

# Town of Londonderry, Vermont

## Selectboard Meeting Agenda

Monday, April 29, 2024 – 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. Selectboard Pay Orders~~
- ~~4.3.~~ Announcements/Correspondence
- ~~5.4.~~ Visitors and Concerned Citizens
- ~~6.5.~~ Town Officials Business
  - a. Emergency Management Director – Approve updated Local Emergency Management Plan
- ~~7.6.~~ Old Business
  - a. Town Office Renovation Project – Consider project funding
  - b. Town Office Renovation Project – Consider award of construction contract
- ~~8.7.~~ Adjourn

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

**AMENDED AT MEETING**

**Town of Londonderry, Vermont**  
**Selectboard**  
**Special Meeting Minutes**  
**Monday, April 29, 2024**  
**Twitchell Building - 100 Old School Street, South Londonderry, VT**

**Board Members Present:** Thomas Cavanagh, Jim Fleming, Taylor Prouty, and Melissa Brown.

**Absent Board Members:** Martha Dale

**Town Officials:** Town Administrator Shane O’Keefe, Town Treasurer Tina Labeau, and Emergency Management Director Rich Phelan

**Others in Attendance:** Architect Jon Saccoccio 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)]**

*Melissa Brown moved to delete consideration of Selectboard pay orders from the agenda, seconded by Jim Fleming. The motion passed unanimously.*

**3. Announcements/Correspondence**

**A. Announcements**

Cavanagh announced that Saturday 5/9/2024 is Green Up Day. There will be recyclable bags available at the Town Office and the Transfer Station.

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

None.

**4. Visitors and Concerns**

None.

**5. Town Officials Business**

**a. Emergency Management Director – Approve updated Local Emergency Management Plan**

Phelan said that he is also on the Londonderry Volunteer Rescue Squad that meets on Monday nights as well, so attendance at some Selectboard meetings is difficult. He noted that the Local Emergency Management Plan is now an electronically filed form and he has added all the Board members’ information to the Plan. He has also added the Transfer Station for emergency hazardous waste events such as flooding.

*Taylor Prouty moved to adopt the 2024 update of the Town of Londonderry Local Emergency Management Plan and authorize the Selectboard Chair to execute any*

*documents necessary for the action, Jim Fleming seconded. The motion passed unanimously.*

## **6. Old Business**

### **a. Town Office Renovation Project – Consider project funding**

O’Keefe said the bids came in good at roughly \$1.6 million dollars plus some extras. Our bond is \$1.3 million so we’ll have to find additional dollars or cut parts of the project. There is a healthy amount of money in the Towns Building Reserve Fund. By 7/1/2024 there will be \$290,000. His thoughts are if there are parts that will be cut out things are never going to get cheaper.

Architect Jon Saccoccio gave a brief summary of the bids. He said there were five interested contractors but only two submitted bids: GPI and All Seasons Construction. He said this is the point where the Board should select the alternatives (added work) and determine what the final number will be and ideally come to a decision. He reviewed each alternative.

1. Refinish the ceiling, removing the popcorn finish
2. Refinish the wood floor or new carpet or vinyl flooring
3. Built-in case/cabinet work for storage
4. Built-in exterior cabinets for insulation
5. Replace windows in the front half of the building
6. Roof shingles on the front of the building
7. Solar panels and electrical panels
8. Building roof structure for solar panels
9. Mechanical equipment
10. Generator conduit rerouting

GPI has confirmed about 220 days to complete the project and All Seasons has said they can do it in 240 days. Both GPI and All Seasons can start the job around August/September 2024. Paving would be done in the spring of 2025.

O’Keefe provided the Board with a cost breakdown of the project cost tracking. He noted there will be additional cost for an onsite trailer for the Town Clerk, Town Treasurer and Assistant Clerk, as well as other staff intermittently, to do business.

The Board discussed how to pay for as many alternates as possible. Cavanagh said they could borrow from the Cemetery Fund and get an interest rate better than the bank. Brown said since we don’t have the money for the alternatives, could the bidders give a better bid. Saccoccio said he would guess not as it is a very challenging process.

Saccoccio said the next steps would be for him and O’Keefe to meet with GPI to review and verify alternates and to ask about what can be added later scenario along with holding their pricing. He hopes to come back to the Board with a proposal for alternates to potentially add later.

O’Keefe pointed out that \$12,800 has been paid to the State for permits on the Project Cost Tracking form.

The Town Hall project will be put on hold for approximately one year.

*Melissa Brown moved to allocate \$100,000 from the Town Building Reserve Fund for the Town Office Renovation Project, seconded by Taylor Prouty. The motion passed unanimously.*

O’Keefe asked that the Board hold off on making the award of construction contract until the regular Board meeting on 5/6/2024.

**b. Town Office Renovation Project – Consider award of construction contract**

Saccoccio said he would speak with the candidates and return to the meeting on 5/6/2024 with a recommendation to award the contract.


O’Keefe said he has worked with both candidates and found them both to be reputable companies.

**7. Adjourn**

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

The meeting adjourned at 7:08 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**



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Thomas Cavanagh, Chair