

Town of Londonderry, Vermont

Selectboard Meeting Agenda

Monday, December 4, 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 11/~~6~~20/2023
4. Selectboard Pay Orders
5. Announcements/Correspondence
6. Visitors and Concerned Citizens
7. Town Officials Business
 - a. Planning Commission – Award contract for South Village main street study/master plan
 - b. Planning Commission – Reappointment of Administrative Officer per 24 VSA 4448(a)
 - c. Village Wastewater Committee – Project update
 - d. Town Treasurer – Year-to-date budget review
8. Transfer Station/Solid Waste Management
 - a. Updates
9. Roads and Bridges
 - a. Updates/storm damage and recovery
 - b. Access Permit 2023-04 – Middletown Road, Parcel 062001.000
 - c. Approve contract for garage door maintenance at Town Highway Garage
10. Old Business
 - a. Consider adoption of an ordinance regulating short-term rentals
 - b. Discuss interlocal agreement for the Mountain Towns Recreation Director position
 - c. Consider amendments to the Personnel Policy
 - d. Ratify 11/20/2023 decision to approve 1st & 3rd Class Liquor Licenses & and Outside Consumption Permit for Londonderry Café and Tavern, LLC, DBA Jake’s Restaurant and Tavern
11. New Business
 - a. Consider contract extension for winter maintenance of Pingree/Memorial Parks & the Town Hall parking lot
 - b. Consider changes to land use review fees
 - c. Consider participation in the Municipal Technical Assistance Program through the Windham Regional Commission
 - d. Approve preventive maintenance agreement for Town Office generator
 - e. Consider appointments to the Development Review Board to fill vacancies
 - f. Consider request by Chester Snowmobile Club for use of Town property for snowmobile trails
12. Executive Session(s) – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3)
13. Adjourn

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

Posted and distributed on November 30, 2023

Town of Londonderry, Vermont
Selectboard
Meeting Minutes
Monday, December 4, 2023
Twitchell Building - 100 Old School Street, South Londonderry, VT

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

Town Officials: Town Administrator Shane O’Keefe; Town Treasurer Tina Labeau; Town Clerk Kelly Pajala; Housing Commissioner Patty Eisenhour; Planning Commissioner Sharon Crossman and Williams Dam Advisory Committee member Paul Hendler.

Others in Attendance: Flavors Hook Kids VT representative William Greer; Dufresne Group engineer Chrissy Haskins; Levi Dryden of Dryden’s Outdoor; Liam Elio; Chester Snowmobile Club representative Lewis Lettenberg and GNAT camera operator Bruce Frauman.

1. Call meeting to order

Selectboard Chair Tom Cavanagh called the meeting to order at 6:00 PM.

2. Additions or deletions to the agenda

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

None

3. Minutes Approval – Meeting(s) of 11/6/2023

Jim Fleming moved to approve the minutes of the Selectboard meeting of 11/20/2023, seconded by Taylor Prouty. The motion passed unanimously.

4. Selectboard Pay Orders

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

5. Announcements/Correspondence

a. Announcements

- O’Keefe mentioned that because the first Monday in January is New Years’ Day and there are 5 Mondays in the month, he looks to include on the next meeting agenda a proposal to move January’s regular meetings to the 2nd and 4th Mondays.
- He reported that there was some flooding damage in one of the two Town Hall bathrooms into which we are looking to repair.
- Goodaleville Bridge is now open to traffic.

b. Correspondence

Correspondence included in the Board’s meeting packet was as follows:

- The first notice to the Town of local option taxes collected, showing that 34 returns were processed, which collected \$8,354.50 of which the Town received \$5,706.30.

- A letter of thanks from the West River Montessori School for the Town's annual appropriation.

6. Visitors and Concerned Citizens

- William Greer from Flavors Hook Kids VT / Coalition for Tobacco Free VT informed the board that this group is modeling the Massachusetts law to help enforce a bill to outlaw flavored tobacco products. If they are successful VT will be the sixth state to do so.
- Bruce Frauman said a State flooding mitigation meeting is scheduled for this Thursday, December 7, 2023.

7. Town Officials Business

a. Planning Commission -- South Village Master Plan

Crossman noted the Planning Commission accepted the scope of work for the proposed South Village master plan and is subject to clarification changes of some items. They plan to move forward as soon as possible. She described potential revitalization projects that could come about.

It was noted that the State grant amount is \$22,000, with a \$2,636 required local match and \$3,000 of match has been budgeted.

