

Town of Londonderry, Vermont

Selectboard Meeting Agenda

Monday, July 17, 2023 – 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 6/19/2023 & 7/11/2023
4. Selectboard Pay Orders
5. Announcements/Correspondence
 - a. Updates on storm damage and recovery
 - b. [Discuss Music Monday fundraiser](#)
6. Visitors and Concerned Citizens
7. Town Officials Business
8. Transfer Station/Solid Waste Management
 - a. Updates
 - b. Discuss replacement backhoe
9. Roads and Bridges
 - a. Updates
 - b. Ratify contracts for storm damage emergency repairs
10. Old Business
 - a. Consider interlocal agreement, communication policy/procedures, and job description for the Mountain Towns Recreation Director
11. New Business
 - a. Appoint members of the Londonderry Housing Commission
 - b. Consider nominee to attend the Vermont Council on Rural Development's Community Leadership Summit
 - c. Consider adoption of Unassigned Fund Balance Policy
 - d. Set tax rate
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, July 17, 2023
Twitchell Building - 100 Old School Street, South Londonderry, VT

Board Members Present: Thomas Cavanagh, Martha Dale, James Fleming, and Taylor Prouty.

Board Members Absent: Melissa Brown.

Others in Attendance: Town Officials – Town Administrator Shane O’Keefe; Town Treasurer Tina Labeau; Emergency Management Director Richard Phelan; Parks Board members Kelly Pajala and Taylor Barton; Housing Needs Assessment Advisory Committee Chair Patty Eisenhour; and Road Foreman Joshua Dryden. Others – Champion Fire Co #5 Fire Chief Jeff Duda; area resident Jed Hughes; and GNAT camera operator Bruce Frauman.

1. Call meeting to order

Selectboard Chair Tom Cavanagh called the meeting to order at 6:11 PM.

2. Additions or deletions to the agenda

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

Taylor Prouty moved to add to the Minutes Approval part of the agenda the approval of the minutes of July 11, 2023, seconded by Jim Fleming. The motion passed unanimously.

Tom Cavanagh moved to add to the Announcements & Correspondence section of the agenda, as item 5.b., a discussion of a Music Monday fundraiser, seconded by Taylor Prouty. The motion passed unanimously.

3. Minutes Approval – Meeting(s) of 6/19/2023 & 7/11/2023 [added at meeting]

Taylor Prouty moved to approve the minutes of the Selectboard meetings of 6/19/2023 & 7/11/2023, seconded by Jim Fleming. The motion passed unanimously.

4. Selectboard Pay Orders

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

5. Announcements/Correspondence

a. Updates on storm damage and recovery

Richard Phelan thanked all Town staff and board members and many people on the community for their efforts with the storm damage emergency, and noted that the Town is now in recovery mode. Assistance from the National Guard, FEMA, the Red Cross, the Brattleboro Development Credit Corporation, and other agencies were soon to be in place at a multi-source resource center at the Neighborhood Connections. He noted that 30 buildings were flooded and that 7 businesses were severely impacted. And spoke of a number of closed roads and bridges in and around town, and remarked at the progress having been made.

Josh Dryden mentioned some of the road repair efforts and both existing and proposed road closures. Taylor Prouty discussed some area road closures and general repair efforts, and cautioned the public to continue to drive carefully to avoid any road surface issues.

Martha Dale described the efforts to match volunteers with those in need. Recalling the discussion at the previous meeting where she volunteered to assist with volunteer coordination efforts, she asked if Board members were amenable to her being the Board's representative with the many volunteer agencies now in place. There was general approval of this arrangement, and Cavanagh volunteered to assist her as necessary.

Cavanagh mentioned that the roads would not be further repaired and back to 100% until FEMA has had a chance to review them. O'Keefe stated that he has not heard yet when FEMA municipal infrastructure representatives would be visiting with Town representatives. O'Keefe also noted that that week VTrans and the Vermont DEC Office of Dam Safety would be sending engineers to inspect the Cobble Ridge Road Bridge and the Williams Dam, respectively. Dryden mentioned that the Spring Hill Road culvert has settled, and O'Keefe suggested having FEMA review this structure for inclusion in the flood damage assessments.

Fire Chief Jeff Duda mentioned that the Main Street dry hydrant has been lost to flood damage, and several ponds used for fire suppression have also been compromised, and all dry hydrants will be inspected shortly. He will be seeking assistance for water availability, and has made arrangements with mutual aid partners to provide water as needed.

b. Discuss Music Monday Fundraiser [added at meeting]

Kelly Pajala appeared with Jed Hughes of the band Saints & Liars to discuss Hughes' suggestion to use the Music Monday show scheduled for 8/14/2023 as a fundraiser with all proceeds benefitting the Londonderry Volunteer Rescue Squad (LVRS) and the fire departments of Londonderry, South Londonderry, Weston, and Peru. Other bands will be in attendance and there will be food carts and other fundraising features. Event hours would be 4:30 PM – 9:30 PM.

Pajala noted that the Parks Board supports this effort and inquired of the Board the following needs that would need Selectboard consent:

- Approval of the event for BYOB alcohol consumption. This could be addressed at the next meeting as an action under the Alcoholic Beverage Control Ordinance.
- Traffic control by the Windham County Sheriff's Office at the intersection of the VT Routes 11 and 100 related to off-site parking in the downtown area. And whether this WCSO service would be under the existing contract or whether a separate contract would be required.

Jim Fleming moved to have the Windham County Sheriff's Office take care of the fundraiser under the Town contract, seconded by Taylor Prouty. The motion passed unanimously.

Pajala mentioned that additional portable toilets would be required and she will seek a donation of them from the vendor. She mentioned that she was seeking to have the Community Fund for Londonderry be the entity to receive donations.

Closure of Old Stowell Hill Road was also discussed, and the Board members were amenable to this provided adequate communication with affected property owners took place.

Martha Dale asked about whether the Town would have insurance coverage or need a special coverage rider. O’Keefe will look into this.

Cavanagh expressed the Boards full support for the event.

c. Other

Shane O’Keefe noted the following:

- NEMRC has begun work on the municipal organization analysis, and is planning on coming in next Monday to meet with staff and others.
- No applications for the minute-taker position have been received.

And he mentioned the correspondence included in the Board’s meeting packet was as follows:

- A closeout notice dated 7/6/2023 from Vermont Department of Public Safety regarding the Platt Elevation project. He noted that Derry Downtown Limited has not deposited the last check issued on 6/19/2023 for the construction work.
- A letter of support signed by O’Keefe on 7/14/2023 on behalf of the Brattleboro Development Credit Corporation’s application for funding to update its Southern Vermont Comprehensive Economic Development Strategy, or CEDS.
- A 6/23/2023 letter of request for technical assistance from the Windham Regional Commission to support the Town’s Grants-in-Aid road improvement program.
- The 2022 annual report from the Vermont League of Cities and Town’s Property and Casualty Intermunicipal Fund and the VLCT Employment Resource and Benefits Trust.
- The Windham County Sheriff’s monthly report for June 2023.

6. Visitors and Concerned Citizens

None.

7. Town Officials Business

None.

8. Transfer Station/Solid Waste Management

a. Updates

Cavanagh mentioned that a hazardous waste collection related to flood debris is in the works.

b. Discuss replacement backhoe

Cavanagh noted that he had reached out to a number of equipment vendors and reviewed with the Board three quotes that he has received for a new backhoe. Two of them would have to be ordered and one of them is in stock, which happens to be comparable to the existing unit and at the lowest cost. He said he’d like to confer with Matt Coleman on comparing the features.

To pay for a new backhoe the budget includes \$28,000 for a downpayment and the other communities in the Londonderry Group would be contributing to the cost.

There is little trade-in value for the existing John Deere backhoe, and it was agreed to hold on to it for now for use in the burn pile or other needs. Considering whether to sell it while it has some value was also discussed.

Award of a purchase contract on this should be included on the agenda of the next meeting.

9. Roads and Bridges

a. Updates

Dryden noted the following usage for the month of May 2023:

Salt – 0 tons Sand – 0 yards

Fuel (gallons): Vehicles – 304, Town Office Generator – 0, Transfer Station – 210

It was noted that there are daily road condition and repair reports still being issued, and Prouty mentioned that additional repair work on Mansfield Lane has been approved as emergency work by VTrans.

Dryden spoke of concerns with use of vacation time by the Road Crew by the end of the calendar year with all the road repair work needing to be done as part of the flood damage recovery. The Board agreed that there would be flexibility to ensure that employees did not lose vacation time due to special circumstances. He mentioned that one of the crew members would be out for two weeks in August. Labeau suggested that the Personnel Policy should be amended to allow for paid time off for employees that would combine vacation, sick and personal hours and allow for a certain amount of carryover.

On other matters that would work well to accommodate the Road Crew, Dryden suggested that there should be accommodations at the Town Highway Garage for prolonged road repair actions such as that just experienced, such as a large refrigerator, food and food storage, a toaster oven. He added that there is a need for more traffic cones and “road closed” and similar signage for road closure emergencies.

b. Ratify contracts for storm damage emergency repairs

O’Keefe mentioned that emergency road repair agreements with Chaves Excavation, Hunter Excavation, Harts All Seasons, T.K Tucking, Woodlands Earthworks and Raymond Smith were secured under the emergency procurement procedures in the Town Procurement Policy, with Selectboard member Taylor Prouty signing on behalf of the Town, and he recommended that the Board ratify the contracts to provide further evidence of Town approval to FEMA. He noted that the contract is the Town’s standard contract with FEMA-related provisions inserted and has been reviewed and approved by the Town Attorney.

Martha Dale moved to ratify the contracts entered into for emergency response and protective measures for Town and related transportation infrastructure, related to the recent storm, which were signed by Selectboard member and Road Commission Taylor Prouty under the emergency provisions of the Town’s Purchasing Policy, seconded by Jim Fleming. The motion passed unanimously.

10. Old Business

a. Consider interlocal agreement, communication policy/procedures, and job description for the Mountain Towns Recreation Director

Kelly Pajala asked the Board for feedback on the documents provided, and noted that she is awaiting feedback from the other Towns. This will be worked on in the coming weeks and the Mountain Towns Recreation Director Advisory Committee will meet shortly. And any further feedback from the Board is welcome, she added.

11. New Business

a. Appoint members of the Londonderry Housing Commission

O'Keefe noted that only three applications have come in for the five open spots, and that both the Selectboard and Planning Commission would be appointing members of their own to fill out the 7-member Commission. It was agreed to hold off on any decisions, continue recruiting and add this matter to the agenda of the next meeting.

b. Consider nominee to attend the Vermont Council on Rural Development's Community Leadership Summit

O'Keefe briefly explained the request from the Vermont Council on Rural Development's request for nomination to attend its annual Leadership Summit. Patty Eisenhour mentioned she'd be attending due to the VCRD's help with the community housing effort, and volunteered to be the Town's representative.

Martha Dale moved to nominate Patty Eisenhour to participate in the Vermont Council on Rural Development's 4th Vermont Community Leadership Summit, seconded by Taylor Prouty. The motion passed unanimously.

c. Consider adoption of Unassigned Fund Balance Policy

O'Keefe explained the value of adopting a fund balance policy to provide a goal for setting aside funds equal to 10-15% of the annual budget for emergency matters such as those just experienced with the flooding. The policy would also give direction to the Board on how to use funds over the desired level. He mentioned that the fund balance just a few years ago was well below the desired amount and has been increased to over \$400,000 due to good budget management by department heads and the Board. It is estimated that at the end of FY2023 it could be as high as \$500,000.

There was discussion about the ability to expend funds from the unassigned fund balance for unbudgeted matters as they come up.

Taylor Prouty moved to adopt the Unassigned Fund Balance policy for the Town, to take effect immediately, seconded by Jim Fleming. The motion passed unanimously.

d. Set tax rate

Labeau explained how the tax rate is calculated and presented the Board with rate calculations: one that includes use of \$100,000 of unassigned fund balance reduce taxes and one that does not use fund balance. She explained in detail the impacts of the different options for tax rates and impact on taxpayers based on property value. Figures are as follows:

Budget Item	No use of Fund Balance	Use of Fund Balance	Difference
Budget	2,217,360	2,217,360	0
Revenues	(883,494)	(883,494)	0
Voted Articles	741,342	741,342	0
Local Agreement	10,895	10,895	0
Use of Fund Balance	0	(100,000)	100,000
Amount to be Raised by Taxes	2,186,103	2,086,103	100,000
Grand List	4,218,804	4,218,804	0
Municipal Tax Rate	0.5182	0.4945	.0237

Labeau explained that use of \$100,000 of fund balance to reduce the tax rate would save almost 2 ½ cents on the tax rate. There was discussion about whether to use the find balance at this time given the impending costs related to flood damage recovery. It was agreed to use \$100,000 of unassigned fund balance to reduce taxes.

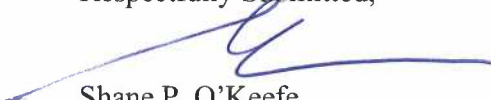
Taylor Prouty moved to set the Town tax rate for FY2024 at .4945 cents per \$100 of assessed value, and to acknowledge the Homestead and Non-Homestead education tax rates of \$1.5981 and \$1.6557, respectively, seconded by Jim Fleming. The motion passed unanimously.

12. Adjourn

Martha Dale moved to adjourn the meeting, seconded by Jim Fleming. The motion passed unanimously.

The meeting adjourned at 7:34 PM. The next regular meeting of the Selectboard is scheduled for July 24, 2023.

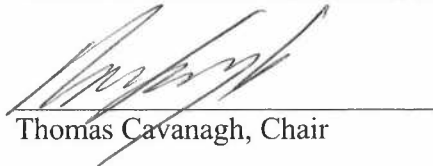
Respectfully Submitted,



Shane P. O'Keefe
 Town Administrator

Approved July 24, 2023.

LONDONDERRY SELECTBOARD



Thomas Cavanagh, Chair