

**Town of Londonderry**  
**Board of Selectmen**  
**Monday October 17<sup>th</sup>, 2016**  
**Minutes**  
*Approved November 7, 2016*

○ **Call meeting to order**

**Board Members Present:** Steve Prouty, Paul Gordon, Bill Wylie, Wayne Blanchard, and Will Reed.

**Staff Present:** Stephanie Thompson, Tina Labeau, Duane Hart

**Others Present:** Chris Blackey, Steffanie Bourque and Kevin Smith (Marble Valley Engineering), Bruce Frauman (GNAT), Dick Dale, Larry Gubb, Irwin Kuperberg, Cindy Dryden, Hubert Schriebl

○ **Additions or deletions to the agenda**

- Paul requested to add Discussion of a letter regarding Route 11 – to Town Officials Business.

**Wayne made a motion to accept, Bill seconded. Motion passed with all in favor.**

○ **Minutes**

- a. Approval of Regular Board Meeting Minutes – October 3<sup>rd</sup>, 2016
- b. Approval of Special Board Meeting Minutes – October 14<sup>th</sup>, 2016

**Paul made a motion to accept the minutes of October 3<sup>rd</sup> and October 14<sup>th</sup> as written. Will seconded. Motion passed with all in favor.**

○ **Select board pay orders**

**Passed around for signing and review.**

○ **Announcements/correspondence**

- Passed around for review.
- Paul recognized Mike Goodbody and Darcy Duvall for their donations of office supplies, chair and file cabinets for use. We greatly appreciate it.

○ **Visitors and concerned citizens**

- a. Halloween Trunk or Treat – Chris Blackey
  - Chris attended on behalf of Champion Fire to requested to shut down Old School Street to the corner of Route 11 for their Halloween event.

**Paul made a motion to close Main Street from 4:30 to 7 p.m. on October 31<sup>st</sup> for the Champion Fire Company and Town Halloween Trunk or Treat. Bill seconded. Motion passed with all in favor.**

**b. Other:**

- Hubert Schriebl to share his displeasure with the Board’s decision to remove a tree on Parson’s Lane. Dick Dale added that he came to the Board and shared the unanimous opinion of the residents of Parsons Lane that were opposed to the cutting. Steve stated the removal would be consistent with Town policies.

○ **Town official’s business**

- a. TOPP

- Steffanie Bourque and Kevin Smith of Marble Valley Engineering were in attendance.
- MVE showed the Board the concept design that was first reviewed in May. The wetlands delineation had not yet been completed for the Class 2 wetland behind the property.
- Paul suggested we look at a modification of option 8D (cutoff wall and French drain) for consideration.
- Final notes – just focus on getting the building dry. MVE will look at options for 8D with minimal wetland impact, and to look at it extension into the lot and behind the cold storage to allow for reduction of water in that area as well
- b. Green Up Day
  - Funding is part of our appropriations and Tina is mailing out after this pay order. Maureen Cronin resigned from the committee. Stephanie with contact Annie Bessette to see if she is willing to serve again, and if so if she wants a co-coordinator.
- c. Volunteer Application and Waiver
  - Reviewed the proposed guidelines, application and waiver. A correction was made and it was decided to add a point to the guidelines that all volunteers have to follow the personnel policy as appropriate.
  - Duane asked about those who are employees but also sometimes volunteer for community functions. Would he need to sign such a waiver? The Board thought it would be a good idea.

**Will moved to adopt the guidelines for volunteers, volunteer application and volunteer waiver, and add to guidelines that volunteers are required to follow the personnel policy where applicable. Bill seconded. Motion passed with all in favor.**

- d. Farmers Market
  - Paul asked for consideration to send a letter to the Farmers Market Board to take care of the Williams Park area to plant grass and do mulching in the areas that were heavily used, especially with how dry it was this summer. The Board felt it made sense based on their usage. They have a budget and are a non-profit.

