

**Town of Londonderry, Vermont**  
**Selectboard**  
**Regular Meeting Minutes**  
**Monday, August 19, 2019**  
**Twitchell Building - 100 Old School Street, South Londonderry, VT**

**Board Members Present:** James Ameden, Georgianne Mora, Taylor Prouty, Thomas Cavanaugh and Robert Forbes (7:10 PM).

**Board Members Absent:** None.

**Others in Attendance:** Town Officials – Town Administrator Shane O’Keefe, Lister Chair Sandra Clark, Conservation Commissioners Irwin Kuperberg and Helen Hamman, Highway Department employee Joshua Dryden. Members of the Public – Bob Maisey, Bruce Frauman (GNAT) and Sean Cunningham (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**

Taylor Prouty requested the addition of a second executive session at the end of the meeting.

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

O’Keefe suggested adding a discussion on the TOPP project under Old Business.

*George Mora moved to add a discussion on the TOPP project to the Old Business portion of the agenda as item 11.c., 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)**

*Taylor Prouty 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 Tom Cavanagh, passed unanimously.*

The Board entered executive session at 6:32 PM. At 6:40 PM Josh Dryden was invited to attend the executive session.

The Board came out of executive session at 7:10 PM. No announcements or decisions were made.

Josh Dryden left the meeting, and Bob Forbes entered the meeting

**4. Minutes Approval – Meetings of August 5, 2019, August 12, 2019 & August 14, 2019**

*George Mora moved to approve the minutes of the Selectboard meeting of August 5, 2019, seconded by Taylor Prouty, passed unanimously.*

*George Mora moved to approve the minutes of the Selectboard meeting of August 12, 2019, seconded by Taylor Prouty, passed 4-0-1, with Bob Forbes abstaining.*

*George Mora moved to approve the minutes of the Selectboard meeting of August 14, 2019, seconded by Taylor Prouty, passed 4-0-1, with Bob Forbes abstaining.*

**5. Selectboard Pay Orders**

Pay orders were reviewed and signed by the Board members.

**6. Announcements/Correspondence**

O’Keefe noted that the invitation to bid for the Platt elevation project was issued that day.

He also mentioned that the auditors were there that day and would be there next day as well.

**7. Visitors and Concerned Citizens**

None.

**8. Town Officials Business**

**a. Listers – Consider online posting of property record cards (continued)**

This was a continued discussion from the meeting of July 15, 2019. Sandra Clark recommended posting the property record cards, which are public records, on the Town website. She suggested that if property owners have an issue with the posting of photographs of their property they should contact her to handle this through the software provider. She stated that she can initiate changes once a month or so, and it was agreed that we should post notice on the website of the ability to remove photos on request.

Realtor Bob Maisey stated that some towns don’t post this information, but the availability of this information on the Town website is very helpful to those in the real estate industry.

*George Mora moved to authorize posting of property record cards on the Town’s website, with the condition that property owners can opt to have the photos of their properties not available for online viewing, seconded by Taylor Prouty, passed unanimously.*

**b. Conservation Commission – Discuss LCC actions regarding Lowell Lake State Park (continued)**

This was also a continued discussion from the meeting of July 15, 2019. Londonderry Conservation Commission (LCC) Chair Irwin Kuperberg handed out information, revised from the previous version, to the Board regarding concerns about the plans of the Vermont Department of Forests, Parks and Recreation (FPR) for Lowell Lake State Park. He reiterated to the full board much of what was stated at the previous meeting regarding documents received through a public records request. He expressed concerns about the intentions of FPR, the costs of the proposed alternatives, permitting and regulatory matters, and accuracy

of usage and parking figures. He also mentioned that there could be as many as 200 parking spaces. Concerns about the introduction of aquatic invasive species into the lake by virtue of increased boating were raised, as were concerns about the FPR public input process.

Kuperberg stated that he felt that it was time for the Selectboard to take a stand on the plans.

Forbes stated that the actions to date of the LCC and Planning Commission were appropriate, but he was uncomfortable to take a position at this time and would prefer to put to a "sense of the community" article on the Town Meeting warning.

LCC Commissioner Helen Hamman stated that the proposal for overnight accommodations would compete with local inns and hotels.

Ameden noted that FPR has not made a decision on the final plans for the Lowell Lake. He added that the lake has changed over the years and it has seen more usage of late. Board members agreed that it would be difficult to take a position at this time.

The effect of a community vote was discussed, as was the matter of the question to be voted on at a Town Meeting was discussed. Kuperberg reiterated that the LCC concerns were primarily the overnight accommodations and expanded parking.

There was general agreement that the Board should develop wording for one or more questions at the next Board meeting.

*Bob Forbes moved to put on the agenda a discussion of warning a special meeting regarding the State's development plans for Lowell Lake, seconded by George Mora, passed unanimously.*

Kuperberg, Hamman and Maisey left the meeting at 7:57 PM

## 9. Transfer Station

None.

## 10. Roads and Bridges

### a. Discuss VT Traffic Committee hearing on Town's request for reduction of speed limit and dedicated turning lane on Route 11 in vicinity of the Flood Brook School

O'Keefe noted that there is a meeting of the Vermont Traffic Committee on August 28, 2019 to consider the Board's July 1, 2019 request to reduce the speed limit on VT Route 11 during school hours and to provide a dedicated turning lane. It was noted that VTrans staff was recommending the same thing as was recommended 4 years ago: retaining the 50-mph speed limit and sharing the cost of installation of flashing advance warning signs.

There was discussion about who should share the cost – the Town, or the School District as the students and parents are not just from Londonderry. It was suggested that the school should be contacted about this.

