

**Town of Londonderry, Vermont**  
**Selectboard**  
**Regular Meeting Minutes - DRAFT**  
**Monday, July 1, 2024 - 6 PM**  
**100 Old School Street, South Londonderry, VT 05155**

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

**Board Members Absent:** none

**Town Officials:** Town Administrator Shane O’Keefe, Treasurer Tina Labeau, Housing Commissioner Patty Eisenhour, Town Clerk Kelly Pajala, Zoning Administrator Will Goodwin, Housing Commissioners Patty Eisenhour and Bill Sinsigalli, and Mountain Towns Recreation Director Liam Elio.

**Members of the Press:** *GNAT-TV* videographers Bruce Frauman and Andrew McKeever.

**Others in Attendance:** James Ameden, Jr., Anthony Boston, Regina Downer (Weston), Paul Hendler, Pamela J. Spaulding, Anna Stoddard, Chad L. Stoddard, and Marty Trombetta.

**Documents Presented at This Meeting:**

- North Star Health Community Health Worker for Londonderry job listing.
- An invitation from the Office of U.S. Representative Becca Balint to a July 2 event in Londonderry.
- Planning Commission application for appointment: Maya Drummond
- Planning Commission application for appointment: Brent C. Bammarito
- Planning Commission application for appointment: Anthony Boston
- Planning Commission application for appointment: Justin Gibbs
- Planning Commission application for appointment: Pamela J. Spaulding
- Planning Commission application for appointment: Chad L. Stoddard
- Planning Commission application for appointment: Trevor Powers

**Tasks for Selectboard Members Before the Next Meeting:**

- Martha Dale will bring a card to the next Selectboard meeting, thanking Planning Commissioners who recently resigned.
- Mr. Cavanagh will contact the paving company.

**1. Call meeting to order**

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

**2. Additions or deletions to the agenda**

[1 V.S.A. § 312(d)(3)(A)]

*Motion by James Fleming to add to the agenda, as the last item under Old Business, a discussion of the Williams Dam Advisory Committee charge. Taylor Prouty seconded. The motion passed unanimously.*

### **3. Minutes Approval - Meetings of 6/17/2024, 6/20/2024, and 6/24/2024**

*Motion by Mr. Prouty to approve the minutes of the Selectboard meetings of June 17, 2024, June 20, 2024 & June 24, 2024. Martha Dale seconded. The motion passed unanimously.*

### **4. Selectboard Pay Orders**

*Motion by Ms. Dale to approve the pay orders for payroll and accounts payable. Mr. Fleming seconded. The motion passed unanimously.*

### **5. Announcements / Correspondence**

#### **- Early and Absentee Voting**

Town Clerk Kelly Pajala announced early and absentee voting for the August primary elections is now available. Interested parties may contact her office by phone or email, or they can use the My Voter webpage. She noted that ballots have already been sent to people who previously requested them, so anyone who made a request but has no ballot should contact her office.

#### **- From the Town Administrator**

Town Administrator Shane O'Keefe made the following announcements:

- To date, Londonderry has received \$487,087 in FEMA (Federal Emergency Management Agency) reimbursements, which is well ahead of most other communities. Mr. O'Keefe thanked Bill Kearns, Treasurer Tina Labeau, and everyone else involved in securing those funds.

- There are many vacancies for Town boards, committees, and commissions. Mr. O'Keefe will post a new vacancy notice at the Post Office and on the Town website.

- The Town received an invitation from the Office of U.S. Representative Becca Balint, dated 6/27/2024, giving notice of a gathering on July 2 at the New American Grill at 11:00 AM where she and Senator Welch will discuss flood recovery and some of the challenges and successes the Town has experienced. This will be followed at 11:15 AM with a discussion with members of the community.

#### **- From the Parks Board**

Ms. Pajala made an announcement about French Music Mondays, to be held at Pingree Park, starting on Monday, July 8.

#### **- From the Selectboard Chair**

Mr. Cavanagh announced Spray Guard is coming to Town Hall to fix the foundation leak in the bathroom. The man from Spray Guard said that if the bathroom leaks again, he will fix it for free.

**- From Liam Elio**

Mr. Elio announced adult sports events:

- Kickball on Friday nights.
- Softball on Sundays.

He said social media would have more details.

