

Town of Londonderry, Vermont

Special Selectboard Meeting Agenda

**Thursday, March 24, 2022 – 5:00 PM
100 Old School Street, South Londonderry, VT 05155**

1. Call Meeting to Order
2. Additions or Deletions to the Agenda [1 VSA 312(d)(3)(A)]
3. New Business
 - a. Executive Session(s) – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3)
4. Old Business
 - a. Review and discuss proposed FY2023 Budget
 - b. Review and discuss Williams Dam Study
 - c. Consider annual Town Meeting Warning
5. Adjourn

Posted and distributed on March 22, 2022

Town of Londonderry, Vermont
Selectboard
Meeting Minutes
Thursday, March 24, 2022
Twitchell Building - 100 Old School Street, South Londonderry, VT

Board Members Present: Thomas Cavanagh, Taylor Prouty, James Fleming and Melissa Brown.

Board Members Absent: Vincent Annunziata.

Others in Attendance: Town Officials – Town Administrator Shane O’Keefe, Road Foreman Josh Dryden, and Town Treasurer Tina Labeau (5:45 PM). Others – Resident Troy Maynard.

1. Call meeting to order

Thomas Cavanagh called the meeting to order at 5:06 PM.

2. Additions or deletions to the agenda

[1 VSA 312(d)(3)(A)]

None.

3. New Business

a. Executive Session(s) – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3)

Taylor Prouty moved to enter executive session to consider the potential hiring of a new Town employee, pursuant to Title 1 V.S.A. Section 313(a)(3), and invite Shane O’Keefe, Josh Dryden and Troy Maynard to attend the executive session, seconded by Melissa Brown. The motion passed unanimously.

The Board entered executive session at 5:07 PM. Maynard left the meeting at 5:25 PM. The Board came out of executive session at 5:42 PM.

Dryden discussed Road Crew attendance at the Vermont League of Cities and Town’s annual Town Fair on 5/11/2022, where they can meet with vendors and view new equipment and vehicles. Cavanagh stated he’d like to go, and Prouty may attend as well

Dryden left the meeting at 5:48 PM.

4. Old Business

a. Review and discuss proposed FY2023 Budget

Labeau presented to the Board on a large screen the proposed FY2023 budget.

There was discussion on various revenue items. It was recommended that the revenue for the proposed solar array at the former septage fields be removed given the uncertainty of the lease for the project. The methodology for billing participating towns for Transfer Station expenses, which is based on population, was discussed and it was agreed to be reconsidered in the future. Additional COVID-19 recovery funds were noted.

On expenses items, Labeau noted that she had included funds to allow 5% salary increases for all employees. The Board reviewed the expense budget line-by-line. The Planning Commission’s proposed Administrative Assistant position has been removed from the proposed budget and instead added as an article on the Town meeting warning. The overall budget summary was considered as follows:

