

**Town of Londonderry, Vermont
Selectboard
Special Meeting Minutes
Monday, April 15, 2024
Twitchell Building - 100 Old School Street, South Londonderry, VT**

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

Absent Board Members: Jim Fleming

Town Officials: Town Administrator Shane O’Keefe, Town Treasurer Tina Labeau, Town Clerk Kelly Pajala, Road Foreman Josh Dryden, and Mountain Town Recreation Director Liam Elio

Others in Attendance: Andy Dahlstrom, Trevor Dryden and GNAT camera operator Bruce Frauman.

1. Call meeting to order

Selectboard Chair Tom Cavanagh called the meeting to order at 6:01 PM.

2. Additions or deletions to the agenda

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

Taylor Prouty moved to add to the agenda, as the first items under New Business, the consideration of contract award for storm damage and related excavation services for Memorial Park, seconded by Melissa Brown. 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)

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, Shane O’Keefe and Tina Labeau to attend the executive session, seconded by Martha Dale. The motion passed unanimously.

The Selectboard went into Executive Session at 6:02 PM. Dahlstrom left the executive session at 6:~~34~~²⁴ PM, and returned at 6:35 PM.

The Selectboard came out of Executive Session at 6:~~30~~³⁶ PM.

Martha Dale moved to hire Robert Andrew (Andy) Dahlstrom to the part-time position of Short-Term Rental Administration (STR) at a rate of pay of \$43.27 per hour, plus a monthly stipend of \$50.00 for cell phone usage, effective 4/22/2024, subject to completion of a probationary period of six months, seconded by Taylor Prouty. The motion passed unanimously.

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

Martha Dale moved to approve the minutes of the Selectboard meeting of 4/1/2024, seconded by Melissa Brown. The motion passed unanimously.

5. Selectboard Pay Orders

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

6. Announcements/Correspondence

O’Keefe announced the following:

a. Announcements

1. The Planning Commission’s public hearing on the proposed comprehensive amendment to the Zoning Bylaw is scheduled for this Wednesday 4/17/2024 at 7:00 PM at the Town Office.
2. Today, notice was received that a supplementary analysis of the Town Office for asbestos in the upstairs area, including the ceilings, came back as negative.

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

1. A 4/3/2024 letter to Judy & Tom Platt forwarding a check to return leftover funds in the project escrow account made available by completing the project under budget.
2. A letter from the Town Attorney to the Environmental Court, dated 4/5/2024, noting availability of Town’s witnesses in the zoning violation case of the Town vs. Vermont Woodchips for a merits hearing.
3. A 4/4/2024 award letter from the Vermont Department of Buildings in response to the Town’s application for a \$4,000 mini-grant under the Municipal Energy Resilience Program to conduct a compliance review and proposals for ADA compliance at the Town Hall. The signed has already received the funds and architect Jon Saccoccio will visit this week to take a look and provide a proposal for a service contract.
4. A letter of 3/18/2024 from the Agency of Natural Resources Waste Management and Prevention Division on revisions to the above-ground storage tank rules.
5. The latest check received by the Town for participation in the national opioid settlement, in the amount of \$74.91. A check for the same amount will soon be forwarded to The Collaborative.
6. A 4/3/2024 letter from Blue Flame gas Company providing its bi-annual notice to the Town of its underground propane pipeline distribution system.
7. A thank you letter, dated 3/18/2024, from the Chester Snowmobile Club for use of Town roads for its members.

7. Visitors and Concerns

None.

8. Town Officials Business

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

None.

9. Transfer Station/Solid Waste Management

a. Updates

None.

b. Discuss Shed roof replacement/repair

Work to replace the shed roof started on Sunday and will be finished by Wednesday.

10. Roads and Bridges

a. Updates

Dryden gave the following usage numbers for March 2024:

Salt – 82 tons Sand – 210 yards

Fuel (gallons): Vehicles – 1,739, Town Office Generator – 0, Transfer Station - 0

He discussed the late season storms. Springhill Road was closed but is now reopened. A culvert had caved in but has now been repaired. Wes Ameden did the work.