**6. Visitors and Concerned Citizens**

Regina Downer from Weston was at the meeting to represent the My Community Nurse Project. She announced a new position at North Star, the supervising company for Springfield Hospital, for a Community Health Worker. This is a non-credentialed position, she stated. Ms. Downer distributed a document with the job description to Selectboard members, and reviewed its details. She noted this service is billable to Medicaid and Medicare, and the Project does not bill clients. The Project accepts donations from the community. She reviewed the My Community Nurse Project mission statement.

Ms. Dale encouraged Ms. Downer to work collaboratively with the person filling this new position.

**7. Town Officials' Business:**

**a) Discuss Planning Commission resignations**

Mr. Cavanagh said the Town received a number of resignation letters, and they are included in the meeting packet, which is available online.

Ms. Dale said she would like the Selectboard to process these resignations and focus on communications between the Selectboard and the Planning Commission. She noted the Planning Commissioners indicated they felt that communication issues got in the way of their work. The Selectboard should think about why there was a mass resignation from the Planning Commission, and discuss points raised in the letters. Mr. Cavanagh agreed.

A discussion ensued. Highlights included:

- Planning Commissioners felt unsupported by the Selectboard during the five-year Bylaw revision process.
- How can the Selectboard be more supportive of the Planning Commission's work?
- A reminder that the Planning Commissioners are volunteers.
- Is the Town adequately training new Planning Commissioners?
- There are currently seven Planning Commission vacancies.
- Is the Selectboard's process for advertising, collecting applications, and appointing new members clear and open enough, especially to welcome new faces who do not normally serve on Town boards?
- More resignations arrived in the few days before this Selectboard meeting.
- The Selectboard should discuss what they learned from the resignations and applications.
- Whose job is it to initiate communications? The Selectboard members', or the Planning

Commissioners'?

- A discussion ensued on whether the Selectboard will have a representative on the Planning Commission.
- State Statute has a provision for the Planning Commission to have a Selectboard member serve as a non-voting member on the Commission.
- Some Planning Commission members served for a long time, and they may have resigned for different reasons.
- The Selectboard should recognize the Planning Commission's hard work, especially long-time members. How should the Selectboard do this? Ms. Dale agreed to bring a card to the next Selectboard meeting.
- Can there be a liaison between the Planning Commission and the Selectboard?
- Options for outreach and recruiting a diverse array of applicants.

There was discussion about how to provide appropriate recognition for the Planning Commissioners that resigned, and Ms. Dale will bring a card to the next meeting for the Board to sign.

**b) Planning Commission – Consider appointments to fill vacancies**

Mr. O'Keefe announced there are eight applications, and he may receive more.

Chad Stoddard asked who can apply for these positions. He asked what kind of expertise is needed, and what kind of expertise previous Planning Commissioners had. Mr. Cavanagh and Ms. Dale said they cannot answer that.

Ms. Pajala said the Vermont League of Cities and Towns (VLCT) can perhaps come to Londonderry to give a training session for Planning Commissioners.

**c) Mountain Towns Recreation Director Advisory Committee – Consider appointment to fill vacancy**

Mr. Elio thanked Sarah Kiefer for her service as a previous Mountain Towns Rec. Director Advisory Committee member. The Board reviewed and discussed the application for appointment from Rick Porcello, a former major league baseball player very interested in promoting youth sports.

*Motion by Mr. Fleming to appoint Rick Porcello as the Town's Community Member At-Large to the Mountain Towns Regional Recreation Director Advisory Committee. Ms. Dale seconded. The motion passed unanimously.*

**d) Londonderry Housing Commission – Consider annual appointments**

Bill Sinsigalli said he was seeking reappointment.

Patty Eisenhaur, the Chair of the Housing Commission, recommended the Selectboard reappoint Mr. Sinsigalli. She said he was a great member of the Commission.

*Motion by Mr. Prouty to reappoint Bill Sinsigalli to the Londonderry Housing Commission for a 3-year term extending to 6/30/2027. Mr. Fleming seconded. The motion passed unanimously.*

Mr. Cavanagh announced there is an open seat for a Selectboard member on the Housing Commission. Ms. Dale expressed interest in serving.

*Motion by Mr. Fleming to appoint Martha Dale as the Selectboard representative to the Londonderry Housing Commission for a one-year term, extending to June 30, 2025. Mr. Prouty seconded. The motion passed unanimously.*

A discussion ensued on having a Planning Commissioner on the Housing Commission.

A discussion ensued on how the Planning Commission resignations affect Housing Commission membership.

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

### **a) Updates**

Ms. Labeau announced the Transfer Station would be closed on July 4 and July 5.