Town of Londonderry - General Fund Budget Summary

Account Name	FY21 Budget	FY21 Budget Actual	FY 22 BUDGET	FY22 Actual to 02/28/2022	FY23 Proposed	Percent Change from Prior Year
Budgeted Cash Receipts						
Taxes	156,841	1,907,352.65	150,341	1,829,813.38	161,341	7%
Licenses & Fees	29,925	53,729.56	30,375	35,429.30	35,900	18%
Transfer Station/Recycling	338,900	346,027.21	388,677	294,379.53	402,885	4%
Other Revenues	409,419	513,748.94	168,569	202,153.99	223,654	33%
Total Budgeted Cash Receipts	935,085	2,820,858.36	737,962	2,361,776.20	823,780	12%
Budgeted Cash Disbursements						
Admin Salaries	220,250	212,278.56	236,090	153,210.71	248,850	5%
Admin Benefits	97,154	84,137.84	100,862	69,172.14	101,330	0%
Admin Office Expenses	56,225	61,143.53	56,400	38,627.74	69,180	23%
Admin Other Expenses	45,021	59,445.34	45,400	45,571.65	47,457	5%
Planning Commission	11,570	16,725.30	33,920	30,190.52	9,920	-71%
Development Review Board	20,180	27,647.97	32,867	16,806.47	35,576	8%
Electricity	17,900	17,602.52	18,700	11,949.00	20,400	9%
Town Buildings	35,876	36,476.92	27,850	21,686.12	29,860	7%
Transfer Station	275,629	262,104.50	307,463	183,054.32	329,090	7%
Recycling	128,412	146,521.50	132,278	90,565.89	174,459	32%
Hazardous Waste	39,060	41,231.63	42,040	31,564.41	53,939	28%
Septage	-	5,975.00	5,000	4,999.68	6,700	34%
Town Parks	30,865	10,120.71	32,365	19,724.66	49,218	52%
Insurance	27,750	27,390.52	30,400	42,689.50	30,525	0%
Debt Service	209,600	211,850.96	138,192	97,617.41	129,726	-6%
Dispatching	33,000	34,347.00	34,000	-	35,000	3%
Conservation Commission	6,296	1,533.54	6,296	1,209.62	6,296	0%
Summer Roads	744,237	686,920.57	466,449	327,938.37	286,515	-39%
Winter Roads	257,651	312,192.36	325,539	289,870.46	416,337	28%
Energy Coordinator	1,000	278.00	500	-	500	0%
Emergency Management	4,500	325.00	3,500	11,274.50	3,500	0%
Beautification Committee	3,150	3,149.86	3,150	633.49	3,150	0%
Total Budgeted Cash Disbursements	2,265,324	2,259,399.13	2,079,260	1,488,356.66	2,087,527	0%
Excess/(Deficiency) of Cash Receipts over Cash Disbursements/ (TAXES NEEDED TO BE RAISED BEFORE APPROPRIATIONS	(1,330,239)	561,459.23	(1,341,298)	873,419.54	(1,263,747)	-6%
Appropriations Voted Separately						
State Police Patrol	5,000	6,916.57	45,000	31,161.83	-	
Appropriations	83,302	82,302.00	103,352	103,352.00	-	
Highway Equipment Fund/Infrastructure Fund	120,000	120,000.00	100,000	-	-	
Infrastructure Fund	100,000	100,000.00	80,000	-	-	
Total Appropriations Voted Separately	308,302	309,218.57	328,352	134,513.83	-	
Grant Expenses	-	28,350.00	-	-	-	
Emerald Ash Borer Removal Reserve Fund	3,000	-	3,000	-	-	
Total Cash Disbursements	2,576,626	2,596,967.70	2,410,612	1,622,870.49	2,087,527	-13%
Excess/(Deficiency) of Cash Receipts over Cash Disbursements/ (TAXES NEEDED TO BE RAISED WITH APPROPRIATIONS	(1,641,541)	223,890.66	(1,672,650)	738,905.71	(1,263,747)	-24%

The proposed budgeted expenses for FY2023 are \$2,087,527, an increase of .4% from the FY2022 budget of \$2,079,260. As proposed non-tax revenues increase 11.6% from \$737,962 in FY2022 to \$823,780 in FY2023, property tax revenue is budgeted to decrease by 5.8% from FY2022 to FY2023 from \$1,341,298 to \$1,263,747, not accounting for appropriations.

It was noted that the grand list is increasing and if all appropriations are approved the municipal tax rate should not be much higher.

There was discussion of how best to display the reserve funds in the budget.

Melissa Brown moved to approve the proposed FY 2023 budget of \$2,087,527.25, subject to Town Meeting approval, seconded by Jim Fleming. The motion passed unanimously.

b. Review and discuss Williams Dam Study

The Board reviewed the preliminary dam study overview that was previously provided to the Board by the engineering consultant, and O’Keefe noted that the final report had been issued by the consultant that day. He provided to the Board members the revised cost figures for the various alternatives from the final report, as follows:

Owner Costs	No-Action	Rehab. A	Rehab. B	Replace	Removal
Annual fees	2,000	2,000	2,000	2,000	0
Construction	0	808,000	675,000	1,186,000	364,000
Engineering	0	80,000	80,000	120,000	40,000
Permits	0	10,000	10,000	23,000	21,000
Total	\$2,000	\$900,000	\$767,000	\$1,331,000	\$425,000

Cavanagh mentioned that correspondence with the Connecticut River Conservancy and the Vermont Department of Environmental Conservations indicates that there is funding available for the removal option, and it may not cost the Town much at all. O’Keefe provided this information to the Board, and reiterated that it indicates the removal option would have little or no cost to the Town.

O’Keefe described the various alternatives, noting that the no-action alternative is not viable given the new dam rules and the new “significant” hazard classification.

Prouty suggested recommending dam removal to the Voters as the low- or no-cost alternative and a Town Meeting discussion starter. Cavanagh noted that it is the least cost and least liability alternative. O’Keefe suggested that given the potential savings of the removal alternative that a cistern or water tank could be developed to address firefighting needs.

