

Town of Londonderry, Vermont
Selectboard
Meeting Minutes
Monday, February 17, 2020
Twitchell Building - 100 Old School Street, South Londonderry, VT

Candidates Forum

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

Others in Attendance: Town Officials – Town Administrator Shane O’Keefe, Town Treasurer Tina Labeau, Town Clerk Kelly Pajala, Emergency Management Director and Tree Warden Kevin Beattie, and Planning Commission Chair Sharon Crossman. Others – Bruce Frauman (GNAT).

George Mora opened the forum discussion at 6:08 PM and read a list of positions for which elections would take place at the March 3, 2020 Town Meeting.

Kelly Pajala stated that she would again be running for the Town Clerk position, which she has held for 8 years, and spoke about some of her accomplishments in the office. Tina Labeau stated that she would again be running for the Town Treasurer position, which she has held since 2015 after working as Assistant Town Treasurer.

Bob Forbes stated that he has chosen not to be a Selectboard candidate, noting that he took the position to fill a vacancy. Jim Ameden stated that he has been on the fence regarding running for Selectboard and at this point will not be running, though things could change between now and Town Meeting. There was discussion about the many years both Jim and Bob have served on the Selectboard. Mora stated that the current Board works functions together so well, and the loss of these two members will be a challenge. There was discussion about the need to get the word out to the public for those who might be interested in the elected positions.

Other elected positions and the intentions of incumbents was discussed. Pajala mentioned that the Legislature was considering eliminating the Town Agent position altogether.

There being no additional residents wishing to discuss their candidacies, the forum was closed by Mora at 6:25 PM.

1. Call meeting to order

Selectboard Chair Jim Ameden called the Selectboard meeting to order at 6:49 PM.

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

Board Members Absent: Taylor Prouty

Others in Attendance: Town Officials – Town Administrator Shane O’Keefe, and Town Treasurer Tina Labeau. Others – Residents George Lagace and Toby Fitch (7:25 PM), and Bruce Frauman (GNAT).

2. Additions or deletions to the agenda

None.

George Mora moved to adjust the agenda to consider the Ruck Up, Inc. boot drop request under the Visitors and Concerned Citizens section of the agenda, seconded by Bob Forbes, passed unanimously.

3. Minutes Approval – Meeting of February 3, 2020

George Mora moved to approve the minutes of the Selectboard meeting of February 3, 2020, seconded by Bob Forbes, passed 3-0-1, with Tom Cavanagh abstaining due to his absence from the meeting.

4. Selectboard Pay Orders

Pay orders were reviewed and signed by the Board members.

5. Announcements/Correspondence

Labeau reminded everyone that Town Meeting would be on March 3, 2020 at 9:30 AM at the Town Hall.

Correspondence included in the meeting package was as follows:

- A flyer from the Vermont League of Cities and Towns on various training opportunities.
- O’Keefe distributed a 2/15/2020 letter he had written to Tom & Judy Platt asking them to concur that they would be willing to increase their 25% participation in the former Post Office building elevation project from \$25,000 to \$33,330 due to an overall project cost increase. He stated that he had heard verbally from the Platts that the letter had been signed, so the next step in the project if for the Memorandum of Understanding between the Town and the Platts will need to be amended accordingly, and O’Keefe will also respond to FEMA with requested project information.

6. Visitors and Concerned Citizens

a. Consider request for boot drop – Ruck Up, Inc. (for May 16, 2020)

George Legace spoke to the Board about his organization’s wish to hold a fundraising boot drop on VT Route 11 in the vicinity of Hell’s Peak Roads on May 16, 2020, with a rain date of May 17, 2020. Legace stated that the previous year the event raised just over \$3,000 and they have helped many veterans and families in need with the donations received. He mentioned that the organization has conducted similar events in other communities in the region. Legace requested a letter from the Town and he stated that he would provide O’Keefe with the required insurance certificate. O’Keefe will write the letter on behalf of the Town.

There was brief discussion about coordination with the State of Vermont, and the VT Route 11 paving project was mentioned.

Bob Forbes moved to approve the request from Ruck Up, Inc. to hold a boot drop fundraiser on VT Route 11 in the vicinity of Hell's Peak Road on May 16, 2020, with a rain date of May 17, 2020, seconded by Tom Cavanagh. Motion passed unanimously.