Prouty and Dryden worked on a month-to-month summer work plan with specific projects. Prouty gave copies to the Selectboard. They discussed the need for mowing, particularly poison parsnips. They spoke about the extra efforts that the new 4th road crew member can help address. O’Keefe was asked to post the want ad for the new position..

b. Consider application(s) for excess vehicle weight permits [23 VSA 1400a]

Martha Dale moved to approve the excess weight permit(s) for:

- *Cota & Cota, Inc,*
- *Structural; Wood Corporation, and*
- *Casella Construction, Inc.,*

and authorize the Town Administrator to execute the permit(s) on behalf of the Town, seconded by Melissa Brown. The motion passed unanimously.

c. Approve letter of intent for the FY2025 Municipal Roads Grants-in-Aid Program

O’Keefe said this is done every year and we have until fall to complete. He said we get roughly \$17,000. Prouty said the one for this year is on Cody Road for ditching and stone lining culverts.

Taylor Prouty moved to seek funding through the VTrans 2025 Grant-in-Aid Program and authorize the Selectboard Chair to execute the required Letter of Intent on behalf of the Town, and the Town Administrator to execute any necessary grant-related documents, thereafter, seconded by Martha Dale. The motion passed unanimously.

11. Old Business

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

Cavanagh said he and O’Keefe had a discussion with a grant-writing contractor from the Windham Regional Commission and they gave some ideas of what flood-related projects

might be funded through this program. O’Keefe shared an email from Gretchen Havreluk of Ingram & May and referenced pages 18 through 30 of the meeting packet.

O’Keefe stated that the Planning Commission is interested in funding the Town Plan through the MTAP initiative. He referenced page 23 of the meeting packet and asked the Board to keep in mind the WRC comment that “if a funding source other than MTAP is available to do all projects (such as a municipal planning grant for town plan updates), then it won’t be as competitive”. He also stated that the Housing Commission has submitted a letter, which he distributed, that they are seeking funding for a feasibility study of the Prouty property to see what its potential could be. Cavanagh said that the cost is \$20,000 and we’re talking \$100,000 for the engineering of a project that can go forward to FEMA mitigation grants.

O’Keefe referenced a list of flood-related projects on page 26 of the meeting packet. He noted Access through River projects being handled by the Two Rivers Ottauquechee Planning Commission that is going to bat for 17 towns including Londonderry to tackle some of the projects.

Cavanagh clarified that the Planning Commission can readopt the Town Plan on a temporary basis and apply for the grant next year.

Martha Dale moved to approve submitting an MTAP Scoping Study for alternate access to Cobble Ridge Road and Stone Hollow via Derry Woods Road, seconded by Taylor Prouty. The motion passed unanimously.

a. Appoint Board members to the Short-Term Rental Working Group

O’Keefe noted that Bill Sinsigalli and Paul Abraham of the Londonderry Housing Committee have been appointed to the Short-Term Rental (STR) Working Group.

Melissa Brown moved to appoint Tom Cavanagh and Martha Dale as the Selectboard’s representatives to the Short-Term Rental Working Group, seconded by Taylor Prouty. The motion passed unanimously.

b. Village Wastewater Project – Consider connection of Town facilities

O’Keefe said included in the meeting packet is a letter that was sent out to 120 property owners inquiring whether they were interested in connecting to one of the two proposed community wastewater systems. The Board discussed municipal facilities to be connected, which would be limited to the Town Hall, the Town Office and Town Highway Garage on the proposed South Londonderry community wastewater system. Prouty noted that the Town should consider giving up the opportunity if other community residents needed the allocation.

Martha Dale moved to express to the Village Wastewater Committee the Town’s strong interest in connecting the Town Hall, the Town Office and Town Highway Garage to the proposed South Londonderry community wastewater system, seconded by Taylor Prouty. The motion passed unanimously.

c. Town Office Renovation Project – Consider architectural services contract amendment

O’Keefe explained that project costs had increased by a net amount of \$1,400 due to some changes to the project scope of work.

Taylor Prouty moved to accept and approve the proposal for amendment to the contract for professional architectural services with J.A. Saccoccio Architectural Workshop for the Town Office renovation project, previously approved by the Board on 4/17/2023, and authorize the Town Administrator to execute any service contract amendment documents, seconded by Martha Dale. The motion passed unanimously.

It was noted that bids for the renovation are due on 4/17/2024 and there may be a need to hold a special meeting to meet with the architect on the project.

12. New Business

a. Consideration of contract award for storm damage and related excavation services for Memorial Park

The Board reviewed the following bids received in response to the Town’s Invitation to Bid, and Liam Elio noted that the Parks Board recommended Boulder Excavation from Morrisville, VT.

