

Town of Londonderry, Vermont
Selectboard
Meeting Minutes
Thursday, October 26, 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 (via phone); Town Treasurer Tina Labeau; Road Foreman Josh Dryden; Others – GNAT camera operator Bruce Frauman.

1. Call meeting to order

Selectboard Chair Tom Cavanagh called the meeting to order at 5:30 PM.

2. Additions or deletions to the agenda

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

None.

3. Selectboard Pay Orders

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

4. Roads and Bridges

a. Updates/storm damage and recovery

Prouty mentioned that the invitation to bid for Rinehart Road work in the works, and O’Keefe confirmed that it was advertised that day.

Josh Dryden mentioned that Thompsonburg Road is scheduled to be closed to through traffic the following Tuesday and Wednesday for road repairs and paving. Cavanagh stated that he would post notice on the community forum and suggested that Emergency management Director Rich Phelan could provide a community alert on the closure to residents.

Coordination with the Fire Department Trunk or Treat event was discussed.

Fleming suggested placing cones in the vicinity of the most damaged area of Thompsonburg Road to provide warning to drivers of the conditions.

Prouty noted that the Spring Hill Road culvert has been set and the surface paved, and the road is now opened for traffic.

It was reiterated that the Cobble Ridge Road bridge is now open to traffic.

b. Review bids and award contract for Cohen RD Repairs Project (RFP 2023-17)

The Board received a bid tabulation and copies of all Invitations to Bid, and all bids received for this and the other storm-related road repair projects on the agenda.

Bids for this project were as follows:

1	Ameden Construction, LLC, Jamaica, VT	\$44,000
2	Blue Mountain Trucking & Excavating, South Ryegate, VT	\$59,500
3	Hunter Excavation, Inc., South Londonderry, VT	\$33,000
4	Markowski Excavating, Inc., Florence, VT	\$59,044
5	Waters Excavation, Inc., West Windsor, VT	\$28,575

Cavanagh stated that he and Dryden had discussed that they did not have much information about the low bidder, Waters Excavation, Inc. of West Windsor, VT, and it was noted that the company had done some recent roadway underdrain work for the State of Vermont but there was no other track record in the community. He added that the bid from Hunter Excavating was close to the low bid and the company is local and provides good quality work. O’Keefe directed the Board to the selection criteria spelled out in the Invitation to Bid, which has criteria beyond just price. The value of the Town’s familiarity of Hunter Excavating was mentioned.

The Board discussed the value of requesting and contacting references for future solicitations.

Martha Dale moved to accept the bid from Hunter Excavating, Inc. in the lump sum amount of \$33,000.00 for storm-related roadway repairs to Cohen Road, which was submitted in response to the Town’s 10/17/2023 Invitation to Bid, and to authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to provide the necessary services, seconded by Taylor Prouty. The motion passed unanimously.

c. Review bids and award contract for Rowes RD Repairs Project (RFP 2023-18)

Bids received for this project were as follows:

1	Blue Mountain Trucking & Excavating, South Ryegate, VT	\$82,500
2	Hunter Excavation, Inc., South Londonderry, VT	\$25,000
3	Markowski Excavating, Inc., Florence, VT	\$77,048
4	Waters Excavation, Inc., West Windsor, VT	\$36,075

The low bidder is Hunter Excavation, Inc., and Prouty mentioned that the company will be able to coordinate on this well due to the quarry and pit location on Rowes Road. O’Keefe mentioned that the company may be coming to the Board to request approval to go beyond the bid scope to widen the Town road to help with its gravel and quarry operations there.

Taylor Prouty moved to accept the bid from Hunter Excavating, Inc. in the lump sum amount of \$25,000.00 for storm-related roadway repairs to Rowes Road, which was submitted in response to the Town’s 10/17/2023 Invitation to Bid and the addendum of 10/25/2023, and to authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to provide the necessary services, seconded by Martha Dale. The motion passed unanimously.

d. Review bids and award contract for Edgehill RD Repairs Project (RFP 2023-19)

Bids received for this project were as follows:

1	Ameden Construction, LLC, Jamaica, VT	\$32,500
2	Blue Mountain Trucking & Excavating, South Ryegate, VT	\$34,701

3	Hunter Excavation, Inc., South Londonderry, VT	\$25,000
4	Markowski Excavating, Inc., Florence, VT	\$39,477
5	Waters Excavation, Inc., West Windsor, VT	\$21,200

Prouty noted that, similar to the Cohen Road bids, the bid from Hunter Excavation is only slightly more than the low bid, and Cavanagh added that Town knows that the quality is there and the work would get done timely.

Jim Fleming moved to accept the bid from Hunter Excavating, Inc. in the lump sum amount of \$25,000.00 for storm-related roadway repairs to Edgehill Road, which was submitted in response to the Town's 10/17/2023 Invitation to Bid and the addendum of 10/25/2023, and to authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to provide the necessary services, seconded by Taylor Prouty. The motion passed unanimously.

5. 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 and Tina Labeau to attend the executive session, seconded by Martha Dale. The motion passed unanimously.

The Board entered executive session at 5:42 PM, and came out of executive session at 6:16 PM.

6. Old Business

a. Consider employee compensation matters

Taylor Prouty Dale moved to adjust the hourly rate of pay for Nick Doane to \$26.00, effective this pay period, seconded by Jim Fleming.

It was noted that this increase is based on previous conversations with Doane where it was mentioned that he would get the 9% cost-of-living raise that other employees received.

The motion passed unanimously.

7. Adjourn

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

The meeting adjourned at 6:19 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

Thomas Cavanagh, Chair