Martha Dale moved to accept the proposal from Stevens & Associates to provide consultant services for the South Village Main Street Study and Master Plan, which is funded by a Municipal Planning Grant awarded by the Vermont Department of Housing and Community Development, and to authorize the Town Administrator to execute all necessary documents to employ this consultant, including a service contract after review by the Town Attorney, seconded by Melissa Brown. The motion passed unanimously.

b. Planning Commission -- Reappointment of Administrative Officer per 24 VSA 4448(a)

Crossman stated that William Goodwin was recommended for reappointment as the Town Administrative Officer by the Planning Commission vote.

Taylor Prouty moved, in keeping with Title 24 V.S.A 4448(a), to reappoint William Goodwin as the Town's Administrative Officer, to provide Zoning Administrator & Floodplain Administrator services, a part-time position working an average of 20 hours per week, Jim Fleming seconded the motion. The motion passed unanimously.

c. Village Wastewater Committee – Project Update

Crossman noted that the next public meeting is scheduled for Wednesday, January 10th, 2024, at the Town Office. The committee would like a Selectboard liaison at these meetings.

Haskins stated that the 60% project completion report needs to be completed by December 31, 2023. They need the Selectboard to endorse the report soon, which would be non-binding.

There will be discussions on how the project will be paid for and how it will be managed.

The North Village sites under consideration are not providing adequate capacity needed to address the needs of the service area. The village could lose all funds or take a step back and recalculate.

The acceptance of 60% of the report by the Selectboard would be a good step as far as support. Brown and Dale will share the role as liaison for the committee. Regular meetings of the Village Wastewater Committee are the 1st Friday at 9:00AM and 3rd Tuesday at 6:00PM monthly.

d. Town Treasurer – Year-to-date budget review

Labeau noted the budget is looking good. Approximately \$450,000 has been spent so far on flood repairs and \$900,000 will have been spent soon.

8. Transfer Station/Solid Waste Management

a. Updates

Rats have chewed the compactor wires for the third time. Pest control has treated the area but it will take at least a month to be effective.

9. Roads and Bridges

a. Updates/storm damage and recovery

Prouty gave the fuel usage numbers he received from Road Foreman Josh Dryden.

October 2023

Salt – 0 tons Sand – 0 yards

Fuel (gallons): Vehicles – 647, Town Office Generator – 0, Transfer Station – 104

November 2023

Salt – 70 tons Sand – 185 yards

Fuel (gallons): Vehicles – 837, Town Office Generator – 10, Transfer Station – 0

The flood damage projects are ending soon. The Edgehill Road repairs were discussed and re-installation of large stones at the roadside where not in the project scope of work but have been addressed through placement of waste blocks. Guardrails should go there in the future is was mentioned.

b. Access Permit 2023-04 – Middletown Road, Parcel 062001.000

Prouty noted he has emailed the property owner about the fact that the culvert installed is undersized, who has not responded. Cavanagh suggested that the Town send a certified letter in hopes of receiving a response. Prouty stated he will communicate with Zoning Administrator Will Goodwin on the next steps. The Board did not render a decision on the permit request.

c. Approve contract for garage door maintenance at Town Highway Garage

Prouty stated that continuation of the maintenance agreement made sense, and O’Keefe confirmed the rate remains the same at \$240.

Marsha Dale moved to 1) accept the proposal from Overhead Door Company of Rutland for annual planned maintenance of garage doors at the Town Garage for 2024 as submitted, and 2) authorize the Town Administrator to sign any documents necessary for the hiring of the firm to conduct the necessary work, seconded by Jim Fleming. The motion passed unanimously.

10. Old Business

a. Discuss regulation of short-term rentals

Brown spoke about further revisions developed by her, Patty Eisenhauer and Mimi Lines. The Selectboard went over line-by-line the changes to previous versions. Board members recommended that the Planning Committee add Short Term Rentals (STRs) to proposed Zoning

Bylaws. Once the Zoning Bylaw is passed, the Board should revisit STR proposals for limitations.

The STR Ordinance will be on the next meeting agenda for adoption.

b. Discuss interlocal agreement for the Mountain Town Recreation Director position

Kelly Pajala spoke about issues with the Town of Weston with a 3-year agreement. An addendum is being revised and Attorneys will review and discuss alternatives. Weston may join at a later date and pay in retroactively.

c. Consider amendments to the Personnel Policy

O'Keefe reviewed changes to the Personnel Policy that were discussed the previous year, including some more recent changes he recommends the Board consider. Board members voiced that they prefer Paid Time Off (PTO) language be used as it is more common. Discussion ensued. The Personnel Policy will be on the next meeting agenda.

d. Ratify 11/20/2023 decision to approve 1st & 3rd Class Liquor Licenses & Outside Consumption Permit f Londonderry Café and Tavern, LLC, DBA Jake's Restaurant and Tavern

Jim Fleming moved to ratify the Board's 11/20/2023 decision to approve 1st and 3rd Class Liquor Licenses and an Outdoor Consumption Permit for Londonderry Café and Tavern, LLC, doing business as Jake's Restaurant and Tavern, related to property located at Mountain Marketplace, 5800 VT Route 100, Taylor Prouty seconded the motion. The motion passed unanimously.