## **9. Roads and Bridges**

### **a) Updates**

Mr. Prouty gave his updates as follows:

- The Rest Haven Road culverts were completed.
- There is a rumor that more FEMA money is coming for the Rinehart Road box culvert. Mr. O'Keefe noted FEMA is working to fund it through the Public Assistance Program, rather than making Londonderry go through the complex mitigation program. He said he hopes FEMA will do this.
- Mr. O'Keefe said the Barker Road project is a separate mitigation project, and the Selectboard must talk about this, and other mitigation projects, soon, perhaps at the next Selectboard meeting. Applications for these projects are due in mid-August.

A discussion ensued on specifications and the possible cost of the Rinehart Road box culvert. Mr. Cavanagh and Mr. Prouty thanked Bill Kearns for his work securing the FEMA funding.

Mr. Prouty continued his report, as follows:

- Other upcoming items include backhoe and truck maintenance, access permits, and paving. Mr. O'Keefe is in the process of drafting the contract with the paving company. Regarding the new truck still on order, Mr. Cavanagh will call the dealer.

Paul Hendler asked about the "never-ending bottomless pit" on Rt. 100. A discussion ensued. Mr. Cavanagh said there have been plans for years to install a box culvert, but the Vermont Agency of Transportation is awaiting funding for this complicated project.

**b) Access Permit 2024-06, 252 Glebe View Road, Parcel 045001.000**

Mr. Prouty indicated this item merits discussion because it relates to other, similar projects. He said this is not for a driveway-cut. It is related to a conduit for underground electric service. The Town has no specific protocols for underground road access.

Mr. O'Keefe explained that, as per statute—possibly 19 V.S.A. § 1111—the Selectboard has authority over any use of a Town highway. He said the Town should update its forms to include underground access on Town roads.

A discussion ensued on Green Mountain Power's standards for conduit casing, whether to require metal or concrete conduit casing, the conduit's measurements, and how the conduits relate to the ditch and to the road.

*Motion by Mr. Prouty to approve access permit application No. 2024-06, submitted by Josh Wylie of Wylie Construction on behalf of Jamie and David Deming, and related to Glebe View Lane (Town Highway #45) in the vicinity of 252 Glebe View Lane, to 1) install new utility conduit and/or cable below and crossing the travelled portion of Glebe View Lane by way of trenching in locations as shown in the application materials, and 3) authorize the Chair to sign the permit on behalf of the Board.*

*The permit is conditioned on: 1) the Green Mountain Power Corporation signing as a co-applicant to the permit prior to any work authorized herein; 2) all conduit located parallel to the Town Highway being buried a minimum of 24 inches below grade of the ditch and no closer than 24 inches from the travelled portion of the road; 3) all conduit crossing the Town Highway being buried a minimum of 48 inches below the finished grade and encased in either metal conduit or 4 inches of concrete in keeping with Green Mountain Power's standard design 2125 for typical trench cross section; and, 4) all roadway work conducted and materials replaced shall be to the satisfaction of the Town's Road Foreman and/or Road Commissioner, and guaranteed for one year.*

*Ms. Dale seconded Mr. Prouty's motion. The motion passed unanimously.*

**c) Access Permit 2024-08, Under the Mountain Road, Parcel**

Mr. Cavanagh pointed out there is no parcel number for this application.

Mr. Prouty responded: The applicant is Green Mountain Power. For a variety of reasons, the utility has to replace the service across the road from the residence based on a long-standing agreement. Green Mountain Power is the applicant, not the owner, because they own the primary service from the pole, then under the road, to where the resident's secondary service begins. Mr. Prouty noted that, again, the Town does not have a clear application process for this type of project.

Mr. O'Keefe recommended that because the utility is replacing the pole, the Selectboard require they remove the old pole within six months from the beginning of service. A discussion ensued.

*Motion by Mr. Prouty to approve access permit application No. 2024-08, submitted by the Green Mountain Power Corporation on behalf of Catherine Sullivan, and related to Under the Mountain Road (Town Highway #36) in the vicinity of 994 Under the Mountain Road to 1) install new utility*

*conduit and/or cable below and crossing the travelled portion of Under the Mountain Road by way of trenching as shown in the application materials, and 3) authorize the Chair to sign the permit on behalf of the Board.*

*The permit is conditioned on: 1) all conduit located parallel to the Town Highway being buried a minimum of 24 inches below the ditch level grade and no closer than 24 inches from the travelled portion of the road; 2) all conduit crossing the Town Highway be buried a minimum of 48 inches below the finished grade of the roadway and encased in metal conduit or 4 inches of concrete in keeping with Green Mountain Power's standard number 2125 describing the typical trench cross section; 3) any poles to be replaced must be removed within 6 months of installation and use of the new pole; and, 4) all roadway work conducted and materials replaced shall be to the satisfaction of the Town's Road Foreman and/or Road Commissioner, and guaranteed for one year. Ms. Dale seconded. The motion passed unanimously.*

## **10. Old Business**

### **a) Ratify 6/20/2024 to authorize use of Town Hall for Weston Theater Company**

Mr. Fleming asked Town staff to confirm there are no conflicts. Confirmation was provided.

