emergency management on scheduling this 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. He has tentatively scheduled the training for July 24 and 25 from 5:00 PM – 8:30 PM. He'll send out something more formal soon. He will invite appropriate people from surrounding towns Selectboards, Town Administrators, Emergency Management Directors, and "soft agencies" such as churches and social service agencies and neighbors. He said that no action is needed from the Board at this time.

c. Discuss Municipal Water/Wastewater Feasibility Study grant

O'Keefe stated that we are moving forward with this feasibility study project, and that a qualifications-based selection process for a consulting engineer, that does not look at price - only qualifications, is required by the State of Vermont. He noted that he will use a boilerplate Request for Qualifications approved by the State and when submittals come in from firms, he will share them with the Board for the consultant selection process.

d. Discuss TOPP Phase I progress – change order

O'Keefe noted that the project has run into ledge while excavation and that the proposed price for the extra work is \$10,092.32. The project was approved by the Board at \$71,355.44 on April 15, 2019 and the Town Administrator was given authority to approve change orders totaling 2%, or 1,427. He said that he and the Town's engineer believe the cost estimate for the added work is too high and it is believed that a lower amount can be agreed upon. As the project needs to proceed, he suggested either scheduling a special meeting for the next day or so, or authorize additional expenditures at this time.

George Mora moved to amend the authorization previously given to the Town Administrator on April 15, 2019 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 10% of the original contract price, Bob Forbes seconded, passed unanimously.

12. New Business

a. Schedule meeting of the Board of Civil Authority

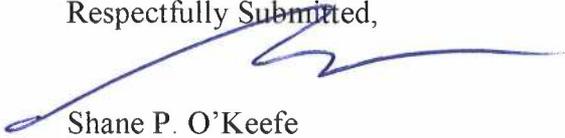
Pajala explained that this is the year to review the voter checklist to confirm eligibility of voters. It was agreed that the meeting would take place on July 15, 2019 at 6:30 PM, prior to the regular Selectboard meeting.

13. Adjourn

Tom Cavanagh moved to adjourn the meeting, seconded by Bob Forbes, passed unanimously.
The meeting adjourned at 8:40 PM.

The next regular meeting of the Selectboard is scheduled for July 1, 2019 at 7:00 PM.

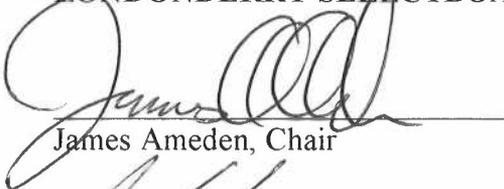
Respectfully Submitted,



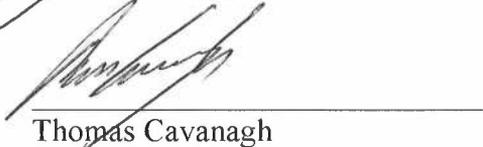
Shane P. O'Keefe
Town Administrator

Approved July 1, 2019.

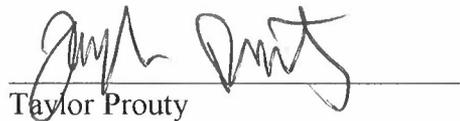
LONDONDERRY SELECTBOARD



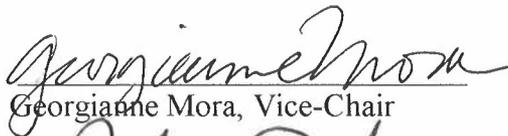
James Ameden, Chair



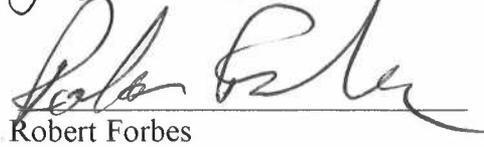
Thomas Cavanagh



Taylor Prouty



Georgianne Mora, Vice-Chair



Robert Forbes

* * *