

**Town of Londonderry, Vermont**  
**Selectboard**  
**Meeting Minutes**  
**Monday, October 16, 2023**  
**Twitchell Building - 100 Old School Street, South Londonderry, VT**

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

**Board Members Absent:** Melissa Brown.

**Others in Attendance:** Town Officials – Town Administrator Shane O’Keefe; Town Treasurer Tina Labeau; Town Clerk, Mountain Towns Recreation Director Advisory Committee member and Parks Board Chair Kelly Pajala; Road Foreman Josh Dryden; Road Crew member Nick Doane; Planning Commission Chair Sharon Crossman; Development Review Board member Bob Maisey; Williams Dam Advisory Committee member Paul Hendler; Mountain Towns Recreation Director Advisory Committee members Sarah Kiefer and Jenny Freeman. Others – resident Ben Sargent; Attorney Stephen Ankuda; Weston resident Liam Elio; and GNAT camera operator Bruce Frauman.

**1. Call meeting to order**

Selectboard Chair Tom Cavanagh called the meeting to order at 6:03 PM.

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

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

*Jim Fleming moved to delete from the agenda the discussion on the Short-term Rental ordinance, and to add consideration of an employee compensation matter to the New Business section of the agenda, seconded by Taylor Prouty. The motion passed unanimously.*

Cavanagh stated that the reason for the removal of the Short-term Rental Ordinance discussion from the agenda is that the Town Attorney had not gotten back to the Board yet on proposed changes. He noted that it was anticipated that the Board would be discussing this at the next regular meeting, scheduled for 11/6/2023. Ben Sargent and Steve Ankuda left the meeting.

*Tom Cavanagh moved to delete from the agenda the Williams Dam Advisory Committee discussion, seconded by Martha Dale. Cavanagh noted that the Committee was not ready to consider the contract award yet. The motion passed unanimously.*

*Tom Cavanagh moved to add a discussion on the Mountain Towns Recreation Director position to the agenda as item 8.c., in place of the Williams Dam discussion, seconded by Taylor Prouty. The motion passed unanimously.*

**3. 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 evaluation of a Town employee, pursuant to Title 1 V.S.A. Section 313(a)(3), and invite Josh Dryden, Tina Labeau, Shane O’Keefe and Nick Doane to attend the executive session, seconded by Martha Dale. The motion passed unanimously.*

The Board entered executive session at 6:05 PM, and Doane left the meeting at 6:18 PM. The Board came out of executive session at 6:25 PM, and no decisions were made.

#### **4. Minutes Approval – Meeting(s) of 10/2/2023 & 10/12/2023**

*Jim Fleming moved to approve the minutes of the Selectboard meeting of 10/2/2023 and 10/12/2023, seconded by Taylor Prouty. The motion passed unanimously.*

#### **5. Selectboard Pay Orders**

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

#### **6. Announcements/Correspondence**

Cavanagh publicly opened a gift box to the Board from Bob Wells that included a note thanking the Board for its help to install the historic marker commemorating Jake Burton and also included some cookies.

Shane O’Keefe noted the following:

- The Town received the annual compensation and benefits report from the Vermont League of Cities and Towns, which is available for Board and public review.

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

- Notices for the Village Wastewater Public Meeting scheduled for the following evening.
- A resignation notice from Jim Wilbur from his positions as the primary representative to the Deerfield Valley CUD and the alternate representative to the Southern Vermont CUD. O’Keefe will begin advertising for this vacancy.
- The September monthly report from the Windham County Sheriff’s Office.

Kelly Pajala mentioned that an abatement hearing was scheduled for 10/18/2023 at 5:30 PM and requested Selectboard member attendance.

Sharon Crossman spoke of the Village Wastewater project public meeting scheduled for the following evening from 6:00 PM to 7:30 PM at the Flood Brook School. She urged everyone to attend as it will be very informative, with experts available to answer questions people might still have, and Town Moderator Doug Friant facilitating. This is an important milestone for the advancement of the project, she mentioned, and added that much in town depends on a successful outcome to this project, such as much-needed housing development.

#### **7. Visitors and Concerned Citizens**

##### **a. Champion Fire Co. #5 – Discuss Halloween Trunk or Treat**

The Board reviewed a brief request from the Champion Fire Company #5 to run its annual Halloween event on Main Street, with the Town sponsoring police coverage under the contract with the Windham County Sheriff’s Office.

*Taylor Prouty moved to authorize the closure of Main Street and one lane of Middletown Road from Crescent Street to VT Route 100 in South Londonderry from 3:00 to 8:00 PM on Tuesday, October 31, 2023 for the Champion Fire Company Halloween Trunk or Treat event, and to allow for use of the Town contract with the Windham County Sheriff’s Office for related traffic control, seconded by Jim Fleming. The motion passed unanimously.*

**b. Meet with representative(s) of Brattleboro Development Credit Corporation/SeVEDS**

O’Keefe noted that the BDCC visit was actually scheduled for the meeting of 11/6/2023 and was mistakenly included on the agenda. The Board decided to pass over this matter.

**8. Town Officials Business**

**a. Planning Commission – Monthly update**

Sharon Crossman spoke to several projects underway with the Planning Commission. On the Zoning Bylaw amendment project, the contractor, Brandy Saxton of PlaceSense, is moving out of the country and the Commission looks to finish off what has been started and to work with the Windham Regional Commission on needed mapping work. O’Keefe explained that the contract with PlaceSense has run its course and any extra expenses at this point would need to be paid from the Commission budget. It was acknowledged that a contract with WRC would be needed for project finalization. Crossman stated that she is looking to present the Bylaw to the Selectboard soon.

