

**Town of Londonderry, Vermont  
Selectboard  
Special Meeting Minutes  
Monday, April 1, 2024  
Twitchell Building - 100 Old School Street, South Londonderry, VT**

**Board Members Present:** Thomas Cavanagh, Martha Dale, Jim Fleming, Melissa Brown, and ~~Jim Fleming~~ [Taylor Prouty](#).

**Town Officials:** Town Treasurer Tina Labeau, Town Clerk Kelly Pajala, Minutes Taker Debbie Carlton, and Williams Dam Advisory Committee member Paul Hendler

**Others in Attendance:** Weston Theater Company Susanna Gellert, Bob Wells, Michael Peters, Andy Dahlstrom, and GNAT camera operator Bruce Frauman.

**1. Call meeting to order**

Selectboard Chair Tom Cavanagh called the meeting to order at 5:00 PM.

**2. Additions or deletions to the agenda** [1 VSA 312(d)(3)(A)]

*Melissa Brown moved to add to the agenda items 12e and 12f, executive session for the appointment or employment or evaluation of a public officer or employee, pursuant to 1 V.S.A. Section 313(a)(3), 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 appointment or employment of a Town employee, pursuant to Title 1 V.S.A. Section 313(a)(3), and invite Michael Peters and Tina Labeau to attend the executive session, seconded by Melissa Brown. The motion passed unanimously.*

The Selectboard went into Executive Session at 5:05 PM and returned at 5:27 PM.

*Melissa Brown 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 Andy Dahlstrom and Tina Labeau to attend the executive session, seconded by, Taylor Prouty. The motion passed unanimously.*

The Selectboard went into Executive Session at 5:30 PM and returned at 6:16 PM.

*Taylor Prouty moved to appoint Andy Dahlstrom as the Short-term Rental Administrator (STR) and this offer will be pending acceptance from Dahlstrom, seconded by Jim Fleming. The motion passed unanimously.*

**4. Minutes Approval – Meeting(s) of 3/18/2024 & 3/25/2024**

Dale said there was a spelling error in the minutes of 3/18/2024 on page 6 of 8, the name of the Windham Reginal Commission Executive Director is Chris Campany and not Chris Company.

Brown said there was an amount error in the minutes of 3/25/2024 on page 1 of 6. The amount is \$12,800, not \$1,200.

*Jim Fleming moved to approve the minutes of 3/18/2024 and 3/25/2024 with corrections, seconded by Martha Dale. 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**

### **a. Announcements**

1. Debbie Carlton mentioned that Vincent Annunziata has resigned his position as a member of the Town Hall Renovation Committee, which leaves two vacancies on the 5-person committee.
2. She added that the mandatory pre-bidding for the Town Office Renovation Project took place this past Wednesday (3/17/2024) and five contractors attended. Bids are due 4/17/2024.

### **b. Correspondence included in the Board's meeting packet was as follows:**

1. A notice from Green Mountain Power regarding the company's plan to begin upgrades of the Thompsonburg Road substation on 4/16/2024.

Prouty explained that the work should not have any effect on the traffic as it's just the substation and parking area where they will be working.

### **c. Updates**

1. Labeau said as the last day of dog registration was yesterday. Therefore, if you haven't yet registered the late fee per day is an extra \$2.00.

## **7. Visitors and Concerns**

None.

## **8. Town Officials Business**

### **a. Town Treasurer – Year-to-date budget review**

Labeau said she will have the March year-to-date figures ready for the next meeting.

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

### **a. Updates**

Cavanagh said the compactor is still up and running.

## **10. Roads and Bridges**

### **a. Updates**

Prouty said that road foreman Josh Dryden is not at the meeting as he is gearing up for the upcoming storm. He will be at the next meeting to report on the salt and sand usage.

Prouty said that he and Dryden have been working on the summer work plan. Some of the plans will be with contracted services and some will be routine projects. They will have the outline at the next meeting. They are looking forward to the posting of the new full-time job opening. He noted that if they don't find a full-time position, they still have the option of a part-time position available. Brown said the full-time position should be posted now as the position starts 07/01/2024.

## 11. Old Business

### a. Authorize Municipal Energy Resilience Program (MERP) mini-grant application

Frauman said he is speaking on behalf of himself and Shane O'Keefe regarding energy issues. He said they received an email from the Vermont Department of Buildings and General Services. He read the notice out loud. He noted that he and O'Keefe feel it's a good grant to apply for at the Town Hall and are looking for permission to do so.

*Martha Dale moved to authorize the Town Administrator to apply for mini-grant funding under the State Municipal Energy Resilience Program for the analysis of needs for compliance with the Americans with Disabilities Act at the Town Hall, seconded by Jim Fleming. The motion passed unanimously.*

### b. Consider proposed projects for the Municipal Technical Assistance Program (MTAP)

Cavanagh noted that they have not heard back from multiple people regarding the program. Therefore, will hold off until the next regular Selectboard meeting.

