

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

Monday, November 4, 2019

Twitchell Building - 100 Old School Street, South Londonderry, VT

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

Board Members Absent: Taylor Prouty

Others in Attendance: Town Officials – Town Administrator Shane O’Keefe, Town Treasurer Tina Labeau. Members of the Public – Bruce Frauman (GNAT).

1. Call meeting to order

Selectboard Chair Jim Ameden, called the meeting to order at 7:02 PM.

2. Additions or deletions to the agenda

Bruce Frauman suggested that the Board discuss whether nonresidents can remain on Town committees.

George Mora moved to add discussion of residency on Town committees under Town Officials section of the agenda, seconded by Tom Cavanagh, passed unanimously.

Shane O’Keefe suggested adding to the agenda a recent resignation from the Highway Department and rehiring for the vacant position.

George Mora moved to add a discussion a resignation and filling at the Highway Department to the New Business portion of the agenda, seconded by Tom Cavanagh, passed unanimously.

3. Minutes Approval – Meetings of October 21, 2019 and October 30, 2019

George Mora moved to approve the minutes of the Selectboard meeting of October 21, 2019, seconded by Tom Cavanagh, passed 3-0-1, with Bob Forbes abstaining due to his absence from the meeting.

George Mora moved to approve the minutes of the Selectboard meeting of October 30, 2019, seconded by Tom Cavanagh, passed 3-0-1, with Bob Forbes abstaining due to his absence from the meeting.

4. Selectboard Pay Orders

Pay orders were reviewed and signed by the Board members. Tina Labeau noted that the invoice for the new chipper was in the pay order.

5. Announcements/Correspondence

Energy Committee (LEC) – Bruce Frauman noted that the Energy Committee was sponsoring a Button Up event at the depot on at 6:00 PM the following evening, and information from Efficiency Vermont would be available.

Community Resilience Organization (CRO) – Frauman noted that there would be a Committee meeting at 6:00 PM on Wednesday, and the Committee is inviting people to weigh in on next steps for the Committee after its recent participation in a State emergency response exercise. He also mentioned the need to attract additional members.

Department Closures – Tina Labeau noted that the Town Office, Transfer Station and Highway Department would be closed on Veterans Day.

Opioid Litigation – Following up on information provided to the Board at a recent meeting. O’Keefe noted that in the Board’s meeting packet there was a letter from Vermont Attorney General T.J. Donovan regarding nation-wide opioid litigation, and the letter suggests that the Town’s consider participating in this class action suit. Towns are automatically included in the “negotiation class” and must opt out by 11/22/2019 if they prefer not to be.

VTCMA – O’Keefe noted that he would be at the Vermont Town and City Managers Association conference this coming Thursday and Friday, and would be available by phone or email.

Windham County Sheriff’s Department – Mora mentioned a letter included in the meeting packet about rates for service from the Windham County Sheriff’s Department. Policing services in the community were briefly discussed.

Environmental Court – O’Keefe noted that a hearing date for the zoning violation appeal from Vermont Woodchips, Inc. was scheduled for 1/27/2020. It was noted that the company has submitted an application for a “use not provided for” to the Development Review Board that, if approved, may render the violation moot.

6. Visitors and Concerned Citizens

None.

7. Town Officials Business

a. Town Treasurer – Review draft 2019 Town Audit

Labeau briefly reviewed with the Board members the draft audit for fiscal year 2019. She is in the process of putting together a response and there are not many things to address. She briefly went over some of the concerns raised, noting the most challenging has to do with the Trustees of Public accounts. O’Keefe pointed out that the unassigned fund balance was in very good shape, and Labeau suggested possibly using some of it to reduce taxes. Labeau noted that it was pointed out that the Town should be budgeting \$12,000 revenue for school-related administration reimbursement, which offsets taxes.

It was the consensus of the Board to review this further at the next regular meeting.

b. Town Administrator – Preventive maintenance agreement for Town Office generator

The Board reviewed and discussed the 2020 preventive maintenance proposal from Brook Field Services for the Town Office generator. Year-over-year cost is proposed to go from \$495 to \$525 for a single annual service in the fall. There was a lengthy discussion about the pre-pay discount and maintenance scheduling, and it was the consensus not to pre-pay for service.

Bob Forbes moved to accept the preventative maintenance agreement from Brook Field Service for annual service of the Town Office generator one time per year, and authorize the Town Administrator to execute the agreement on behalf of the Board, seconded by George Mora, passed unanimously.

c. Residency of Town committee members

Frauman noted that the chair of the LEC was planning to move to a neighboring community and was asking if the Board had any issues with nonresidents continuing to serve as a committee member. He noted that he had contacted the Vermont League of Cities and Towns and was told that because the Selectboard had created the Committee only the Selectboard could establish rules governing appointments. He also noted that that the CRO has members from neighboring communities.