*Motion by Mr. Fleming to ratify the Board's June 20, 2024 decision to authorize use of the Town Hall for a meeting of the Weston Theater Company on Saturday, June 22, 2024 from 9:00AM to 1:00PM. Ms. Dale seconded. The motion passed unanimously.*

### **b) Williams Dam Advisory Committee – Discuss Committee charge**

A discussion ensued on the Committee's deadline for providing a recommended course of action for dam alternatives. Mr. O'Keefe recommended the Selectboard give them two weeks.

*Motion by Mr. Fleming to amend the charge given to the Williams Dam Advisory Committee, originally approved by the Selectboard on April 3, 2023, and last amended on February 19, 2024, to allow for the deadline for providing a recommended course of action with regard to alternatives for the dam to be extended from July 1, 2024 to July 14, 2024. Ms. Dale seconded. The motion passed unanimously.*

Mr. O'Keefe noted this Committee is meeting next on July 2.

## **11. New Business**

### **a) Review FY2023 Town Audit**

Upon Ms. Dale's request, Ms. Labeau reviewed the auditor's findings of deficiencies, recommendations, and responses. They were as follows:

- New software.
- A transportation inventory, with oversight.
- Policy for the general journal, with oversight.

Ms. Dale requested the auditing company send a representative to the Selectboard once or twice per year to review the audit, and for the Selectboard to get their feedback. This can happen remotely. Ms. Labeau noted the auditors will be at the Town Offices on August 15 and 16. Mr. O'Keefe confirmed Ms. Dale's request is not uncommon.

***Motion by Ms. Dale to accept the FY2023 Town Audit as presented. Mr. Fleming seconded. The motion passed unanimously.***

**b) Approve auditor engagement letter – Sullivan, Powers & Co., Inc.**

Ms. Dale asked how often the Town seeks other auditing firms. She said it is good practice for the due-diligence of putting the work out to bid every five years or so, even if the Town ends up contracting with the same firm.

Mr. O'Keefe responded: The Town can do this next March.

***Motion by Ms. Dale to approve the engagement letter with Sullivan, Powers & Co., Inc. to conduct a partial audit for Fiscal Year 2024, and authorize the Selectboard Chair to sign the document on behalf of the Board. Mr. Fleming seconded Ms. Dale's motion. The motion passed unanimously.***

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

***Motion by Mr. Prouty to enter executive session to consider the evaluation or employment of a Town employee, pursuant to Title 1 V.S.A. Section 313(a)(3), and invite Shane O'Keefe and Tina Labeau to attend the executive session. Mr. Fleming seconded. The motion passed unanimously.***

The Board entered Executive Session at 7:22 PM.

Ms. Labeau and Mr. O'Keefe exited Executive Session at 8:06 PM.

Mr. O'Keefe joined Executive Session at 8:36 PM.

The Board came out of Executive Session at 8:53 PM.

**d) Consider employee compensation matters**

***Motion by Mr. Prouty, regarding rates of employee pay, to increase Road Crew member Troy Maynard to \$25.75/hour, and add a \$50.00/month stipend for cell phone. Secondly, to increase Josh Dryden to \$30.25/hour, and, thirdly, to increase the annual salary for Shane O'Keefe to \$73,500.00, effective with the present pay period. Mr. Fleming seconded. The motion passed unanimously.***

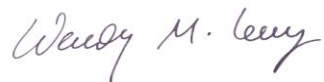
**12. Adjourn**

***Motion by Ms. Dale to adjourn the meeting. Mr. Fleming seconded. The motion passed unanimously.***

The meeting was adjourned at 8:55 PM. The next regular meeting of the Selectboard is scheduled for July 15.



Respectfully Submitted,



Wendy M. Levy  
Minutes Taker

*Approved July 15, 2024*

**LONDONDERRY SELECTBOARD**

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Thomas Cavanagh, Chair

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