

Town of Londonderry, Vermont

Selectboard Meeting Agenda

Monday, April 4, 2022 – 6:00 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. Minutes Approval – Meeting(s) of 3/21/2022, 3/24/2022 & 3/29/2022
4. Selectboard Pay Orders
5. Announcements/Correspondence
6. Visitors and Concerned Citizens
7. Town Officials Business
8. Transfer Station/Solid Waste Management
 - a. Updates
 - b. Consider changes to hours of operation
 - c. Discuss bottle/can redemption
9. Roads and Bridges
 - a. Updates
 - ~~b. Review Road Crew job description~~
 - ~~e.b.~~ Consider application(s) for excess vehicle weight permits [23 VSA 1400a]
10. Old Business
 - a. Discussion of use of funds from the American Rescue Plan Act (ARPA)
 - b. Report on training with the Planning Commission and One Londonderry
 - c. Ratify 3/21/2022 decision to acknowledge proposals for Town Hall roof repairs and construction management Services.
 - d. Consider proposal for Town Hall construction management services, and use of Town Buildings Reserve Fund
11. New Business
 - a. 1st & 3rd Class Liquor Licenses – Manzana, Inc., DBA Manzana, Inc. (Solo Farm & Table)
 - b. 1st & 3rd Class Liquor Licenses & Outside Consumption Permit – Upper Tamarack, Inc., DBA Upper Pass Lodge
 - c. 2nd Class Liquor License – Jelley Enterprises, Inc., DBA Jelley’s Auto Care Center
 - d. 2nd Class Liquor License – Michael & Tammy Clough, DBA Mike and Tammy’s Main Street Deli/Market
12. Adjourn

Meeting documents will be available at <http://www.londonderryvt.org/town/agendasminutes/> approximately 24 hours before the meeting.

As Amended at Meeting

Town of Londonderry, Vermont
Selectboard
Meeting Minutes
Monday, April 4, 2022
Twitchell Building - 100 Old School Street, South Londonderry, VT

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

Board Members Absent: None

Others in Attendance: Town Officials – Town Administrator Shane O’Keefe, Town Treasurer Tina Labeau, Solid Waste Coordinator Esther Fishman. Others – Magic Wastewater Association, Inc. President Ken Alberti, resident Lisa Sicotte, and Bruce Frauman (GNAT).

1. Call meeting to order

Tom Cavanagh called the meeting to order at 6:01 PM.

2. Additions or deletions to the agenda

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

O’Keefe noted that he is working on a new version of the road crew job description but that it is not yet ready, and recommended removing this matter from the agenda.

Taylor Prouty moved to adjust the agenda by deleting from the Roads & Bridges part of the agenda, the review of the Road Crew job description, seconded by Jim Fleming. The motion passed unanimously.

3. Minutes Approval – Meeting(s) of 3/21/2022, 3/24/2022 & 3/29/2022

Taylor Prouty moved to approve the minutes of the Selectboard meeting of March 21, 2022, March 11, 2022 and March 15, 2022, seconded by Jim Fleming. The motion passed unanimously.

Taylor Prouty moved to approve the minutes of the Selectboard meeting of March 24, 2022, March 11, 2022 and March 15, 2022, seconded by melissa Brown. The motion passed unanimously.

Taylor Prouty moved to approve the minutes of the Selectboard meeting of March 29, 2022, March 11, 2022 and March 15, 2022, seconded by Jim Fleming. The motion passed unanimously.

4. Selectboard Pay Orders

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

5. Announcements/Correspondence

Shane O’Keefe noted the following:

- The Williams Dam Study has been uploaded to the Town website and a copy is available at the Town Office for people to review.

- Responses to the Invitation to Bid for the Town Office side entrance repairs are due on 4/12/2022.
- The most recent notice of vacancies for Town boards and commissions includes one opening for a regular member on the Planning Commission, one opening for an alternate DRB member and two openings for members of the Parks Board.
- The Town received a 3/14/2022 application to the Vermont Public Utility Commission from Verizon Wireless for certificate of public good for a new cell tower on land owned by Ski Magic, LLC at the base of Magic Mountain. This was previously discussed by the Board on February 7, 2022, he recalled, and mentioned that both the Selectboard and the Planning Commission are statutory parties and each may participate if they so choose.

Tina Labeau mentioned that the Town Report would hopefully be in the mail that week to Voters.

Tom Cavanagh gave a reminder that Town Meeting will be held on 4/30/2022 at 9:30 AM at the Town Hall.

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

- The DRB notice of public hearing, scheduled for 4/20/2022, on the application by the Beautification Committee for the Welcome to Londonderry signs.
- An advance notice of a 20kW solar net metering project from Same Sun of Vermont, Inc., dated 3/24/2022, for property at 2920 Under the Mountain Road.
- A 3/24/2022 letter from VTrans informing the Town that the grant for replacement of culvert #12 on Spring Hill Road at Eddy Brook, in the amount of \$300,000, was not successful. O’Keefe mentioned that the Town already has a grant for \$175,000 for this \$500,000 project but additional funding for the project is necessary.
- The annual announcement from the Vermont Association of Conservation Districts of its Rural Fire Protection Grant Program, which can award of up to \$20,000 for installation of new dry hydrants and other types of rural water supplies.
- The Windham County Sheriff’s reports for January and February 2022.