11. New Business

a. Consider contract extension for winter maintenance of Pingree/Memorial Parks & the Town Hall parking lot

It was noted that the previous contract for these services expired and needed to be considered for extension, and O'Keefe mentioned revised rates to which he and Levi Dryden had tentatively agreed would be appropriate.

Jim Fleming moved to extend the term of the service contract between the Town and Dryden's Outdoor, Inc for plowing and sanding of Pingree Park, the entryway of Memorial Park, and the Town Hall parking lot to include this winter, at a seasonal cost of \$1,500 for Pingree Park, and a per-event cost of \$75 for the other two locations, and authorize the Town Administrator to amend the previously approved contract with the vendor to reflect these changes. The original contract was authorized by the Board on November 15, 2021, and an amendment authorized on December 5, 2022, seconded by Taylor Prouty. The motion passed unanimously.

b. Consider changes to land use review fees

The Selectboard reviewed proposed new land use permitting review fees proposed by Zoning Administrator Will Goodwin. O'Keefe noted that the fees were for early review and were drafted in anticipation of the proposed new Zoning Bylaw should be adopted. There was no action.

c. Consider participation in the Municipal Technical Assistance Program through the Windham Regional Commission (WRC)

The Selectboard received an email from the WRC asking the board to consider participating in projects in the Municipal Technical Assistance Program (MTAP).

The Board elected to participate in the following categories:

- a. Water supply and wastewater infrastructure
- b. Housing
- c. Community recovery, workforce development, and business support
- d. Climate change mitigation and resilience
- e. Other community economic development projects identified by a municipality and approved by the State

Martha Dale moved to participate in the Municipal Technical Assistance Program, seconded by Melissa Brown. The motion passed unanimously.

d. Approve preventative maintenance agreement for Town Office generator

O’Keefe noted that the Town Office generator was installed 5 years ago, and it was agreed in the past conduct once-per year preventative maintenance until the generator was 5 years old, and then go to twice per year service, Thos cost difference for 2024 would be \$644 for one visit and \$1,050 for two visits, and at the recent service visit it was recommended that a “load bank” be conducted at an additional cost of \$1,709. This service is recommended to put the generator under full load due to the small electrical load the building normally demands. O’Keefe advised that he received a lower revised estimate for this service if coupled with one of the services visits.

Martha Dale moved to accept the preventative maintenance agreement from Brook Field Service for annual service of the Town Office generator two times per year, to include a one-time load bank test at a cost of \$1,316 and authorize the Town Administrator to execute the agreement on behalf of the Board, seconded by Melissa Brown. The motion passed unanimously.

e. Consider appointments to the Development Review Board to fill vacancies

Jim Fleming moved to appoint Andrew Rackear as a regular member of the Development Review Board, for term extending to September 30, 2024, to fill a vacancy, seconded by Taylor Prouty. The motion passed unanimously.

Jim Fleming moved to appoint Robert Trask 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.

f. Consider request by Chester Snowmobile Club for use of Town property for snowmobile trails

Taylor Prouty moved to approve the request from the Chester Snowmobile Club to use a portion of both Lowell Lake Road and Mansfield Lane for snowmobiling between December 15, 2023 and April 15, 2024, and authorize the Town Administrator to execute a Vermont Association of Snow Travelers, Inc. landowner permission form on behalf of the Town, seconded by Martha Dale. The motion passed unanimously.

12. Executive Session (s) – The appointment of 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 appointment or employment of a Town employee, pursuant to Title 1 V.S.A. Section 313(a)(3), and invite Liam Elio, Tina Labeau, and Kelly Pajala to attend the executive session, seconded by Jim Fleming. The motion passed unanimously.

The Board entered executive session at 8:05 PM and came out at 9:02 PM.

Elio, Lebeau, and Pajala left executive session at 8:30 PM. and reentered at 8:45 PM.

The executive session ended at 8:50 PM. No decisions were made.

13. Adjourn

Melissa Brown moved to adjourn the meeting, seconded by Jim Fleming. The motion passed unanimously.

The meeting adjourned at 8:51 PM. The next regular meeting of the Selectboard is scheduled for 12/18/2024.

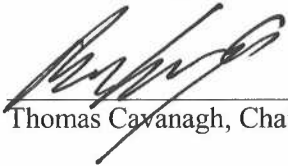
Respectfully Submitted,

Deborah Carleton

Deborah Carleton
Minutes Taker

Approved December 19, 2023.

LONDONDERRY SELECTBOARD



Thomas Cavanagh, Chair

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