7. Town Officials Business

a. Town Administrator – Town Office plumbing issue

Labeau and O'Keefe described and distributed photos of one of the drainpipes in the basement of the Town Office that has a gaping hole and is in need of repair. Because it serves only the sink in the meeting room, which is seldom used and can be shut off, and repair cost is at least \$400, the recommendation from staff is to hold off on the repair until such time as the Town Office reconstruction is done. The Selectboard concurred with this recommendation but asked for the hole to be covered to avoid septic gases from leaking into the building.

8. Transfer Station

a. Updates

Cavanagh had no updates. Ameden noted that at the last Board meeting there was discussion of a few instances where the plowing and sanding contractor was not available to sand as needed, and that the Town Crew had to handle this. Cavanagh stated that he was aware of this.

9. Roads and Bridges

a. Updates

Ameden noted that one of the trucks backed into one of the garage doors by the Town Office during the last storm. He mentioned that the Highway Department staff was flexing its hours due to the needs of the roads and the varying weather we've been having.

He mentioned that the equipment is holding up well, but the new truck is lots of minor wiring issues with the lights that staff is working on short term but must be handled by the dealer in the spring.

b. Consider request for boot drop – Ruck Up, Inc. (for May 16, 2020)

This matter was addressed earlier in the meeting.

c. Approve rustproofing Release and Hold Harmless Agreement

Ameden stated that this document is signed each year for the vehicle rustproofing. The work is done twice per year and really helps with vehicle longevity.

Bob Forbes moved to approve the rustproofing release and hold harmless agreement with Carrarra's Rustproofing and authorize the Selectboard Chair to execute it on behalf of the Board, seconded by George Mora, passed unanimously.

d. Derry Woods Road Culvert Project – Approve Invitation to Bid

O’Keefe described for the Board the proposed bid package and process for the Derry Woods Road culvert project. He stated that he’d like to move quickly on the project by advertising the bid process this week, having a non-mandatory pre-bid meeting on March 4, 2020, and having bids due on March 19, 2020. Because the project funding beyond the \$175,000 VTrans structures grant is subject to Town Meeting vote on the budget, he included in the bid package the following note in case of a budget adjustment:

“Project is subject to funding approval vote at the March 3, 2020 Town meeting, and notice of project (and pre-bid meeting) cancellation in the event of project de-funding will appear on the Town’s web site (www.londonderryvt.org) by 5:00 PM that day”.

There was discussion about the FY2021 budget and the impact this project has on it, as the project is not broken out into its own Town Meeting article. It was the consensus of the Board to make sure the Voters were aware of this project and its budget impact when they consider the budget at Town Meeting. O’Keefe noted that an additional \$60,000 grant is pending for this project.

Bob Forbes moved to approve the Invitation to Bid for the Derry Woods Road Culvert project and authorize the Town Administrator to take all necessary steps to solicit bids for review by the Board, seconded by George Mora, passed unanimously

e. Derry Woods Road Culvert Project – Discuss engineering services

O’Keefe described for the Board the proposed engineering services proposed by project engineer Everett Hammond for the bid process, including attending the pre-bid meeting, responding to contractor questions and preparing a bid comparison.

Tom Cavanagh moved to approve the hiring of Hammond Engineering for bid selection services, up to a maximum of \$1,200 for the Derry Woods Road culvert project, seconded by George Mora, passed unanimously

f. Discuss Middletown Road speed limits

Based upon the discussion at the previous meeting on new signs on Thompsonburg Road and the impending VTrans project to erect new signs on that road and Middletown Road this coming summer, O’Keefe noted that the Middletown Road signs anticipate the existing 50 mph speed limit and he inquired about whether the Board wanted to consider establishing lowered speed limits at this time before the signs go up. He distributed for review a proposed Traffic and Parking Ordinance amendment that called for 40 mph speed limit on Middletown Road, with 30 mph limits for the first 500 feet from VT Route 11, and from VT Route 100 to a point 200 feet north of Crescent Street.

The Board discussed this at length. The consensus of the Board was to place consideration of the ordinance amendment on the agenda for the next regular Board meeting.

g. Consider application(s) for excess vehicle weight permits [23 VSA 1400a]

The Board reviewed overweight permit applications, and it was noted that the applicable fees was paid and insurance certificates received.

George Mora moved to approve the excess weight permit for Renaud Brothers, Inc., Record Concrete, Inc., and Valley Crane Services, Inc., seconded by Tom Cavanagh, passed unanimously.

