

**Town of Londonderry, Vermont**  
**Selectboard**  
**Meeting Minutes**  
**Monday, April 5, 2021**  
**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, Town Treasurer Tina Labeau, Town Clerk Kelly Pajala, Emergency Management Director Kevin Beattie, and Planning Commissioner Chair Sharon Crossman. Others – None.

**1. Call meeting to order**

Selectboard Chair George Mora called the meeting to order at 6:02 PM.

She noted that in keeping with the most current provisions and directives in response to the COVID-19 pandemic, the meeting was being held entirely remotely using Zoom meeting software.

She noted a few matters of meeting process, including that comments from the public would be limited to 3 minutes per person.

Each of the Board members than vocally identified themselves.

**2. Additions or deletions to the agenda**

None.

**3. Minutes Approval – Meeting(s) of 3/15/2021**

*Tom Cavanagh moved to approve the minutes of the Selectboard meeting of March 15, 2021, seconded by Vincent Annunziata, passed unanimously.*

**4. Selectboard Pay Orders**

There was concern raised about an invoice submitted for payment website development for the Project Londonderry effort, and whether it was an appropriate municipal expense. Sharon Crossman spoke to the transition of Project Londonderry, which was established by the Planning Commission, to the One Londonderry effort that has evolved from the recent community visit process from the Vermont Council on Rural Development. She spoke to the Project Londonderry need to get the word out to the public on its activities while under the wing of the Planning Commission, which was the reason for the website effort.

There was discussion as to whether to hold off on payment of this expense pending further information. Mora noted that the work has been done and the Town should pay the contractor, but whether the Town should pay for this sort of expense in the future was of concern. O’Keefe read from the Town’s Procurement Policy on purchases of less than \$1,000.

There was further discussion on the recent formal establishment of the One Londonderry group, and there was general agreement amongst the Board members that there would not be any further expenses on these groups. Crossman confirmed that there is no intention of financially supporting the newly named initiative with Town funds.

*Taylor Prouty moved to approve the pay orders for payroll and accounts payable, seconded by Jim Fleming, passed unanimously.*

## **5. Announcements/Correspondence**

Kevin Beattie noted that there is a high fire danger status with red flag warnings, with additional dry conditions predicted, and as a result the Fire Warden is not issuing burn permits at this time and requested that the public refrain from lighting any fires.

Kelly Pajala noted that liquor licenses should be filed in time for the next Selectboard meeting.

She also mentioned that Town Meeting is on for May 1<sup>st</sup> at 9:30 AM at Pingree Park and arrangements are in process as she is working on details. She noted that recommended masking and distancing guidelines will be observed and that attendees are asked not to mingle as is usually the case at the Town Hall. People are invited to bring chairs, but they will be provided. She will continue to put out announcements to the public on the procedures, she added.

Tina Labeau noted that Town Reports should be received in the mailed shortly.

O’Keefe noted that this meeting makes it a year that the Board has been meeting remotely due the COVID-19 pandemic. And he reminded the Board that there are still vacancies on the Energy Committee, Conservation Commission, Parks Board, Development Review Board and Planning Commission, which are being advertised. He also mentioned that the tax sale is scheduled for Thursday, April 22 at 10:00 AM, and Labeau said that she thought there were only 6 properties on the list at this time.

O’Keefe mentioned that the Town received a written request from a Vermont photographer seeking to conduct aerial photography of all 251 Vermont towns, which asks if there is some local insight as to the best time to visit the community, and best spots to see. Annunziata volunteered to follow up with the person, and O’Keefe agreed to forward the email to him.

Pajala reiterated that there is an opening on the Parks Board and invited those interested to attend the meeting the following evening. She also gave updates on parks activities and mentioned that the goal is to open Memorial Park this summer, but that this is subject to change due to the pandemic. And they are also hoping to host Music Mondays at Pingree Park again, she added, from 6:00 to 8:00 PM on July 5 & 19, and August 2, 16, & 30, and September 6, with musical guests to be determined, and subject to applicable health guidelines.

O’Keefe noted correspondence included in the Board’s meeting packet was as follows:

- A copy of the March 9, 2021 email from the Vermont League of Cities and Town’s staff attorney regarding the One Londonderry question about whether its committees are subject to the Vermont Open Meeting Law.
- A postcard from the Vermont Rural Fire protection Task Force on the availability of Rural Fire Protection grants, which I have forwarded to the Champion and Phoenix and Fire Departments.

- An invitation to the annual Southern Vermont Economy Summit, which is scheduled for May 12 through 14th, and will be held virtually.

## **6. Visitors and Concerned Citizens**

Rich Phelan inquired as to whether agenda items 9.b. & 9.c. were related, and Mora stated that they were not.

Regarding the site of the former Thompsonburg Schoolhouse, Beattie brought up the recent installation of a traffic control sign by VTrans in the midpoint of the property within the right-of-way, and asked whether it could be moved off the lawn toward VT Route 11. O’Keefe noted that the sign was likely placed there as part of the recent road safety grant and would need some level of State approval to be moved, and volunteered to contact the project manager to see this through.

## **7. Town Officials Business**

### **a. Emergency Management Director – COVID-19 response updates**

Emergency Management Director Kevin Beattie stated that he had report but was open to questions.

### **b. Town Administrator – Periodic update**

Mora noted that when the Board discussed the division of labor of O’Keefe’s position in December there was some concern that he was not going to have enough work on his plate to fill a full-time position, and he was asked to submit reports, such as his time accounting and “to do” lists for the Board to review. She mentioned that these have been received and demonstrate that he is absolutely “earning his keep”. She opened the discussion up for questions from the Board members, and there were none.

O’Keefe gave a rundown of a number of matters he has been working on including several ongoing long- and short-term projects, a large number of requests for proposals of late for various departments, two complicated legal matters on which he is coordinating with the Town Attorney.

He noted that he has primarily working remotely due to the pandemic but noted that he would be fully vaccinated in time for Town Meeting, and hoped to go back to work in the office at least three full days per week around then.

## **8. Transfer Station/Solid Waste Management**

### **a. Updates**

Cavanagh noted that Hunter Excavating has decided not to move forward with any of the items in their recent proposal to the Town.

Jim Fleming noted that the Thrifty Attic is now opened, and he inquired about reopening the take-it-of-leave-it shed at the Transfer Station. Mora and Cavanaugh mentioned that we have not been able to get a community volunteer to oversee the operation, and existing employees are unable to volunteer.

It was noted that there is likely to be a spike in donations once it opens. It was the generally agreed that now is not the time to reopen the shed.

## 9. Roads and Bridges

### a. Updates

Josh Dryden noted the following usage for the month of March 2021:

Salt – 30 tons                      Sand – 228 yards                      Vehicle Fuel – 999.3 gallons  
Heating fuel (gallons):                      Town Office Generator - 0, Transfer Station - 0

He mentioned that the Road Crew is down a man for the moment but that is temporary, and the Crew has been working hard. He mentioned that they start grading the following day, and there are potholes to fix and parks to maintain.

Phelan remarked that the Highway Department did a great job this past winter, and others agreed with this sentiment.

Fleming raised a resident wishing to have a “hidden drive” sign on VT Route 100 in the vicinity of the Montessori School. Dryden noted that this is a State highway, and the resident should therefore contact VTrans on this.

### b. Access Permit 2021-01 – Melendy Hill Road, Parcel #105020.400 (Emberger)

The Board reviewed and discussed the proposal, which is related to new home construction, and Taylor stated that he had looked it over with Dryden and it was “good to go”.

*Taylor Prouty moved to approve access permit application No. 2021-01, submitted by Raymond Smith for Oliver & Deborah Emberger for parcel #105020.400, located on Melendy Hill Road, and authorize the Selectboard Chair to sign the permit on behalf of the Board, seconded by Jim Fleming, passed unanimously.*

### c. 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 were paid, and insurance certificates received.

*Tom Cavanagh moved to approve the excess weight permits for Bazin Brothers Trucking, Inc., Camp Precast Concrete Products, Inc., Frost Wells & Pumps, Inc., Fuller Sand & Gravel, Inc., Gurney Brothers Construction, Inc., Suburban Propane, LP, and G.W. Tatro Construction, Inc., and authorize the Town Administrator to execute the permits on behalf of the Town, seconded by Vincent Annunziata, passed unanimously.*

## 10. Old Business

### a. Discuss Town facilities repair and maintenance

O’Keefe presented to the Board a list of Town facilities with prioritized maintenance and repair work for each, which he had prepared with the input from Labeau, Dryden and Cavanagh, and noted that the next step is to assign approximate costs for the work. He described some of the projects and raised the need for annual maintenance contracts for some

systems such as the garage doors and air-handling units at the Town Garage. Dryden suggested adding electricity to the cold storage barn adjacent to the Town Office.

The Board members were asked for comments and suggestions.

Pajala mentioned that the American Rescue Plan will see each Vermont town receiving significant funds for municipal infrastructure, and while the specific spending guidelines have not been determined, the Board should begin to work on infrastructure project prioritization.

O’Keefe stated that he’d like to bring on engineer Chris Cole at \$95 per hour to help develop scopes of work for some of the projects and to develop cost estimates.

Mora suggested that Board review the list further and look to prioritize a few projects at the next meeting.

**b. Platt Elevation Project – Discuss project status & Consider proposals for construction engineering/oversight**

O’Keefe noted that the Board had voted on March 1, 2021 to accept a letter from Thomas and Judith Platt regarding performance of the building elevation project at 2152 North Main Street subject to their execution of the Town’s construction contract by no later than 4/1/2021. He mentioned that FEMA and Vermont Emergency Management have yet to authorize the extension of the project period of performance end date, and also the project oversight engineer must be hired.

O’Keefe recommended that the Board waive off the April 1<sup>st</sup> deadline until such time as the period of performance date is amended.

Regarding project engineering, he noted that he had gone out to bid back in November 2020 for the engineering services and received two proposals, both of which are still valid, and noted that the original engineer was not interested in the project. He recommended authorizing the hiring of the low bidder, Mance Engineering Partners, PC, which would be brought on assuming timely action by FEMA and the State.

Mora noted that there is a significant concrete shortage at the time, which could affect the project.

*George Mora moved to waive the April 1<sup>st</sup> deadline for the Platts to sign a contract on the elevation project, seconded by Vincent Annunziata, passed unanimously.*

*Taylor Prouty moved to 1) accept the proposal from Mance Engineering Partners, PC for the provision of construction engineering and oversight services for the Platt Elevation project located at 2152 North Main Street, which is funded through the Vermont Department of Public Safety’s Hazard Mitigation Program, the maximum cost of such services shall be \$5,641.25, and 2) authorize the Town Administrator to sign any documents necessary for the hiring of the firm to conduct the necessary work, including a service contract after review by the Town Attorney, seconded by Jim Fleming, passed unanimously.*

**c. Town Hall Renovations – Authorize approval of construction engineer services contract**

O’Keefe noted that the Board had voted on March 1, 2021 to authorize the hiring of the Cole company for professional construction engineering services for renovations to the Town Hall, but did not authorize execution of the contract. He noted that the Town Attorney has reviewed the contract as to form, but that final negotiations on scope of work and payment schedule were just concluded, and the contract calls for a lump sum of \$8,500 paid after specified milestones, with any additional work beyond the scope to be paid at his hourly rate of \$95.

*Taylor Prouty moved to supplement the Board’s decision of March 1, 2021 to approve the hiring of the Cole Company for professional construction engineering services for renovations to the Town Hall by authorizing the Town Administrator to execute the required service contract after review by the Town Attorney, seconded by Jim Fleming, passed unanimously.*

**11. New Business**

- a. 1st & 3rd Class Liquor Licenses – Manzana, Inc., DBA Manzana, Inc. (SoLo Farm & Table)**
- b. 1st & 3rd Class Liquor Licenses – Jake’s Marketplace Café, Inc., DBA Jake’s Marketplace Café**
- c. 1st & 3rd Class Liquor Licenses & Outside Consumption Permit – Ski Magic, LLC, DBA Magic Mountain Ski Area**
- d. 2nd Class Liquor License – Jelley Enterprises, Inc., DBA Jelley’s Auto Care Center**
- e. 2nd Class Liquor License – Derry Downtown LTD, DBA The Garden Market**

The Board reviewed and discussed these applications for liquor licenses, and Pajala recommended handling them all under a single motion. O’Keefe stated that they are set up as separate motions for each licensee in case there are issues with one of them.

*George Mora moved to approve A) 1st and 3rd Class Liquor Licenses for Manzana Inc., Inc., doing business as Manzana, Inc, also known as SoLo Farm & Table; B) 1st and 3rd Class Liquor Licenses and an Outdoor Consumption Permit for Jake’s Marketplace Café, Inc., doing business as Jake’s Marketplace Café; C) 1st and 3rd Class Liquor Licenses and an Outdoor Consumption Permit for Ski Magic, LLC, doing business as Magic Mountain Ski Area; D) a 2nd Class Liquor License for Jelley Enterprises, Inc., doing business as Jelley’s Auto Care Center; and, E) a 2nd Class Liquor License for Derry Downtown, Limited, doing business as the Garden Market, seconded by Jim Fleming, passed unanimously.*

Labeau asked the Board members to come by the Town Office to sign the permits. And Pajala noted that those licensees who have not submitted applications yet have been reminded of need to for the next Board meeting.

**12. Adjourn**

*Jim Fleming moved to adjourn the meeting, seconded by Tom Cavanagh, passed unanimously.*

The meeting adjourned at 7:10 PM. The next regular meeting of the Selectboard is scheduled for April 19, 2021.

Respectfully Submitted,



Shane P. O'Keefe  
Town Administrator

*Approved April 19, 2021.*

**LONDONDERRY SELECTBOARD**

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Georgianne Mora, Chair