**Paul made a motion to send a letter to the Farmer Market Board to request they plant grass and mulch and other needed repair to the Williams Park. Wayne seconded. Motion passed with all in favor.**

- Stephanie and Paul will draft a letter.
- e. Route 11
  - **Paul mentioned a letter forwarded from Oliver Olsen from 10/4 from the AOT regarding Route 11 and their timeline for repaving the road.**

**Paul moved to send a letter to the Secretary of Transportation, expressing our dissatisfaction with the excuses regarding the delay of the repaving of Route 11 and ask for a list of other State roads that are taking priority, regarding traffic count and condition, and ask that they reconsider and move it up on their priority. Bill seconded. Motion passed with all in favor.**

- Paul will draft and send out for review for approval at the next Board meeting.

- **Transfer Station**

- a. Transfer Station Liaison –

- Paul had concerns around his role as the Transfer Station liaison. Wayne said he will consider and we will discuss at the next Board meeting.
- b. Cindy Dryden asked about abuse of the take it or leave it. Paul said as long as people are there and are dropping or picking up things, as long as they are not interfering with the ability of the workers to do their jobs. If it for that purpose and not just to visit the employees that would be okay. She also asked if there is a plan to relocate it – the Board said nothing that they are aware of.
- **Roads and bridges**
  - a. Updates
    - GIS maps for water quality need to be reviewed. Steve and Wayne will look at and get back to Duane.
    - Duane is going to a two-day Rivers and Roads training.
    - The game of logging class is being hosted in Londonderry in the woods at the Transfer Station. Donnie and Matthew are attending.
    - Havenhill is making progress. Work will depend on weather for how long he will continue the work.
    - Better Back Roads grant has been maxed. Grant is covering materials and equipment time. The Town only has to cover the labor, which is already budgeted for.
  - b. Opening of Town Lawn and Park Mowing Bids
    - Bid received from Adam Clark (provided certificate of insurance. Does not have Workers Compensation).
      - Total for all parks is \$8,130 (with option 1 for Prouty Land, versus option 2).
      - Duane advised the Town cost currently for Highway to do it, is \$5,000. Tina said with all insurance costs and taxes, it is still around \$6,000.
      - Stephanie will send a thank you letter and advise we will be in touch possibly, after the budget process.

### **Old business**

- a. Kuperburg Wall
  - Stephanie explained that the wall was put in a number of years ago without any permits or approval. The situation has been reviewed by the Zoning Administrator and the Town Attorney. The Select Board can either chose to allow the wall to stay and elect to have Irwin sign a Hold Harmless agreement or could opt to have the wall removed.

**Will made a motion to allow the wall to stay under the guideline that Irwin Kuperberg agrees to and signs the Hold Harmless agreement. Wayne seconded. Motion passed 4-1.**

- b. Town Office Cleaning
  - Stephanie shared the draft RFP. Changes were made to some of the frequency of items.

**Paul made a motion to accept the Request for Proposal for Town Office cleaning with discussed changes. Wayne seconded. Motion passed with all in favor.**

- c. Salt/Sand Shed
  - There was some conversation around the needed well testing and concrete costs. On both, additional information is being waited on and will be here for

the next meeting. Will also asked about the supports being external versus internal. Bill said he drew up a rough plan for the concrete for pricing purposes.

#### Conservation Commission

- Irwin Kuperburg and the Board spoke about the Prouty Property. There has been prior understanding it would be used for municipal purposes but has not been an official document. Steve said he plans to look into what exactly there was set-up in regards to the property.
- Paul noted that since the 70's there were discussion of using the property for such purposes. Larry Gubb from the Planning Commission also added that they want to look at a master plan for the overall property.

#### **New Business**

- a. Cowles/Under the Mountain Rd Property Transfer
- Stephanie explained that a number of years ago the property transfers were agreed to the Select Board but was never recorded accordingly. The documents were reviewed by the Town Attorney and he recommends their approval and signing.

**Will made a motion to accept and sign the three deeds of dedication regarding the Cowles/Under the Mountain property transfer. Bill seconded. Motion passed with all in favor.**

#### **Adjourn**

**Wayne made a motion to adjourn. Paul seconded. Motion passed with all in favor. Meeting was adjourned at 9:59 p.m.**