10. Old Business

a. WRC Regional Broadband initiative - Update

Toby Fitch, who was appointed as point person for this project by the Board on January 20, 2020, updated the Board on the project and discussed the details on a community survey now in the works. The survey will help to develop a business plan necessary to apply for project implementation funding, and he explained that 20% participation per town was needed. He recommended a statement at Town Meeting of the survey effort, and he noted that he wants to try and get info from out-of-staters. All of the survey work must be done by March 17, 2020.

He noted that the overall project goal is to provide service to underserved communities in southern Vermont. He mentioned that there is a significant amount of fiber optic cable already here and the project proposes to tap into those lines with a “subnet”.

There was discussion about the Town mailing out a card to out-of-state property owners to try and get them to respond as well.

George Mora moved to authorize expenditure of up to \$250 to print and mail postcards to second homeowners in regard to the broadband take rate survey, seconded by Bob Forbes, passed unanimously.

Fitch was thanked for his efforts.

11. New Business

- a. 1st Class Liquor License – Manzana, Inc., DBA Manzana, Inc. (SoLo Farm & Table)**
- b. 3rd Class Liquor License – Manzana, Inc., DBA Manzana, Inc. (SoLo Farm & Table)**

These applications were reviewed together by the Board.

Tom Cavanagh moved to approve the 1st and 3rd Class Liquor Licenses for Manzana Inc., Inc., doing business as Manzana, Inc, also known as SoLo Farm & Table, related to property located at 95 Middletown Road, seconded by George Mora, passed unanimously.

c. 2nd Class Liquor License – AGS Vermont, Inc., DBA Londonderry Village Market
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 George Mora, passed unanimously.

Labeau noted that the Town Clerk's office has approved various event permits for events at Magic Mountain this coming weekend and each weekend in March.

d. Development Review Board resignation/vacancy

O'Keefe noted that Sven Fedorow has resigned from the DRB effective immediately due to moving a distance away for a new employment opportunity. It was noted that in addition to this vacancy being created the DRB is also seeking an alternate member. O'Keefe has posted the vacancies already.

George Mora moved to accept Sven Fedorow's resignation from the Development Review Board and to thank him for the time and effort that he put in, seconded by Tom Cavanagh, passed unanimously.

e. Executive Session – Pending or probable civil litigation or a prosecution, to which the public body is or may be a party, per 1 V.S.A. 313 (a)(1)(E)

George Mora moved to find that premature general public knowledge of pending civil litigation or a prosecution, to which the public body is a party will clearly place the Town or person involved at a substantial disadvantage, seconded by Tom Cavanagh, passed unanimously.

George Mora moved that the Board enter executive session to discuss pending civil litigation to which the public body is a party pursuant to Title 1, Section 313((a)(1)(E), seconded by Tom Cavanagh, passed unanimously.

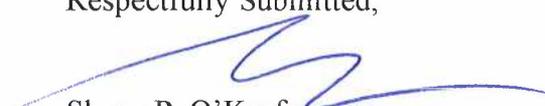
O'Keefe was invited to attend the executive session The Board entered in executive session at 7:42 PM. The Board came out of executive session at 8:05 PM. No decisions were made.

12. Adjourn

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

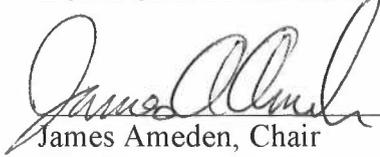
The meeting adjourned at 8:05 PM. The next regular meeting of the Selectboard is scheduled for March 2, 2020.

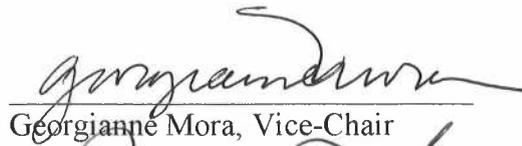
Respectfully Submitted,

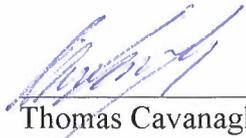

Shane P. O'Keefe
Town Administrator

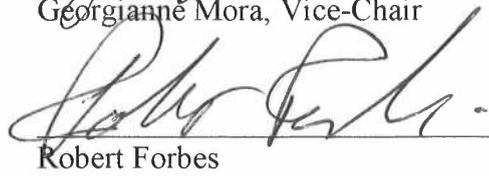
Approved March 2, 2020.

LONDONDERRY SELECTBOARD


James Ameden, Chair


Georgianne Mora, Vice-Chair


Thomas Cavanagh


Robert Forbes


Taylor Prouty

* * *