

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

**Monday, November 18, 2019
Twitchell Building - 100 Old School Street, South Londonderry, VT**

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

Board Members Absent: Thomas Cavanaugh.

Others in Attendance: Town Officials – Town Administrator Shane O’Keefe, Town Treasurer Tina Labeau, Conservation Commissioner Mark Wright. Members of the Public – 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

Shane O’Keefe suggested adding the ratification of an historic preservation grant application for Town Hall improvements to the agenda.

George Mora moved to add a discussion on ratification of an historic revitalization grant for improvements to the Town Hall building to the New Business section of the agenda, seconded by Bob Forbes, passed unanimously.

Tina Labeau mentioned that Mark Wright was in attendance to discuss a pay order matter involving the Conservation Commission. Ameden stated that this could be discussed under the Pay Orders section of the agenda.

3. Minutes Approval – Meeting of November 4, 2019

George Mora moved to approve the minutes of the Selectboard meeting of November 4, 2019, seconded by Bob Forbes, passed 3-0-1, with Taylor Prouty 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 payment of \$7,500 at the request of the Conservation Commission was in the pay orders and Mark Wright spoke to the matter. He noted that the Twitchell brothers had that day deeded the conservation rights for 183 acres of land on either side of Livermore Mills Road by Winhall Hollow Road to the Vermont Land Trust, and the Conservation Commission was supporting the conservation easement conveyance through a Town contribution similar to that done in the past year related to Glebe Mountain lands. The funds are from the Town’s Conservation Fund, which is dedicated to projects such as this, and the project has been being worked on for years. Wright spoke about the Twitchell brothers and their dedication to the community over the years. He noted that there are 2,300 acres of

land in Londonderry that have had their development rights conveyed to the Vermont Land Trust, which is significant.

There was discussion about other properties in town with potential for conservation easements. Wright spoke about the conservation easement process and noted that it simply protects the land from future development and does not affect the taxation status of the property.

Wright left the meeting at 7:10 PM.

5. Announcements/Correspondence

Cannabis Legislation – O’Keefe noted that included in the meeting packet was an email received from the Vermont League of Cities and Towns regarding pending cannabis regulation legislation (S.54), that includes a recommended resolution for the Board’s consideration. There was a brief discussion about commercial cannabis, local control and the potential for local tax revenue.

It was agreed to put this matter on an upcoming meeting agenda and to invite Rep. Kelly Pajala to discuss the legislation.

Town Office Holiday Closure – Tina Labeau noted that the Town Office would be closed on Thanksgiving and the day after.

6. Visitors and Concerned Citizens

None.

7. Town Officials Business

a. Town Treasurer – Review draft 2019 Town Audit

Labeau presented to the Board the final 2019 audit along with final a management letters from the auditing firm of Sullivan, Powers and Co., which was received the previous Friday. She mentioned that there were no changes from the draft version already distributed to the Board, and stated that she had only three matters to reply to the auditor about, which she has done, and will try to remedy them to address the recommendations. She noted that she has already started with journal entries presented at the meeting, such as the school tax payment. She added that journal entries in the past had not gone to the Board for approval but will now due to the auditor recommendation for the sake of transparency. It was also mentioned that the upcoming budget will show both revenues and expenditures for projects, such as those funded through grants.

8. Transfer Station

a. Updates

None.

b. Holiday pay/leave for days when facility is closed

Ameden mentioned the issue of full-time employees at the Transfer Station and their concern about both Christmas and New Year's Day falling on a Wednesday, which is the day the facility is closed and they are not normally working. He stated that they want the paid holiday and an alternate day off. He mentioned that they may just want to get a day off for the holidays at a later date.

O'Keefe noted that personal days granted expire at the end of the year, so any days granted should be allowed to be used within a certain timeframe. The Board wanted to make sure that the two employees take the day off at different times to ensure the facility can remain open.