There was discussion about the potential liability to the Town caused by the dam. There was discussion of the likely pushback from some in the community to removal due to the long-time presence of the dam in the community and the upstream dry hydrant for firefighting. Brown suggested that in addition to having the engineer,

Connecticut River Conservancy and State staff available to answer questions for the public, the Board must be prepared to address these concerns. She suggested having visual representations of what the removal alternative might look like, and described what she thought could be helpful. There was discussion about whether to hold a special informational meeting in addition to the Town Meeting discussion.

How best to get information for this study out to the community was discussed. It was agreed that O'Keefe would draft a press release on the dam study process and the Board's recommendation, and post the study to the Town's website. Cavanagh will post a link to it to the community Facebook page. It was acknowledged that the people of the community will inform themselves on the issue if the Town can get the word out.

Jim Fleming moved to recommend to the Voters that the Town pursue the removal alternative relative to the Williams Dam, seconded by Taylor Prouty. The motion passed unanimously.

c. Consider annual Town Meeting Warning

The Board reviewed the latest draft of the warning, and considered two additions to the Town Meeting warning: articles 11 and 22, the first to add a vote on whether to hire an Administrative Assistant for the Planning Commission, and the second to include an article seeking to remove the Williams Dam.

O'Keefe noted that he reached out to other boards and committees regarding their need for an administrative assistant and there was not much interest. He stated that such a position could prove helpful to the Town by better allocated staff resources. Prouty stated that at some point a position such as that O'Keefe recommended should be established.

The Board agreed to add the following articles:

Art. 11. Shall the Town vote to raise and appropriate the sum of \$5,167 to fund the hiring of an Administrative Assistant to the Planning Commission, a new position?

Art. 22. Shall the Town vote to raise and appropriate the sum of \$40,000 for engineering costs for the removal of the Williams Dam.

Jim Fleming moved to approve and sign the Warning for the 2021 Town Meeting, scheduled for April 30, 2022, seconded by Taylor Prouty. The motion passed unanimously.

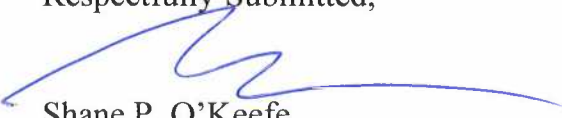
The Board members signed the warning for the 4/30/2022 annual Town Meeting warning.

5. Adjourn

Melissa Brown moved to adjourn the meeting, seconded by Tom Cavanagh. The motion passed unanimously.


The meeting adjourned at 7:38 PM. The next regular meeting of the Selectboard is scheduled for April 4, 2022.

Respectfully Submitted,


Shane P. O'Keefe
Town Administrator

Approved April 4, 2022.

LONDONDERRY SELECTBOARD



Thomas Cavanagh, Chair

WARNING FOR THE LONDONDERRY TOWN MEETING

The inhabitants of the Town of Londonderry, Vermont, who are legal voters of the Town Meeting are hereby notified and warned to meet at the Town Hall, 139 Middletown Road, South Londonderry, on Saturday, April 30, 2022 at 9:30 A.M. to act on the following Articles, namely:

BUSINESS TO BE TRANSACTED FROM THE FLOOR ON SATURDAY, APRIL 30, 2022:

ARTICLE 1 To choose a Moderator to preside at Town Meeting.

ARTICLE 2 To act on the report of the Town Officers.

ARTICLE 3 To elect all Town Officials required by law:

- Selectboard member for a term of two years.
- Selectboard member for a term of three years.
- Lister for a term of three years.
- First Constable for a term of one year.
- Second Constable for a term of one year.
- Cemetery Commissioner for a term of five years.
- Trustee of Public Funds for a term of three years.
- South Londonderry Library Trustee for a term of three years

ARTICLE 4 To see how much the Town will vote for a General Fund.

ARTICLE 5 Shall the Town vote for its taxes to be paid to the Town Treasurer as provided by law, due date to be on or before October 3rd, 2022?

ARTICLE 6 Shall the Town vote to raise and appropriate the sum of \$65,500 for the following organizations?

Londonderry Conservation Fund	\$500
Champion Fire Company #5	\$20,000
Phoenix Fire Company #6	\$20,000
Londonderry Volunteer Rescue Squad	\$15,000
South Londonderry Library Association	\$10,000

ARTICLE 7 Shall the Town vote to raise and appropriate the sum of \$41,602 for the following organizations?