Brown inquired why there were police patrols that included several roads in the town of Jamaica. O’Keefe explained that the Sheriff patrols include both communities each day and it is more efficient for the Sheriff’s Office to list all of the roads patrolled.

6. Visitors and Concerned Citizens

None.

7. Town Officials Business

None.

8. Transfer Station/Solid Waste Management

a. Updates

Esther Fishman mentioned that she is gearing up to submit an application for grant funding for improvements to the redemption shed, specifically a new slab for the building. She added that the building could possibly be moved to accommodate this, and mentioned that the stove does not provide adequate heat.

b. Consider changes to hours of operation

Cavanagh stated that he had spoken with facility staff, and they are willing to open an hour late and stay open, preferably on Tuesdays. Fishman suggested that if the idea is to accommodate those working during the day then staying open until 6:00 PM might work better.

Cavanagh will discuss this with the facility staff and report back at the next regular Board meeting. He mentioned that this would not work in the winter due to darkness.

c. Discuss bottle/can redemption

Fishman mentioned that Wayne's redemption center in town had collected 150 bags per week before it closed and that number of bags is too large for our existing facilities, and there is only one company providing this service in the state now. She stated that getting licensing for this is not difficult, but it has several issues: 1) redemption facilities must take bottles and cans from anyone, not just users from the member towns, and 2) these facilities must deal in cash, which is not a desired way to conduct business for the Town, and 3) returnables must be sorted by type, material and brand, which is extremely difficult to do, and she handed out one page of a lengthy materials separation list to demonstrate this. She noted that the Lamaille facility employs someone full-time to handle this and is losing money on it.

Taylor was suggesting that this effort would possibly help create hours to make the Sunday position more attractive and help raise income at the same time.

Fishman stated that a bill is in the Legislature that expands the Bottle Bill by covering more types of products would make a redemption center even busier, messier and in need of more storage space. The idea of using redemption machines to help with redeeming returnables was discussed and thought to be problematic.

She stated that at present, redeemable bottles and cans are collected as donations and brought to a redemption center and the proceeds go to the parks and the Flood Brook Athletic Association.

9. Roads and Bridges

a. Updates

Josh Dryden noted the following usage for the month of February 2022:

Salt – 158 tons Sand – 1,188 yards

Fuel (gallons): Vehicles – 1,383.3, Town Office Generator – 6, Transfer Station – 70

He mentioned looking to purchase a drill press for the Highway Garage and mentioned the prices he was quoted, which were below that needing Board review.

Dryden mentioned that new employee Don Lyon started work that day and he discussed some plans for work and equipment for Lyon.

There was some discussion on repair work needed for the 2018 truck. There was also mention of the amount of stone needed to keep Under the Mountain Road open and high cost for this that has hit the budget hard, and places to save money to offset that will be necessary.

Prouty mentioned that a proposal from the Town of Windham for use of the Town's roadside mower came in late that day and this can be discussed in the future.

He also mentioned that Green Mountain Power needs to replace an electrical service below the road surface of Under the Mountain Road and he will be meeting with their representative in the coming days to discuss this.

Prouty also stated that he had developed some Highway Department summer work plans for future discussion, which will allow for better understanding for the Board of Highway Department goals and accomplishments.

b. 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.

Jim Fleming moved to approve the excess weight permits for:

- *Camp precast Concrete Products, Inc., and*
- *Beacon Sales Acquisition*

and authorize the Town Administrator to execute the permits on behalf of the Town, seconded by Vincent Annunziata. The motion passed unanimously.

10. Old Business

a. Discussion of use of funds from the American Rescue Plan Act (ARPA)

The Board reviewed a package of all 12 of the funding requests that came in before the 4/1/2022 submission deadline as well as a table that summarized each of them. O'Keefe noted that several requests came in toward the submission deadline, and that two proposals came in that superseded previous requests.

The total amount of requests was \$412,200, and the Town has received \$247,522 and will receive the same amount in FY2023 for a total of \$495,044. O'Keefe recommended that the Board hold a special meeting to go over the requests, and have the Windham Regional Commission, and possibly the Vermont League of Cities and Towns, vet them ahead of time for eligibility to make the process most efficient.

Prouty suggested that the Board separate out the requests by category and give each within the category the same amount to be fair. He mentioned that ARPA is meant to address the impacts of the COVID-19 pandemic and that facility maintenance, as some requestors have proposed, is not necessarily related to the pandemic impacts.

Annunziata suggested that breaking it down by type of request creates an extra layer of decision-making.

Ken Alberti spoke to the request from the Magic Wastewater Association, Inc., and noted that ARPA eligibility was also directed toward wastewater infrastructure improvements. Cavanagh also suggested that the State of Vermont will be providing infrastructure funding for this type of use.