The Board discussed this and it was the consensus that the Board appoints individuals regardless of their residency, and that there was no need to make a decision on this matter. There is no reason for the LEC chair to resign due to moving out of town.

8. Transfer Station

a. Updates

Cavanagh mentioned that Casella Waste Services would continue to honor the contract agreement with TAM Waste Management into 2021, but that prices are allowed to rise under the contract, and Esther Fishman has indicated that increases can be expected.

It was again noted that there is an open part-time position for 5 hours per week on Sundays that is now being advertised.

9. Roads and Bridges

a. Updates

Ameden mentioned that the chipper has been received and would be put to work this week for storm cleanup. He mentioned that the new truck would be in this or next week. Also mentioned was that plowable snow was expected late this week and the Highway Department trucks were ready to go for winter, all equipment is now under cover, and salt and sand supplies are good.

Paving was briefly discussed and it was noted that only some of the proposed paving was done this year, partly due to congestion caused by the State of Vermont paving projects. Landgrove Road paving will have to wait for the spring.

10. Old Business

a. TOPP Phase II – Discuss programming of Town Office uses/space

Related to the proposed TOPP Phase II project, O’Keefe discussed his recommended process for determining space usage for the Town Office building, and asked the Board if they would like to appoint members to participate with the project consultant, the Planning Commission and Town Office staff on this effort. He reviewed previous work done by the consultant in 2015 and stated that it needs to be updated and future needs should be considered. The process and building needs were discussed.

George Mora moved to appoint George Mora and Bob Forbes to participate with the Planning Commission and Town Office staff effort to develop a space utilization plan for the Town Offices with the Town’s design consultant, seconded by Tom Cavanagh, passed unanimously.

11. New Business

b. Revise purchasing policy

During the recent State-wide emergency response exercise, it was realized that purchasing authority and flexibility during an emergency event needs to be better accommodated. O’Keefe drafted a proposed amendment to deal with this. Amendments were also included to adjust the purchasing thresholds relative to when bidding and Board approvals would be required. The increases in the purchasing thresholds were discussed at length. Labeau noted that all purchases must ultimately be approved by the Board through the pay order approval process. It was the consensus of the Board that any non-budgeted expense, or expense that is over budget, should be brought to the attention of the Board.

Bob Forbes moved to amend the Town of Londonderry Purchasing Policy, effective immediately, seconded by George Mora, passed unanimously.

c. Select Green Up Day Coordinator for 2020

Green Up Day for 2020, scheduled for May 2, 2020, was briefly discussed.

George Mora moved to appoint the Champion Fire Company as the 2020 Green Up Day Coordinators, seconded by Tom Cavanagh, passed unanimously.

d. Discuss resignation and filling vacancy at the Highway Department

The Board reviewed and discussed a letter of resignation from Road Crew member Mathew Rawson. The Board reviewed a proposed advertisement for rehiring the position.

Tom Cavanagh moved that the Board accept the resignation of Mathew Rawson from full-time employment with the Highway Department, to grant his request for paid leave for the balance of his two-week tenure, and authorize the Town Administrator to advertise the position vacancy, seconded by George Mora, passed unanimously.

Board members recommended to the viewing public that interested candidates should apply for the position.

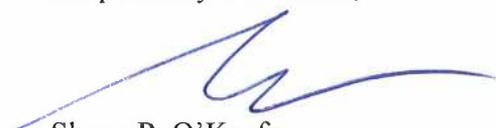
12. Adjourn

Bob Forbes moved to adjourn the meeting, seconded by Tom Cavanagh, passed unanimously.

The meeting adjourned at 8:09 PM.

The next regular meeting of the Selectboard is scheduled for November 18, 2019.

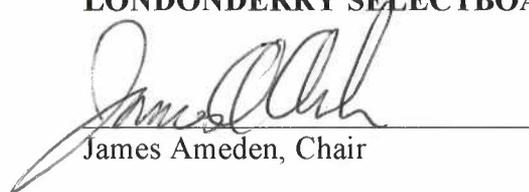
Respectfully Submitted,



Shane P. O'Keefe
Town Administrator

Approved November 18, 2019.

LONDONDERRY SELECTBOARD

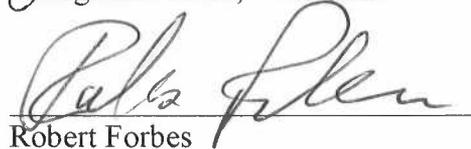


James Ameden, Chair



Georgiamme Mora, Vice-Chair

Thomas Cavanagh



Robert Forbes

Taylor Prouty

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