It needs to be made clear who would have maintenance responsibility for the flashing signs.

*Bob Forbes moved to authorize George Mora and Shane O’Keefe to attend the meeting of the Vermont Traffic Committee on August 28, 2019 to speak on behalf of the Town’s interest in lowering the speed limit in the vicinity of the Flood Brook School, seconded by Taylor Prouty, passed unanimously.*

## **11. Old Business**

### **a. Consultant selection process for water/wastewater study**

O’Keefe updated the Board on the engineering consultant selection process for the water/wastewater study, noting that four consultants responded to the Town’s request for statements of qualifications. He asked the Board to authorize him and several others, including a Board member, to review the statements and conduct interviews and recommend a consultant to the Board. Forbes expressed an interest in participating.

*George Mora moved to accept the Town Administrator’s suggestion that he, Sharon Crossman, Larry Gubb, Gail Mann and Bob Forbes conduct interviews of consultants that have submitted Statements of Qualifications for the proposed water/wastewater study, and then make a recommendation for the most qualified consultant, seconded by Taylor Prouty, passed unanimously.*

### **b. VLCT grant for employee workplace safety (continued)**

This was a continued discussion from the meeting of August 5, 2019. O’Keefe presented the Board with information about his desire to purchase ergonomic office furniture for the Town Office staff, in particular standing desks and large computer monitors. The Vermont League of Cities and Towns PACIF grant program would cover one-half of the cost of this, and the cost of the Town would be cost to the Town would be \$1,176.

*Taylor Prouty moved to authorize the Town Treasurer and Town Administrator to submit an application for funding to the Vermont League of Cities and Towns for 50% funding of ergonomic office furniture, seconded by Tom Cavanagh, passed unanimously.*

### **c. Discuss TOPP project**

O’Keefe noted that he and Forbes had met with the contractor a few days earlier, and that a basement level window that was supposed to be exposed below the Selectboard office was inadvertently left out of the project. It was concluded that the existing and proposed did not accommodate a practical solution, and there already was a nearby window on the gable end of the basement, so it was recommended that the window stay covered.

The existing new window well was briefly discussed. Forbes recommended a gutter section be installed above the window well, and Prouty suggested a water diverter on the roof as an alternative.

O’Keefe also noted that he, Mora, Sharon Crossman and Larry Gubb had met that morning on the TOPP design and renovation stage with engineer Chris Cole, and the Board should expect a scope of services and cost proposal from Cole at the next regular Board meeting.

Cole had recommended that the Town consider pumping and inspecting the septic system at time, and conducting a hazardous materials inspection and, if necessary, remediation soon. O’Keefe has already arranged for the hazmat inspector to come by to establish an estimate.

## 12. New Business

### a. Consider acceptance of offer to donate painting to the Town

The Board reviewed a donation offer of a Harry Shokler painting of Lowell Lake from Mr. Warren Broderick of Troy, NY. Whether the donation should be to the Historical Society was briefly discussed.

*Tom Cavanagh moved to accept the offer of a donation of a Harry Shokler painting from Warren F. Broderick and authorize the Chair to sign a letter of thanks on behalf of the Board, seconded by George Mora, passed unanimously.*

### b. Consider volunteer application

The Board reviewed and discussed an application to volunteer from Andover resident Richard “Ritt” Ingersoll. O’Keefe noted that Ingersoll had been invited to attend the meeting but could not make it.

*Tom Cavanagh moved to accept the volunteer application from Richard Ingersoll to assist the Cemetery Commission with Lowell Lake cemetery research, maintenance and improvements, seconded by George Mora, passed unanimously.*

O’Keefe will inform Ingersoll and the Cemetery Commission of the Board’s decision.

### c. Appoint designated voting delegate for VLCT annual business meeting

*Bob Forbes moved to appoint Town Administrator Shane O’Keefe as the Town’s voting delegate for the 2019 Vermont League of Cities and Towns annual business meeting, seconded by George Mora, passed unanimously.*

### d. Executive Session – The evaluation of a Town 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 8:27 PM, and came out of executive session at 9:00 PM.

*George Mora moved to restructure the Highway Department to move Josh Dryden to the Forman position at \$22.50 per hour, and that Mathew Rawson become second-in-line crew member at his current pay rate, seconded by Tom Cavanagh, passed unanimously.*

Ameden stated that he would inform both Dryden and Rawson of the Board’s decision.

**13. Adjourn**

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

The meeting adjourned at 9:02 PM.

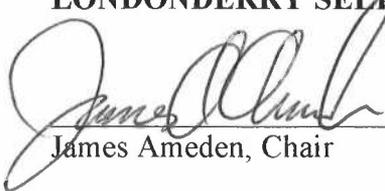
The next regular meeting of the Selectboard is scheduled for September 9, 2019 at 7:00 PM.

Respectfully Submitted,

Shane P. O'Keefe  
Town Administrator

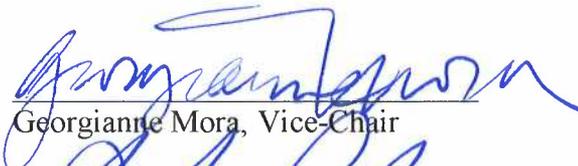
*Approved September 9, 2019.*

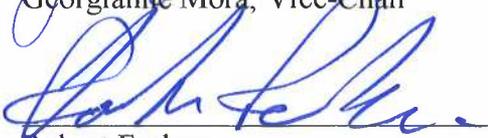
**LONDONDERRY SELECTBOARD**

  
James Ameden, Chair

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

\_\_\_\_\_  
Taylor Prouty

  
Georgianne Mora, Vice-Chair

  
Robert Forbes

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