

Town of Londonderry, Vermont
Selectboard
Meeting Minutes
Thursday, October 22, 2020
Meeting held remotely via online video with no physical presence

Board Members Present: Georgianne Mora, Thomas Cavanagh, Taylor Prouty, Vincent Annunziata, and James Fleming (via telephone).

Board Members Absent: None.

Others in Attendance: Town Officials – Town Administrator Shane O’Keefe.

1. Call meeting to order

Selectboard Chair George Mora called the meeting to order at 6:36 PM.

She noted that in response the Governor Scott’s January 20, 2020 declaration of a State of Emergency due to the spreading COVID-19 pandemic, and his “Stay Home, Stay Safe” executive order restricting and minimizing all unnecessary activities outside of the home, and in accordance with Act 92, signed into law on by the Governor on March 30, 2020, which allows for changes to the Vermont Open Meeting Law to protect the health and welfare of the public, that the meeting was being held entirely remotely with no physical presence.

2. Additions or deletions to the agenda

None.

3. Accept resignation of Assistant to the Town Administrator

The Board reviewed and briefly discussed the letter of resignation of Sharon Crossman as Assistant to the Town Administrator.

Tom Cavanagh moved to accept the resignation of the Assistant to the Town Administrator, seconded by Vincent Annunziata, passed unanimously.

O’Keefe noted that he has enjoyed working with Sharon, and she has stated that she is willing to assist with transition, such as handling Development Review Board minutes and the like. And she intends to continue with work with the Planning Commission.

Mora will write a letter of thanks on behalf of the Board and circulate it for Board member signature.

It was noted that there are several vacancies in Town positions at this time.

4. Discuss hiring of a Zoning Administrator/Floodplain Administrator

The Board discussed the idea of hiring a part-time Zoning Administrator instead of rehiring the Assistant to the Town Administrator position. Mora noted that this had been agreed to in the past but that both O’Keefe and his predecessor Robert Nied each agreed to take on both positions. She noted that Nied had mentioned that handling both responsibilities was impossible to do effectively, and that O’Keefe is in the same position. She stated that it is her recommendation

that the Town go back to the concept of separating the Town Administrator and Zoning Administrator positions.

Mora mentioned that the previously approved job description handed out calls out the position as being full-time. It was agreed that it should be changed to indicate that it's a part-time job. She mentioned that there are part-time Zoning Administrator working for other nearby communities that could take on this position, and Prouty suggested reaching out to them in the recruitment process.

Budgetary implications of this position change were discussed, with the idea of reallocating the budgeted funds for the Town Administrator's Assistant to the new Zoning Administrator position. O'Keefe noted that there is \$21,334 in the budget for the Assistant position and about \$4,000 has been spent to date at the \$20 per hour rate of pay. The hourly rate for the new position was discussed and O'Keefe recommended at least \$25 to reflect the level of expertise required, and that he felt the budget could handle 20 hours per week at this increased rate.

O'Keefe agreed that it is a real stretch for him to handle both positions at his contracted weekly hours, which he regularly exceeds. He noted that the Zoning Administrator job is very time consuming and exacting, with statutory timeframes that require prioritizing some zoning matters over the projects and other responsibilities that he has. O'Keefe also mentioned that the Floodplain Administrator work was very closely associated with the Zoning Administrator responsibilities and that they go hand-in-hand. He added that, organizationally, the proposed plan is a more efficient way for the Town to do its business, and is a model used in many other communities.

George Mora moved to reinstate the stand-alone the Zoning Administrator position as a part-time position with an hourly rate to be determined, and to put out a job notification, seconded by Tom Cavanagh, passed unanimously.

It was agreed that reallocation of funds would take place at a later date with a formalized motion depending on how recruitment process went. It was also agreed not to advertise the hourly rate at this time. There was discussion about the various ways to recruit employees.

5. Adjourn

Vincent Annunziata moved to adjourn the meeting, seconded by Tom Cavanagh, passed unanimously.

The meeting adjourned at 7:00 PM. The next regular meeting of the Selectboard is scheduled for November 2, 2020.

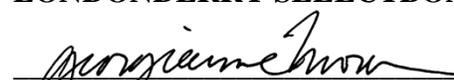
Respectfully Submitted,



Shane P. O'Keefe
Town Administrator

Approved November 2, 2020.

LONDONDERRY SELECTBOARD


Georgianne Mora, Chair