Cavanagh mentioned that the plan for the Board is to allocate ARPA funds at the next regular meeting. It was noted that there will be a need for the Town to determine how to verify expenditures for those receiving funds as being for eligible purposes

b. Report on training with the Planning Commission and One Londonderry

Melissa Brown spoke to the 3/26/2022 facilitated training session with Selectboard, Planning Commission and One Londonderry representatives invited. The facilitator Jeff Siegler was very informative she noted and provided many examples of various communities. She mentioned that it was eye-opening and hard to hear sometimes, as others believe that communication is not good and that there are misunderstandings. The goal of the session was to help bring the groups together.

The feeling of the people in a community can be reflective of how their community looks, she mentioned, and that the small things can help to lift the community.

She suggested that better communication in the community could help, such as broadcasting Selectboard meetings live. Fishman suggested posting 5 points each week to the Town email list to talk about what's happening with the Town.

Annunziata suggested just broadcasting the meeting on Zoom so citizens can watch but necessarily participate. Brown stated that the Board should always endeavor to attract people to its meetings, and that approachability is key.

It was noted that GNAT can only broadcast live if there is special equipment at the location. But a web camera could be an option.

Annunziata suggested having a periodic meeting of representatives of various boards to share information. Prouty suggested that the Town always stay current with technology to help with getting information out to the community.

Brown mentioned that the participants all wanted the same thing: to be very proud of the where we live.

c. Ratify 3/21/2022 decision to acknowledge proposals for Town Hall roof repairs and construction management Services.

O'Keefe noted because the Board voted on 3/21/2022 on several matters regarding the Town Hall restorations after adding the matter to the agenda, the Board must ratify its vote.

Taylor Prouty moved to ratify the Board's 3/21/2022 decision to acknowledge receipt of estimates of cost for various expenses related to the Town Hall restoration project, estimated to cost approximately \$186,000, and proposed to be paid for the most part through the Town Building Reserve Fund. Each such expense shall first be approved by the Board after procurement in keeping with the Town's Purchasing Policy, seconded by Jim Fleming. The motion passed unanimously.

d. Consider proposal for Town Hall construction management services, and use of Town Buildings Reserve Fund

O’Keefe presented to the Board a proposal for construction management services for the Cole Company, Inc, which includes engineer Chris Cole preparing scopes of work for various pieces of the restoration project, and after the Town conducts the solicitation process, works with contractors to ensure proper workmanship and contract adherence. The cost would be 15% of the overall construction cost, and O’Keefe stated that Cole provides a very valuable service to the Town.

Jim Fleming moved to 1) accept the 3/30/2022 proposal from Cole Company, Inc. for professional construction management services for the Town Hall restoration project, 2) authorize the Town Administrator to execute a contract for these services, and 3) authorize the use of up to \$15,500 from the Town Buildings Reserve Fund for this service. It is acknowledged that \$9,300 was paid to Cole Company, Inc. for similar services for this project between 4/1/2021 and 3/30/2022, all of which was to be paid from the Town Buildings Reserve Fund, seconded by Taylor Prouty.

O’Keefe noted that the last sentence was to ensure that the record was clear that previous construction management efforts were also to come from the buildings reserve.

The motion passed unanimously.

11. New Business

a. 1st & 3rd Class Liquor Licenses – Manzana, Inc., DBA Manzana, Inc. (Solo Farm & Table)

The Board reviewed and discussed these applications for liquor licenses.

Jim Fleming moved to approve 1st and 3rd Class Liquor Licenses for Manzana Inc., doing business as Manzana, Inc, also known as SoLo Farm & Table, related to property located at 95 Middletown Road, seconded by Vincent Annunziata. The motion passed unanimously.

b. 1st & 3rd Class Liquor Licenses & Outside Consumption Permit – Upper Tamarack, Inc., DBA Upper Pass Lodge

Jim Fleming moved to approve 1st and 3rd Class Liquor Licenses, and acknowledge receipt of an Outdoor Consumption Permit, for upper Tamarack, Inc. DBA Upper pass Lodge, related to property located at 420 Magic Mountain Access Road, seconded by Vincent Annunziata. The motion passed unanimously.

c. 2nd Class Liquor License – Jelley Enterprises, Inc., DBA Jelley’s Auto Care Center

Vincent Annunziata moved to approve a 2nd Class Liquor License for Jelley Enterprises, Inc., doing business as Jelley’s Auto Care Center, related to property located at 2102 North Main Street, seconded by Jim Fleming. The motion passed unanimously.

d. 2nd Class Liquor License – Michael & Tammy Clough, DBA Mike and Tammy’s Main Street Deli/Market

Vincent Annunziata moved to approve a 2nd Class Liquor License for Mike and Tammy Clough, doing business as Mike & Tammy’s Main Street Deli/Market, related to property

located at 2170 North Main Street, seconded by Jim Fleming. The motion passed unanimously.

12. Adjourn

Vincent Annunziata moved to adjourn the meeting, seconded by Jim Fleming. The motion passed unanimously.

The meeting adjourned at 7:15 PM. The next regular meeting of the Selectboard is scheduled for April 18, 2022.

Respectfully Submitted,



Shane P. O'Keefe
Town Administrator

Approved April 18, 2022.

LONDONDERRY SELECTBOARD



Thomas Cavanagh, Chair