

**Town of Londonderry, Vermont
Selectboard
Meeting Minutes**

**Monday, October 7, 2019
Twitchell Building - 100 Old School Street, South Londonderry, VT**

Board Members Present: James Ameden, Georgianne Mora, Taylor Prouty, Thomas Cavanaugh and Robert Forbes.

Board Members Absent: None.

Others in Attendance: Town Officials – Town Administrator Shane O’Keefe, Town Treasurer Tina Labeau, Road Foreman Joshua Dryden. Members of the Public – Chris Blackey, Tom Platt, Duane & Melissa Hart, and Bruce Frauman (GNAT).

1. Call meeting to order

Selectboard Chair Jim Ameden, called the meeting to order at 6:03 PM.

2. Additions or deletions to the agenda

It was noted that an application for a 2nd class liquor permit had been received from the new owner of Clark’s Quality Foods.

Taylor Prouty moved to add to the agenda, under new Business, the consideration of a 2nd Class Liquor License for AGS Vermont, Inc., d/b/a Londonderry Village Market, seconded by George Mora, 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, with Josh Dryden participating, seconded by George Mora, passed unanimously.

The Board entered executive session at 6:04 PM. At 6:45 PM Rawson left the executive session.

The Board came out of executive session at 6:55 PM. No announcements or decisions were made.

4. Minutes Approval – Meeting of September 23, 2019

George Mora moved to approve the minutes of the Selectboard meeting of September 23, 2019, seconded by Taylor Prouty, passed unanimously.

5. Selectboard Pay Orders

Pay orders were reviewed and signed by the Board members.

6. Announcements/Correspondence

O'Keefe noted that he wanted to make the Selectboard and public aware of a site cleanup project that he had been working on for a few months that came together last week with great success. He noted that he had written in June to the owner of 7451 VT Route 11 regarding several violations on the site, particularly a fallen-in garage attached to the home. He mentioned that through the efforts and contributions of David Chaves of Chaves Excavation, and Neighborhood Connections, the building was razed last Thursday, thus removing an unsightly and hazardous building from the property. He mentioned that he will continue to work with the property owner on cleanup of the rest of the site.

O'Keefe pointed out a few items included in the meeting packet, including:

- Documents on whether the Town wishes to opt out of a class action lawsuit regarding a national opiate addiction litigation.
- Water source protection plan update documents provided by the Flood Brook School.
- Registration information on an upcoming dam safety workshop. Both O'Keefe and Mora indicated that they would like to attend this, and it is likely that Kevin Beatty might also attend.

7. Visitors and Concerned Citizens

a. Halloween Trunk or Treat – Chris Blackey

Chris Blackey spoke about the annual truck or treat event on Halloween sponsored by the Champion Fire Company and the First Baptist Church.

George Mora moved to authorize the closure of Main Street in South Londonderry from 5:00 to 6:30 PM on October 31, 2019 for the Champion Fire Company and First Baptist Church Halloween Trunk or Treat event, seconded by Tom Cavanagh, passed unanimously.

8. Town Officials Business

a. Town Treasurer – Discuss 2020 Budget process

The Board reviewed a budget process timeline prepared by Tina Labeau. She recommended starting around November 1st and to try to be done after four budget sessions. She proposed meetings before the two November Selectboard meetings and on two Wednesday afternoons. She looks to get a budget completed in December. Budget documents would be distributed to departments and committees soon.

It was agreed to hold a budget session regarding the Highway Department and possibly Solid Waste on November 1st.

O'Keefe asked about his participation in the budget process, noting his experience with large budgets, and mentioned he'd participate however the Board wished. Ameden described the budget process that has been followed. It was agreed that O'Keefe's efforts would be appreciated and he should participate as time permits. He asked about budget direction for staff and committees, and it was explained that departments and committees developed their budgets somewhat independently and the Board eventually reviewed them and made decisions. Mora mentioned an interest in generally avoiding budget increases.

Labeau went over additional budget and Town Meeting milestones. O’Keefe mentioned the Town Office renovation project and the plan to possibly have a bond vote for the project at Town Meeting. He will contact bond counsel to get a cost for that service.

9. Transfer Station

a. Award contract for Transfer Station plowing & sanding

The Board opened, reviewed and discussed bids received in response to a request for proposals for winter plowing and sanding of the Transfer Station. Two bids were received as follows:

- Dana Griswold, Andover, VT – \$5,950
- Hart’s All-Season Maintenance, Londonderry, VY – \$6,500

It was mentioned that Hart’s had done the work for the past few years and has done a fine job. Also mentioned was Griswold’s familiarity with the facility given that he fills in there on occasion.

Tom Cavanagh moved to accept the bid from Dana Griswold for winter plowing and sanding of the Transfer Station in the amount of \$5,950, and to authorize the Town Administrator to enter into a contract agreement for these services on behalf of the Town, seconded by George Mora, passed unanimously.