It was clarified that the employees would get paid for the Wednesday holidays, even though not scheduled to work, and would then get an unpaid personal day off; in essence getting paid in advance for that day off.

Bob Forbes moved that the Transfer Station Crew gets an unpaid floating day off because Christmas and New Year's Day on their normal day off, that they will be paid for the two holidays, and the days off are to be used within 60 days of each holiday, seconded by Taylor Prouty, passed unanimously.

9. Roads and Bridges

a. Updates

Ameden mentioned that the new truck is expected to arrive this week.

It was mentioned that there are no applications received as of yet for the open Highway Crew position. Mora inquired whether the Town would be OK with maintenance with only two Highway Department employees. Ameden noted that we're doing well right now and noted that with two tandem trucks the employees should be more efficient due to salt and sand carrying capacity of the vehicles.

There was additional discussion on recruitment efforts for the open position, including use of the community forum and web-based services such as Indeed.

b. Request for use of Lowell Lake Road for VAST access – Chester Snowmobile Club

The Board reviewed a request from the Chester Snowmobile Club for permission to continue to use Lowell Lake Road for snowmobiling. Ameden noted that the Town has never had problems with their use of the road and that they do a nice job not using the main part of the road. O'Keefe noted that a club member we spoke with stated that they'd be happy to attend a meeting if there were any questions or concerns.

Bob Forbes moved to approve the request from the Chester Snowmobile Club to use a portion of Lowell Lake Road for snowmobiling between December 15, 2019 and April 15, 2020, and authorize the Town Administrator to execute a Vermont Association of Snow

Travelers, Inc. landowner permission form on behalf of the Town, seconded by George Mora, passed unanimously.

c. Discuss VTrans Better Roads grant

O’Keefe mentioned that a new round of VTrans Better Roads grant was recently announced. These grants assist Town with compliance with the Municipal Roads General Permit to avoid stormwater impacts. He recommends applying for \$60,000 of funds to supplement the \$175,000 VTrans Structures grant to complete the Derry Woods Road culvert replacement project that has been on the books for many years and is likely to cost more than the existing grant. He has asked the project engineer for new project cost estimates in order to put together the grant application. He mentioned that he is waiting on a final federal permit and hopes to put the project put to bid in the next month or so to get a better fix on the price, with bids subject to Town Meeting-approved funding as necessary.

Ameden mentioned that when the project was priced out in the past there were elements of the project that Town forces could do to reduce the project cost. O’Keefe said that the project engineer believes that efforts to channel the water and keep the road open during the project create elevated costs. There was discussion about opening up access to Cobble Ridge Road to allow for Derry Woods Road to be closed to traffic.

O’Keefe asked for permission to apply for the grant in the amount of \$60,000 for the Derry Woods Road culvert.

George Mora moved to authorize the Town Administrator to submit an application for funding under the VTrans Better Roads Grant Program for supplementary funds for the Derry Woods Road culvert project, seconded by Taylor Prouty, passed unanimously.

d. Other matters

Ameden noted that there may be a request for improvement and maintenance of a Town trail at the end of Under the Mountain Road by an adjacent landowner, and Road Foreman Josh Dryden is doing research on this.

There was an extended conversation about legal, policy and maintenance considerations of Town highways, particularly Class 4 highways, and Town trails. Ameden stated that any such request would have to be considered by the Board.

10. Old Business

a. Septic Fields closeout

O’Keefe mentioned that “end-of-certification” tests were just received and the former septage fields now meet the pH requirements and he was in the process of doing the final closeout request to the ANR-DEC Waste Management & Prevention Division. He distributed letters recently received from the Division indicating that there are new sampling requirements required by the end of the calendar year to address state-wide concerns over

per- and polyfluoroalkyl substances (PFAS). He noted that these came in at the last minute in the septic fields closure process and will have unbudgeted costs associated with them. He said he would like to object to the requirement, noting that there does not appear to be a reasonable way to differentiate groundwater conditions specific to the septic fields when they are in such close proximity to a closed landfill. Absent an exemption by the Division, the Town will have to move forward very soon with the sampling protocol at a cost to be determined.