Grace Cottage Foundation	\$750
Greater Northshire Access TV	\$2,000
Green Mountain RSVP	\$415
Green Up Vermont	\$100
Health Care & Rehabilitation Services	\$1,513
Mountain Valley Health Council	\$5,000
My Community Nurse program	\$2,500
Neighborhood Connections	\$6,000

Senior Solutions	\$950
SVEDS	\$5,307
SEVCA	\$1,700
Southeast Vermont Watershed Alliance	\$410
The Collaborative	\$1,000
Valley Cares	\$2,742
Visiting Nurse Assoc. of VT & NH	\$7,000
Vermont Rural Fire Protection	\$100
West River Montessori School	\$3,000
Windham County Youth Services	\$315
Women's Freedom Center	\$800

ARTICLE 8 Shall the Town vote to raise and appropriate the sum of \$500 to support the American Red Cross?

ARTICLE 9 Shall the Town vote to raise and appropriate the sum of \$1,500 to support Londonderry 4th of July?

ARTICLE 10 Shall the Town vote to raise and appropriate the sum of \$2,500 to support the Flood Brook Athletic Association?

ARTICLE 11 Shall the Town vote to raise and appropriate the sum of \$5,167 to fund the hiring of an Administrative Assistant to the Planning Commission, a new position?

ARTICLE 12 Shall the Town vote to raise and appropriate a sum of \$10,680, which will match \$3,000 of private funds raised by the Beautification Committee, to fund the fabrication and installation of four new "Welcome to Londonderry" signs?

ARTICLE 13 Shall the Town vote to raise and appropriate the sum of \$50,000 to fund contracting with the Windham County Sheriff's Office for policing the town of Londonderry?

ARTICLE 14 Shall the town vote to raise and appropriate the sum of \$40,000 to control speeding by designing and installing mechanical means, such as radar signs, rumble strips, and speed tables, at the selectboard's discretion?

ARTICLE 15 Shall the Town vote to raise and appropriate the sum of \$3,000 to be deposited into the Emerald Ash Borer Infestation Reserve Fund?

ARTICLE 16 Shall the Town vote to raise and appropriate the sum of \$100,000 to be deposited into the Highway Equipment Reserve Fund?

ARTICLE 17 Shall the Town vote to raise and appropriate the sum of \$100,000 to be deposited into the Town Buildings Reserve Fund?

ARTICLE 18 Shall the Town vote to raise and appropriate the sum of \$220,000 to be deposited in the Highway Improvement Reserve Fund?

ARTICLE 19 Shall the Town amend the Community Economic Improvement Reserve Fund to allow it to receive appropriations as voted by Town Meeting vote in addition to receiving funds from grants, gifts, or donations from any source and through accrued interest?

ARTICLE 20 Shall the Town vote to raise an appropriate the sum of \$5,000 to be deposited in the Community Economic Improvement Reserve Fund? This Article shall only be considered if Article 19 passes.

ARTICLE 21 Shall the Town vote to renew the exemption from property taxes for the following properties for the ensuing 5 years:

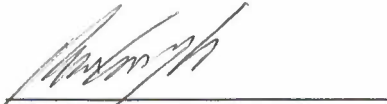
- Champion Fire Co. #5 Building – Main Street, South Londonderry
- Champion Fire Co. #5 Building – VT Route 100/Crescent Street, South Londonderry
- Phoenix Fire Co. #6 Building – VT Route 100, Londonderry; and,
- Londonderry Volunteer Rescue Squad Building – VT Route 100, Londonderry.

ARTICLE 22 Shall the Town vote to raise and appropriate the sum of \$40,000 for engineering costs for the removal of the Williams Dam.

ARTICLE 23 To transact any other business that may legally come before the Meeting.

Dated at Londonderry this 24th day of March 2022.

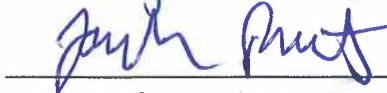
Selectboard of the Town of Londonderry



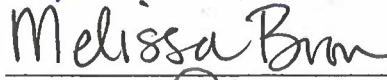
Thomas Cavanagh, Chair



Vincent Annunziata, Vice Chair



Taylor Prouty

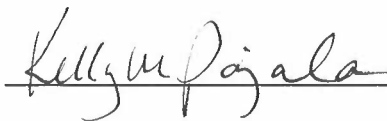


Melissa Brown



James Fleming

Received for the record this 25th day of March 2022



Kelly M. Pajala, Town Clerk