On the South Londonderry master planning project, she mentioned that the Commission is looking to defer that project until after the first of the year due to the holidays, and would need to finalize a consultant contract.

She mentioned the recent flooding and the need to address flood mitigation going forward, including working jointly with surrounding towns.

**b. Parks Board – Discuss grant opportunity**

Kelly Pajala mentioned that \$6 Million in funding was announced for the next round of the Vermont Outdoor Recreation Economic Collaborative (VOREC) Community Grant Program, which includes flood recovery as one of its funding categories. It is a very good opportunity to get Memorial Park up and running, she added. She mentioned that FEMA representatives would be visiting Memorial Park later in the week, and spoke of the volunteer labor and equipment used so far to clean up the flood damage to the Park, which can be considered a matching funds for FEMA recovery, and the cost of new wood chips. Pajala noted that there are improvements to the Park that have nothing to do with flood impacts or mitigation that the VOREC funding can address. There was discussion about a combination of FEMA funds and VOREC grant funds addressing various projects/efforts to improve Memorial Park. She asked the Board for authorization to proceed, and there was general support for the effort.

It was acknowledged that the VOREC program is very competitive and Pajala expressed confidence that the grant could be written successfully. Labeau mentioned that the Memorial Park reserve fund has upwards of \$30,000 available for local match if necessary.

**c. Mountain Towns Recreation Director**

Kelly Pajala introduced Liam Elio as a candidate for the Mountain Towns Regional Recreation Director position, and noted that she had forwarded to the Board his job application and supporting documents. Elio discussed his background and expressed his strong interest in the position.

Committee members spoke to his qualifications, and it was noted that he would be away on vacation in the immediate future and it was agreed that Elio would meet with the Board at the 12/4/2023 meeting.

On the local agreement, Pajala mentioned that four towns have already signed, and they are still working with the Town of Weston on some details and more information would be available in the coming weeks. She suggested that the Board could hear more about negotiations in an executive session, but offered that that it would all get worked out.

#### **d. Development Review Board – Annual appointments**

The Board reviewed an application for reappointment to the Development Review Board submitted by Bob Maisey, and an application for appointment as an alternate member from by Andy Rackear. Maisey spoke to his tenure with the DRB and his continued interest.

*Taylor Prouty moved to reappoint Bob Maisey as a regular member of the Development Review Board, for a 3-year term extending to September 30, 2026, seconded by Jim Fleming. The motion passed unanimously.*

*Jim Fleming moved to move to appoint Andrew Rackear as an alternate member of the Development Review Board, for a 1-year term extending to September 30, 2024, seconded by Martha Dale. The motion passed unanimously.*

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

#### **a. Updates**

Cavanagh mentioned that the forks for the new backhoe had arrived, and Labeau mentioned that the check for the sale of the old backhoe arrived that day. Cavanagh added that the take-it or leave-it shed is reopened, and Labeau mentioned that there have been issues with users not having annual permits.

### **10. Roads and Bridges**

#### **a. Updates/storm damage and recovery**

Prouty noted that the replacement culvert for the Spring Hill Road project has arrived and has been set on place, and the project will be completed, and the road segment repaved soon.

Cavanagh noted that the Cobble Ridge Road Bridge has been opened, and the Board reviewed a letter from the Town engineer noting that the bridge is safe for vehicular traffic. The temporary access roadway to Boynton Road is now closed, he mentioned, and O’Keefe added that FEMA has agreed to pay for the reclamation costs of the temporary road the work for which would commence soon.

O’Keefe mentioned he would issue Invitations to Bid for repairs on Cohen, Edgehill and Rowes Road in the coming days. A special Selectboard meeting will be needed to expedite the bid awards. Prouty mentioned that the remaining projects will not need structures or special materials, and therefore should go smoothly.

O’Keefe mentioned that there continue to be a number of meetings with FEMA, and that the Town’s primary FEMA representative has stated that Londonderry is in very good shape with its projects and paperwork.

## 11. Old Business

### a. Ratify 10/12/2023 authorization for VLCT-PACIF insurance renewal

Because the Board voted on 10/12/2023 to authorize the Town Treasurer to renew insurance coverages when the matter was not on the posted agenda, the Board must by its rules bring the matter up again and ratify its vote.

*Martha Dale moved to ratify the Board's 10/12/2023 decision to authorize the Town Treasurer to take the necessary steps and execute any documents necessary to renew the Town's insurance coverages for calendar year 2024 with the Vermont League of Cities and Towns Property and Casualty Intermunicipal Fund, seconded by Jim Fleming. The motion passed unanimously.*

## 12. New Business

### a. Consider employee compensation matter

*Taylor Prouty moved to adjust the hourly rate of pay for Nick Doane to \$25.00, effective the next payroll, seconded by Jim Fleming. The motion passed unanimously.*

## 13. Adjourn

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

The meeting adjourned at 7:06 PM. The next regular meeting of the Selectboard is scheduled for 11/6/2023.

Respectfully Submitted,

Shane P. O'Keefe  
Town Administrator

*Approved November 6, 2023.*

**LONDONDERRY SELECTBOARD**

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Thomas Cavanagh, Chair

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