	Part 1		Part 2	
Boulder Excavation	\$13,800	+	\$3,225	= \$17,025
Hunter Excavation	\$5,500	+	\$7,500	= \$13,000

The Part 1 work included removing material from the shallow half of the swimming pond, which is part of the flood recovery effort from the July storms, and the Part 2 work was removal of material from the deep half of the pond, which was not storm cleanup. According to Elio, Boulder Excavation gave a complete explanation of the proposed work and came to the optional site visit. It was a more thorough bid, he noted.

~~Marsha~~Martha Dale moved to accept the bid from Boulder Excavating in the lump sum in the amount of \$17,025 for storm-related and other repairs to Memorial Park, which was submitted in response to the Town’s March 22, 2024 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 Melissa Brown. The motion passed unanimously.

b. Annual appointments – Parks Board

Melissa Brown moved to reappoint Marge Fish and Elizabeth Labeau to the Parks Board for a three-year term ending April 30, 2027, seconded by Martha Dale. The motion passed unanimously.

c. Annual appointments – Representatives of the Deerfield Valley & Southern Vermont Communications Union Districts

O’Keefe noted that John Hankin has volunteered to be the representative for both of the communications union districts. And that alternates would be sought.

Melissa Brown moved to appoint John Hankin as the Town’s Representative to the Southern Vermont Communications Union Districts Governing Board for a one-year term, seconded by Martha Dale. The motion passed unanimously.

Melissa Brown moved to appoint John Hankin as the Town's Representative to the Deerfield Valley Communications Union Districts Governing Board for a one-year term, seconded by Martha Dale. The motion passed unanimously.

d. 3rd Class Liquor License – Upper Tamarack, Inc. (The Upper Pass Lodge)

There was discussion about the different types of liquor licenses, and it was noted that they fall under the following categories:

1st Class Liquor License = Serving & Consumption Onsite

2nd Class Liquor License = Retail of Beer & Wine

3rd Class Liquor License = Alcohol Retail

Martha Dale moved to approve a 3rd Class Liquor License for Upper Tamarack, Inc., also known as Upper Pass Lodge, related to property located at 420 Magic Mountain Access Road, seconded by Taylor Prouty. The motion passed unanimously.

d. 2nd Class Liquor License O'Connor's Corner Store, LLC (The Corner)

Melissa Brown moved to approve a 2nd Class Liquor License for O'Connor's Corner Store, LLC, also known as The Corner, related to property located at 1 Main Street, seconded by Taylor Prouty. The motion passed unanimously.

e. Tobacco License – O'Connor's Corner Store, LLC (The Corner)

Melissa Brown moved to approve a Tobacco License for O'Connor's Corner Store, LLC, also known as The Corner, related to property located at 1 Main Street, seconded by Martha Dale. The motion passed unanimously.

f. 2nd Class Liquor License for Michael & Tammy Clough (Mike & Tammy's Main Street Deli/Market)

Martha Dale moved to approve a 2nd Class Liquor License for Michael & Tammy Clough also known as Mike & Tammy's Main Street Deli/Market, related to property located at 2170 VT Route 11, seconded by Taylor Prouty. The motion passed unanimously.

g. Tobacco License – Michael & Tammy Clough (Mike & Tammy's Main Street Deli/Market)

Taylor Prouty moved to approve a Tobacco License for Michael & Tammy Clough also known as Mike & Tammy's Main Street Deli/Market, related to property located at 2170 VT Route 11, seconded by Martha Dale. The motion passed unanimously.

h. 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 Town Administrator Shane O'Keefe to attend the executive session, seconded by Melissa Brown. The motion passed unanimously.

The Board entered Executive Session at approximately 7:40 PM and came out of executive session at 8:06 PM.

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

Martha Dale 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 Melissa Brown. The motion passed unanimously.

The Selectboard entered Executive Session at 8:06 PM and came out at 8:19 PM. No decisions were made.

13. Adjourn

Martha Dale moved to adjourn the meeting, seconded by Melissa Brown. The motion passed unanimously.

The meeting adjourned at 8:20 PM. The next regular meeting of the Selectboard is scheduled for 5/6/2024.

Respectfully Submitted,

Deborah Carleton
Minutes Taker

Approved May 6, 2024.

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair