

**Town of Londonderry Select Board Meeting**  
**Monday November 16<sup>th</sup>, 2015**  
*Approved December 7, 2015*

1. **Call meeting to order**

**Board members in attendance:** Paul Gordon, Cathy Aragi, Steve Prouty, and Wayne Blanchard. **Regrets:** James Ameden  
**Staff present:** Stephanie Thompson, Tina Labeau, Duane Hart, Kevin Beattie

**Steve Prouty, acting as chair, call the meeting to order at 7 p.m.**

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

- Trevor Mance job spec change request (per Kevin)
- Executive Session for Real Estate Discussions and Personnel matter requested by Paul, and Candidates night.

**Motion to add made by Cathy and seconded by Paul. Motion passed with all in favor.**

3. **Minutes of last meeting**

**Motion to approve made by Paul, seconded by Cathy. Motioned passed with all in favor.**

4. **Select board pay orders**

Passed around and signed by the Board.

4. **Announcements/correspondence**

-Tina reminded that the office closed Thursday 1/26 and Friday November 27<sup>th</sup> for Holidays.

-Paul shared a reminder benefit for Nick Doane is this Saturday, 11/21 at the Weston Play House

-Paul shared at the 11/2 meeting during the policing committee discussion, there was a very inappropriate comment was made towards Cathy. Paul apologized that the board and he did not speak up. He wants to commend her on the way she handled herself and wish her and the family the best through their efforts.

5. **Correspondence passed around for review:**

Windham Windsor Housing Trust Fall Newsletter; Dues notice from Vermont League of Cities and Towns; Services Info from First Choice Communication Services; Letter from VTRANs re: school zone speed limit request for Route 11; Thank you letter from SEVCA for appropriation; Payment receipt for additional water pump at parcel 062012-100; and VLCT Newsletter, November 2015.

6. **Visitors and concerned citizens**

**Richard Jewett – Chester Snowmobile Club**

Request permission to use Lowell Lake from 1<sup>st</sup> box culver on Lowell Lake Road to Route 11. Duane has suggested some stone to the ditch additions to the road in the Spring. Duane said he spoke with Dick about working together with the Club and discuss further in the spring. Work to lower to the water table and help

alleviate the muddiness. The Club is happy to help, and want to discuss early in the spring to apply for a grant from VAST for funding assistance. Get together this fall, and review for budgeting purposes. Richard advised they had a permission form to sign.

Steve shared there were a couple complaints. Steve checked into it and saw no issues. Duane said no back up and freezing on the road, which was the concern. Another comment was regarding a DUI that happened on the trail on an ATV which brought some comments to the Town. Duane ended up having to testify in the court case regarding road classification and maintenance. Richard added that ATVs are not allowed on their trails, or on the Town roads.

**Cathy made a motion to accept the request of the Chester Snowmobile Club to access the Lowell Lake Road section. Seconded by Wayne. Motion passed with all in favor.**

#### **7. Town official's business**

**Planning Commission- Recommendations for bids for TOPP-** Larry Gubb was in attendance to share the Planning Commissions recommendation regarding the bids for the TOPP that were received. They recommend Blair Enman-Kesselring, based on overall proposal and the history of working with the Town, and that their bid was not far out of line with the lowest bid from Marble Valley. It's about a \$2850 difference between the two proposals.

He shared that Kevin discussed at their meeting, that if work wanted to be done next year, a vote would need to be held during Town Meeting, unless there was any other source for funding. Based on estimates from Chris Cole for the entire project, they were estimated \$59,000, about two years ago, for site work and foundation work to address moisture. There are some allowances and things which may not be needed, and cost may go up a little based on changed costs. Engineer reports will provide an even more accurate number. Steve asked if funding would be included with approval for project, or not? It would make sense to be able to do work next construction season. Stephanie said that it should be two separate items on the Warning – one for the project, and one for the funding.

Cathy mentioned needed an updated cost. The RFP includes that, but would not have until after Town Meeting, if approved. Paul suggested if we get to that point, go with a not to exceed amount. And that he would like to wait to decide after the budget cycle, after other big issues are addressed. Steve concurred that we need to wait and see. Cathy asked about concerns on the moisture in the basement, but no one has said much specific, but Kevin shared there some sill issues from the moisture from there.

Steve suggested following up on this issue until after the budget is set.

Kevin Smith with Marble Valley – Larry met him and his input was impressive. Stephanie will check Marble Valley's references and the Board will make a decision at the next meeting, based on the outcome of those references, and she will forward to the Board as received for consideration.

**Candidates Night** – Paul said at the last policing committee, to plan the candidate's night with a policing information meeting at the Town Office. Suggested Tuesday, February 9<sup>th</sup>. They committee will also be scheduling another for closer to Town Meeting, as well, for policing committee.

**Paul made a motion to schedule the Candidates Night and Policing Committee Public Meeting on Tuesday February 9<sup>th</sup>, 2016 at 7 p.m. Cathy seconded. Motion passed with all in favor.**

**Job Spec Change** – Kevin said Trevor Mance called him today suggesting two small stone check dams on the Genser building, be eliminated from the project, as he did not feel they were needed, and they will be in the way for mowing as well. Kevin agrees, and would require a change order for the job. Trevor Mance agreed to reduce the price by \$400. There is a dip there to keep water away from Squeek's House, which was a concern of Steve's. Kevin reported that the project will be completed tomorrow, and some grass netting will be laid down due to the late nature of the season.

Duane spoke about new State water quality laws that will be coming into effect, and he thinks that these check dams might have something to do with that, due to the close proximity of the West River, to help keep excess silt from ending up in the river, but laws have not been adopted as of yet. Cathy asked about if these check dams are meant to help because it's a new site, and Duane said no. A few of them around Town.

Steve doesn't have much issue either way, but with the laws not being passed, he says we should go ahead and remove them and we can always place hay over to help, as well. Wayne confirmed that the concern is also about mowing. Paul said it would have to go a long way, based on the map, to get to the neighbor's lot. Kevin comfortable with this plan to remove.

**Wayne moved to remove the two check dams, noting that the cost will decrease by \$400, and as long as the correct erosion control in-place on the site. Paul seconded. Motion passed with all in favor.**

## **8. Roads and bridges**

**Overweight Permit Approval** – Duane reported that Jewell had in the past, and Duane saw them in town and reminded them to update their

permit this year. They said they had office changes, and the permit fell through the cracks. It was noted that they did not provide a certificate of insurance, or submitted payment. Stephanie suggested approving with the condition of receipt of certificate of insurance a payment of \$10.00.

**Paul suggested to hold on the application. Stephanie will follow-up on certificate of insurance and payment for next meeting.**

**Grader** – Back, serviced, wing is installed and it is operational. They did forget a few items, but their rep will bring down on their next visit. A side step was removed and some hose caps for removal in the Spring. Duane feels based on the changes it will be a more comfortable unit to run. A valve that they thought was sticking, but wasn't working as part of the wing tower, which needed the valve bank to be replaced, and that lead to part of the delay in getting it back. Steve commented he was impressed by their service department and family atmosphere at the facility, and Duane said they met with the mechanic who actually did all of the work.

**Employees** - FYI Donnie is on vacation this week. He is aware if there is snow, he would be on-call. Nick Doane is back to work.

**Thompsonburg Bridge** - Met with Mark Pickering and State engineer on Thompsonburg Road bridge that was said to be need repair. Engineer said there is some cosmetic and preventative maintenance that needs to be done, but a replacement is not required. They will write up some specs and Mark will assist Duane in putting together an RFP for the work, and feels we could qualify for a structures grant on it next summer. Duane met with Matt Belden from Daniels Construction to start planning numbers for the budget based on required matches on the grant. Also, by cutting down piers, and moving the guardrails to the exterior, it will make it a little wider.

**Purchase:** Duane discussed based on the purchasing policy – needs a backhoe stabilizer at the cost, not to exceed \$750. Repair will be done by New Hampshire Hydraulics. He said it is usable based on a donated piston from a local company, for temporary use.

**Budget Work** – Duane is working on. He said in the Spring they had talked about doing a Winter & Summer highway budget format, and he will be splitting out as going in to the cycle this year. Tina also reminded him that it helps for State aid in the spring, and workers comp rates which vary by season, so may be an added savings. Paul commented that it was done that way in the past, as do some area towns. Duane said he firmly believes that is the way it should be done moving forward.

**Winter** – Ready, still doing some prep, but just waiting for winter to come!

## **9. Transfer Station/ Recycling Center-**

**Transfer Station Plowing – Bids** - Sealed bids were opened by Steve.

- 1) Received from Dana Griswold, who had the contract last year, bid amount \$6,000.00. Kevin asked about the change in the contract that they need to supply the sand, which was not in the RPF, but rather be provided by the Town.

2) Received from David Johnson, \$3,600, including the cost of sand.

Kevin asked if anyone saw the actual contract, and Paul said he had provided it to David Johnson on his request. Comments, he lives fairly close, and has access to sand in the village. Duane said he didn't think the price could be beat, and the only bid received that was to spec.

**Paul moved to enter into a Contract with David Johnson for \$3,600 for the plowing and sanding of the Transfer Station for the winter of 2015-2016. Seconded by Wayne. Motion passed with all in favor.**

**Approval of non-profit waivers** - Paul and Esther have not been able to get together, but we have 10 at this point, and he is looking for some criteria for appetence or denial. We currently ask if they are a non-profit, and if it would create a hardship. What is the process we want to go through? Steve said he felt going this route was useful for those at the Transfer Station to go by names of who it is, example what goes with the organization, and what is additional items that have been brought in. Avoid abuse. Steve say a board meeting from Hardwick, and they are going through trying to determine the same things there. Cathy suggested defining it by regular, use. If it's from an event with excessive amounts to be removed, that it be paid for. Wayne said Priory could be theirs, but not their rentals.

Kevin commented that the application is supposed to be specific, and if it is outside of what they are approved for, then it would be their responsibility. An example – 501c3, volume 3 to 5 medium bags per week. No hardship, but would benefit work of mission. Steve said that makes it pretty clear that a truck load would not fit in this. Duane said that it is still open to interpretation, based on lack of information on the source. Copies of the approvals will be provided to the Transfer Station for their record. Cathy suggested issuing an approved usage.

Duane said dump stickers for others, do one for non-profits, and without that, it would not be considered to be for the organization. People don't always display stickers like they should. Steve said he always felt a book should be kept of who has the permits. Also Duane mentioned some Towns think that if the Town applies other entities, like Fire are included. Not the case.

Paul will go over the additional thoughts with Esther.  
Organizations have until January 1<sup>st</sup> to submit.

**10. Convene Liquor Board**

No business.

**11. Old business**

**Personnel Policy** – Paul put together a draft of changes to personnel policy.

Duane shared some things he thought should be changed or worded differently. Paul suggested going through to see what is agreed and disagreed on, and know better to make changes for next time.

- **Hours of Service:** all suggested changes agreed upon.
- **Outside Employment:** all suggested changes agreed upon. Also noted, Paul has drafted a conflict of interest policy for elected and appointed officials.
- **Alcohol & Drug Use:** all suggested changes agreed upon.
- **Town Equipment Use:** all suggested changes agreed upon.
- **Cell Phone Use:** Cathy commented adding someone relative to limited personal usage during work hours, as well as prohibiting use on all town equipment. Steve wants to make sure it doesn't impair the communication between town employees, especially public works. Stephanie suggested putting in "in accordance with state law." Paul will re-work.
- **Town use of Computers:** all suggested changes agreed upon.
- **Eligibility for Benefit:** Kevin asked about the eligible hours, as it depends on the coverage. Health insurance changed due to the law. Otherwise full-time is over 35 hours, under 35 is part-time. Paul will rework this section. All other changes were agreed upon.
- **Holiday Leave:** A discussion on adding Veteran's Day to the holiday list. And how the wording for part-time employees should be given pro-rated vacation day. Since make-up has changed, and not just one employee falls into this anymore. Stephanie shared that in past she had part time employees were paid their average rate of pay for that day, based on what they usually worked. *Hold for further input.*
- **Sick Leave:** *Hold based on part-time conversation.*
- **Bereavement Pay:** *Hold based on part-time conversation.*
- **Parental and Family Leave:** No changes made.
- **Short Term Family Leave:** No changes made.
- **Leave of Absence without Pay:** All suggested changes agreed upon.
- **Performance of Duties:** New Section. All changes agreed upon by all.
- **Employment Discrimination:** all changes agreed upon.
- **Employee Discipline:** all changes agreed upon.
- **Personnel Acknowledgement:** All changes agreed upon.

**Town Office security** – Stephanie is waiting to hear back from Countryside. Will follow-up again this week if nothing back.

**Budget Meetings** – Scheduling has begun. As meeting dates are added, information will be sent to the Board, and Tina. Steve added that the budget is a big deal and that for him at least, he

wants to attend the majority of meetings, and there might be more than a quorum at the meeting. Agreed to warn the meetings ahead of time.

**12. New Business**

**State Buildings and General Services Grant Opportunity** – Due November 20<sup>th</sup>. Too soon for the TOPP project. Stephanie asked if there are any other projects? Not at this point, but Stephanie will make sure we bring it up next fall, and for everyone to consider possible projects in advance.

**Front Porch Forum** – Paul had signed up the town, after it became available to all municipalities. They are now asking for a contribution. Paul asked if we wanted to do something for put in the budget for a little bit, next year? Paul mentioned he had some extra funds in the website budget, and it would be a good fit there.

**Paul moved to send Front Porch Forum, \$100 from the Town of Londonderry's website budget. Cathy seconded. Motion passed with all in favor.**

**VLCT Annual Dues Notification** – Stephanie shared as an FYI that rates are increasing this year. It is a \$106 increase over last year. It will be built into the budget.

**13. Executive Session for Real Estate Discussions**

**Motion to move into executive session at 9:29 p.m. for real estate discussions, made by Paul, seconded by Cathy. Motion passed with all in favor.**

Moved out of Executive Session at 10:05 p.m.

**14. Adjourn**

Motion to adjourn made by Cathy, seconded by Wayne.  
Meeting adjourned at 10:06 p.m.