Other matters discussed regarding the Transfer Station:

- Cavanagh reported that all was running smoothly at the facility.
- Ameden raised the issue of whether the solid waste agreement needs to be looked at in light of TAM Waste Management being acquired by Casella Waste Services. Labeau noted that the latest invoice was still received from TAM. Cavanagh mentioned that he had heard no new news on this but would look further into it with Esther Fishman. Ameden mentioned the need to stay on top of this issue.
- Prouty mentioned complaints about trucks blocking traffic on Route 100 as they are attempting to gain access to the facility before opening. He suggested creating more space to pull off or having trucks arrive during business hours. Tress that had been planted are leaning out toward the road, which may be an issue. Dryden mentioned he’d look into possibly trimming the trees. Cavanagh suggested the possibility of a fence.

10. Roads and Bridges

a. Department updates

Dryden noted that fuel usage for September was 454 gallons for equipment, and buildings as follows: Town Hall – 200 gallons; Town Office (including generator) – 100 gallons, Town Garage – 100 gallons; and Transfer Station – 100 gallons.

The flail mower for the hydradig has been received and is in usage for brush cutting. Ditching is also in process. The new truck has not been received yet, and it appears that the only holdup is the dump body. It looks as though it will be available at the end of the month.

Dryden mentioned that in looking at pricing for a used chipper, Brown's has a used 2006 unit – one that the Town has rented in the recent past – that the Town can purchase for \$16,000. He mentioned that having such a unit would be very helpful to the department's work, and would be a good deal given the cost of new units. Ameden expressed interest in the unit as well, noting safety and efficiency advantages. The chipper unit can handle trees up to 12-inch diameter. How to pay for the unit was discussed. It was mentioned that renting the unit costs \$175/day, \$1,000/week, \$2,350/month. O'Keefe suggested looking into sharing a unit and the cost with a neighboring town. Dryden will do further research and come back to the Board.

b. Discuss Town contribution to reduced speed limit beacon on Route 11 in vicinity of the Flood Brook School

The Board reviewed a letter from Flood Brook School principal Neal McIntyre regarding local contributions for a reduced speed limit beacon on Route 11 by the school. It was noted that the State of Vermont would pay one-half of the approximately \$10,000 cost. McIntyre suggests that the school pay a portion and that the sending towns pay the balance using the same formula used in the distribution of costs for the generator of a year or so ago. With the school paying 40% of the local share, Londonderry's share would be \$1,840, and it would \$1,530 if the school's share was 50%. Labeau noted that the Town could use policing funds for this expense.

Bob Forbes moved that the Town contribute \$1,530 as its share of the cost of new speed limit beacons on Route 11 in the vicinity of the Flood Brook School, seconded by George Mora, passed unanimously.

c. Other road matters

Ameden observed that in Chester there are solar-powered flashing speed signs that do a nice job slowing down traffic, and thinks they're a great idea, and installing them on Town roads might work well in Londonderry.

Mora noted that she understands that once speeds are reduced on a particular road, GPS navigation applications calculate this into providing directions to travelers and over time this can lead to fewer cars on that particular road.

Ameden noted the lack of adherence to the "No Thru Trucks" signs on Thompsonburg road. Mora suggested considering contracting with the Windham County Sheriff's Office for traffic enforcement.

Ameden asked Dryden about the schedule for road paving, noting that it is late in the season. Dryden reported that he was told it would be done soon, but that there delays caused by the State paving work. The extent of the proposed paving work was discussed. O'Keefe is looking onto contract matters. Amended noted the need to get going on this work.

11. Old Business

a. Award contract for Platt Elevation project

O’Keefe noted that his office had received and publicly opened three bids submitted in response to the second Invitation to Bid process for the elevation of the building at 2152 North Main Street. He noted that three submittals were received on the 10/3/2019 due date as follows:

- K. Daley Builders, Springfield, VT -- \$168,890
- Opus Corporation, Westford, VT -- \$132,000
- Tom Platt – Londonderry, VT – no specific bid amount

O’Keefe stated that the submittal from Platt, the property owner, did not specify a particular bid amount, and instead included a several bid proposals from various contractors for specific pieces of the project. He noted that he spoken to Platt about the lack of a bid price after the bids were opened, and as a result Platt submitted a supplementary bid package on 10/7/2019 with a bid price of \$122,622. O’Keefe made the Board aware that Platt was aware of the bid prices from the other bidders prior to submitting his bid, as they were public documents once opened. Yet it was also noted that all but one of the bids from various contractors in Platt’s submittal had been received by the bid deadline.