### c. Ratify 3/18/2024 decision to establish a Short-Term Rental Working Committee

*Melissa Brown moved to ratify the Board's 3/18/2024 decision to establish a working committee consisting of 2 members of the Planning Commission, 2 members of the Londonderry Housing Commission, 2 members from the Selectboard, and the STR Administrator to review the ordinance language and develop a strategic plan to accomplish the goals of the ordinance, seconded by Jim Fleming. The motion passed unanimously.*

### d. Ratify the 3/18/2024 decision to establish the South Derry Master Planning Task Force

*Melissa Brown moved to ratify the Board's 3/18/2024 decision to form a South Derry Master Planning Task Force, to include Bruce Frauman, Elsie Smith, Jamie Foley, Emmet Dunbar, Mimi Lines, Paul Hendler, and alternate Sharon Crossman, seconded by Jim Fleming. The motion passed unanimously.*

Frauman added that there will be a South Derry Master Planning Task Force public meeting on 4/4/2024 at 6:00 PM.

## 12. New Business

### a. Consider request to use Town Hall

Susanna Gellert of the Weston Theater Company said the theater spaces were severely impacted by the previous floods therefore, they are looking for a large room to accommodate their rehearsals from 5/19/2024 to 6/7/2024 and 6/30/2024 to 7/19/2024.

*Jim Fleming moved to authorize use of the Town Hall for theatrical rehearsals by the Weston Theater Company for the period 5/19/2024 to 6/7/2024 and 6/30/2024 to 7/19/2024, and to authorize the Town Administrator to sign the facility use agreement on behalf of the Town. Such authorization is subject to the following conditions:*

- 1) A certificate of insurance acceptable the Town Administrator, naming the Town as an additional insured, shall be provided to the Town Administrator prior to issuance of the written authorization, and*
- 2) 6/30/2024 to 7/19/2024 are approved provided, 5/19/2024 to 6/7/2024 are held without incident, seconded by Martha Dale. The motion passed unanimously.*

### b. Consider proposal for sculpture at the Aiken's Corner property

Bob Wells provided handouts to the Selectboard, Recognizing the 50<sup>th</sup> Anniversary of Burton Boards. He said back in October of 2023 we installed the roadside historic marker at the intersections of routes 11 and 100. Over 300 people came. He believes it helped put Londonderry on the map. Recently, it dawned on him that we have the opportunity to create a second half to this event. The year 2027 is the 50<sup>th</sup> anniversary of Burton Boards. We could invite Donna Carpenter and key members of Burton Boards, Vermont Historic Preservation representatives, Vermont State dignitaries, the press, worldwide and local ski and snowboard competitors and enthusiasts, and residents from all around the green mountains of Vermont. To make the event special we could have the sculpture on page 2 of the handout that is cast in bronze and 10 feet high. The sculpture exists and belongs to a friend of Jake Carpenter. The team working on Aiken's Corner seems to be highly in favor of placing this piece on the corner which is exhibited on page 3 of the handout. He stated that he is here to get the Selectboard approval for initial planning.

Wells noted that there is a price tag of \$100,000, delivered to the Town. No work has started on fundraising, but the good news is that it is two years away from now. He thinks this would be a terrific thing for Londonderry and would like approval to move forward. His mission is to do something that would make the town of Londonderry proud.

Cavanagh said his family is very active in snowboarding. He said he's not sure that Aiken's Corner is the best place for the sculpture and once Wells digs into this will find the same. He is almost positive that the property is deed and flood restricted. He would not be opposed to putting the sculpture near the monument. Wells said he feels that Aiken's Corner is the perfect place for visibility. He said if it's not going to be visible it's not worth the energy it would take to make it happen. Brown said someone from FEMA would have to answer these questions. Cavanagh said VTRANs is going to need to be involved as well. Dale said that since the Selectboard are all in support of the sculpture, that Wells should then come back to the Board and let them know about the restrictions. Cavanagh will speak with the Town Administrator Shane O'Keefe in this regard.

**c. Use of excess ARPA funds for Town Hall Technology needs**

Labeau noted that there is around \$4,000 left in the account because they didn't spend all the money on the OWL.

*Jim Fleming moved to authorize use of excess funds allocated on 4/3/2023 to the Planning Commission for audio-visual equipment and services for hybrid public meetings to be used for technology improvements at the Town Hall, seconded by Marsha Dale. The motion passed unanimously.*

**d. Annual appointments – Beautification Committee**

*Martha Dale moved to appoint Cheryl Edwards and Marlene Boyaner to the Beautification Committee, each for a three-year term ending 3/31/2027, seconded by Melissa Brown. The motion passed unanimously.*

**e. Executive Session(s) – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3)**

*Melissa Brown 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), seconded by Jim Fleming. The motion passed unanimously.*

The Selectboard entered Executive Session at 7:07 PM and came out at 7:41 PM.

**13. Adjourn**

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

The meeting adjourned at 7:42 PM. The next regular meeting of the Selectboard is scheduled for 4/15/2024.

Respectfully Submitted,

Deborah Carleton  
Minutes Taker

*Approved April 15, 2024.*

**LONDONDERRY SELECTBOARD**

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Thomas Cavanagh, Chair