O'Keefe asked for authority to submit paperwork to close out the permit.

George Mora moved to authorize the Town Administrator to submit closeout documentation to the Agency of Natural Resources Department of Environmental Conservation to close out the solid waste permit for the former septic fields, seconded by Bob Forbes, passed unanimously.

11. New Business

a. Selectboard meeting location/use of office space

On behalf on himself and Sharon Crossman, O'Keefe requested that the Board consider moving its meetings to the large meeting room as the Selectboard office in which they now work is overcrowded and a difficult space in which to conduct business.

Mora spoke about the previous times when the meetings were held in the larger space and how the table setup and sound was not ideal. She suggested that the Board's table and chairs be moved to that space and that the Board continue to meet around the table as opposed to facing the audience akin to a tribunal. O'Keefe said he has been looking into acoustic panels to help with the sound. He mentioned desks in the large meeting room could be moved into the office

Forbes spoke about Town Office renovations and how that work would address the needs of the Board meeting. He mentioned that the existing room did not adequately accommodate more than a few people attending meetings.

George Mora moved to hold Selectboard meetings in the large meeting room at the Town Offices moving forward, using the Selectboard tables and chairs, seconded by Taylor Prouty, passed unanimously.

b. Ratification of historic revitalization grant for improvements to the Town Hall building

O'Keefe noted that Planning Commissioners Sharon Crossman, Larry Gubb and Mimi Lines have been working on a Preservation Trust of Vermont historic structures revitalization grant that was announced last week and was due on the meeting date, and given the tight timeframe for submission the application has been submitted and it is appropriate for the Board to ratify that action. The grant application seeks funding for the renovation of the Town Hall building.

Bob Forbes moved to ratify the submission of a Preservation Trust of Vermont historic revitalization grant for the improvement of the Town Hall Building, with the Town Administrator as the Town's primary contact, seconded by George Mora, passed unanimously.

12. Adjourn

George Mora moved to adjourn the meeting, seconded by Taylor Prouty, passed unanimously.

The meeting adjourned at 8:15 PM.

The next regular meeting of the Selectboard is scheduled for December 2, 2019.

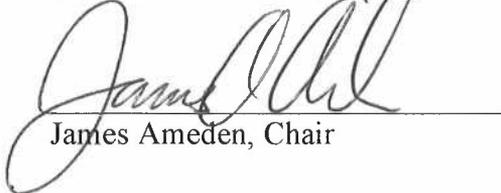
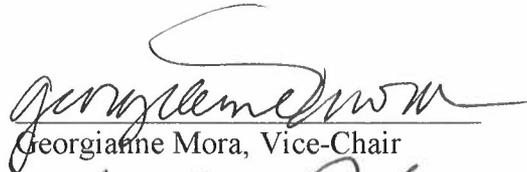
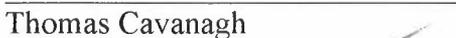
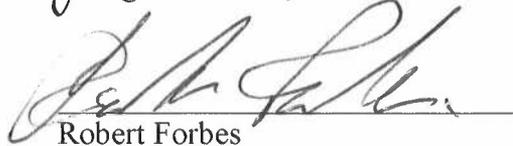
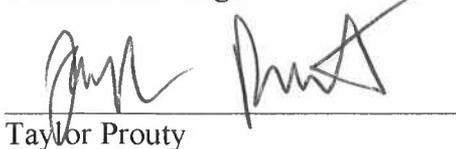
Respectfully Submitted,



Shane P. O'Keefe
Town Administrator

Approved December 2, 2019.

LONDONDERRY SELECTBOARD


James Ameden, Chair
Georgianne Mora, Vice-Chair
Thomas Cavanagh
Robert Forbes
Taylor Prouty

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