O’Keefe noted that the project was originally budgeted for \$53,961, and a few thousand has been spent on engineering already, so the project as bid is well over the estimated cost. The State contribution to the project is 75%, or \$40,471, and he noted that he had discussed this with the Vermont Department of Public Safety and it appears that the Town can seek additional award funding to cover this overage. The award increase would likely take two months for a decision.

There was discussion about the escalation in project costs over the past few years. Ameden said that he recommends choosing between the two low bids. O’Keefe stated that to accept the bid from Platt the Board would have to waive bid formalities because the official bid amount did not come in until that day. Platt explained that he simply did not add up the numbers timely.

It was noted that in his bid Platt only included the subcontractor bids and not any profit for himself. Forbes mentioned that for only a \$10,000 cost difference, a general contractor (Opus Corp.) can take on the responsibility for the project instead of Platt. Ameden stated that he felt that Platt’s bid may be the most realistic based on his submittal. Platt noted that he is best suited to ensure that the project s done right.

It was noted that the 5% administrative award would increase if the overall project award is increased. O’Keefe noted that the flow of grant funds would be complicated should the Town contract with the property owner, as the property owner is on the hook for 25% of the project cost.

It was also noted that the supplementary bid from Platt did not indicate the name of the entity bidding, as it states “Various Subcontractors”

Bob Forbes moved accept the bid from Tom Platt, owner of the Platt building, in the amount of \$122,622 for the Platt Building Elevation Project (RFP #2019-7a) involving property located at 2152 North Main Street, subject to concurrence and grant award adjustment by the Vermont Department of Public Safety's Hazard Mitigation Grant Program, 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 George Mora.

Prouty suggested being clear about the company name of the bidder. Platt noted that his umbrella corporation is Derry Downtown Limited.

Forbes stated that he wished to amend the motion to state that the Board is accepting the bid as it was presented in a timely manner and not in the correct form, which has been corrected. Mora suggested that this should be simplified. The motion was withdrawn and restated as follows:

George Mora moved to waive any bid formalities and accept the bid from Derry Downtown, Limited in the amount of \$122,622 for the Platt Building Elevation Project (RFP #2019-7a) involving property located at 2152 North Main Street, subject to concurrence and grant award adjustment by the Vermont Department of Public Safety's Hazard Mitigation Grant Program, 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 Taylor Prouty, passed unanimously.

12. New Business

a. 2nd class liquor license – AGS Vermont, Inc., d/b/a Londonderry Village Market

The Board reviewed documents related to the request for a 2nd-class liquor license for the new owner of the Clark's Quality Foods.

Bob Forbes moved to approve the 2nd Class Liquor License for AGS Vermont, Inc., doing business as Londonderry Village Market, related to property located at 5700 VT Route 100, seconded by Taylor Prouty, passed unanimously.

O'Keefe noted that he would be meeting with the new store manager the following day to discuss signage, and he felt that the existing business sign is oversized and may not be grandfathered.

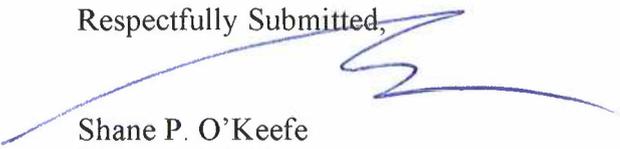
13. Adjourn

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

The meeting adjourned at 8:32 PM.

The next regular meeting of the Selectboard is scheduled for October 21, 2019.

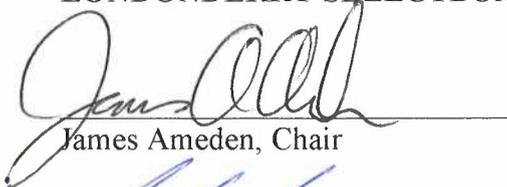
Respectfully Submitted,



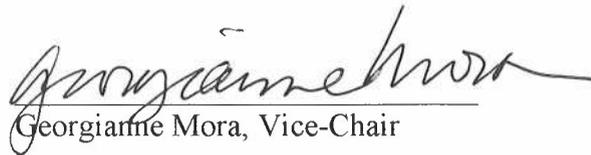
Shane P. O'Keefe
Town Administrator

Approved September 21, 2019.

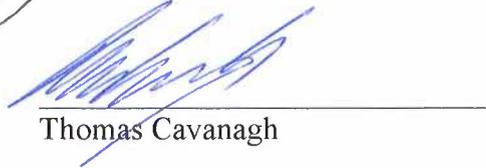
LONDONDERRY SELECTBOARD



James Ameden, Chair

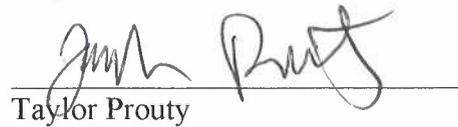


Georgiamme Mora, Vice-Chair



Thomas Cavanagh

Robert Forbes



Taylor Prouty

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