

Town of Londonderry
Board of Selectmen
Monday November 7th, 2016
Minutes
Approved November 21, 2016

1. Call meeting to order

Steve Prouty called the meeting to order at 7 p.m.

Board members present: Steve Prouty, Bill Wylie, Paul Gordon, Will Reed, Wayne Blanchard (arrived at 7:05 p.m.)

Staff Present: Stephanie Thompson, Tina Labeau, Keith (Transfer Station), Kevin Beattie, Duane Hart.

Others Present: Skip Coburn, Hubert Schriebl, Dick Dale, Candy Stevens, Pastor Margaret.

2. Additions or deletions to the agenda

- Stephanie requested to move item b under New Business to item a under Town Officials business.
- Steve requested the addition of an item on a Pot luck. Added under Town Officials business, item f.

Will made a motion to accept the two additions/changes. Paul seconded.

Motion passed with all in favor (4-0).

3. Minutes

- a. Approval of Regular Board Meeting Minutes – October 17th, 2016
- Paul provided Stephanie with some minor changes.

Paul moved to accept the minutes with the approved changes. Will seconded.

Motion passed with all in favor (5-0).

4. Select board pay orders

- Passed around for review and signing.

5. Announcements/correspondence

- Town Clerks office will be closed during the time the polls are open tomorrow.
- Paul announced the formation of a subcommittee of the policing committee to explore the option of joining with area towns for a Mountain police department. The Policing Committee will be coming to the Board in December with a recommendation for 2017.

6. Visitors and concerned citizens

Skip Coburn – He said that the Appraiser for the reappraisal advised that his house and garage are listed as larger on last appraisal than they actually are. He would like a copy of the appraisal document. He spoke with Sandra and he was told she would have to change it next year. Paul advised him to ask Sandra for a copy and if that does not happen to come back to the Board.

Dick Dale – Provided an update on the Northshire Merger Committee – new school district that would combine FBS with other area towns, Taconic and Green supervisory unions. Main focus is any merger would be to the benefit of all children in the proposed district. General informational meeting will happen later in November in Manchester.

7. Town official's business

- a. Consideration of a possible server purchase

- Tina advised that Rockingham had to upgrade their server as they outgrew it. They are offering to sell it to us for \$2000, versus \$5,700 new. The unit is 2 years old. It would be \$1,000 to install. It would benefit the town as all the NEMREC information clogs up the computer and is used frequently. Paul would like Theo from NMRC to come in or give more information about why it would be a benefit.

b. Route 11 - Letter to Secretary of Transportation

- Paul provided a draft letter in regards to the delay to repairs to Route 11. Letter was reviewed by Rep. Oliver Olsen.

Bill made a motion to approve, sign and send. Paul seconded. Motion passed with all in favor (5-0).

b. Eckman Bill

- Kevin advised that the company still has some Mylar's needed to settle FEMA accounts to move forward with the Buyout. They said they would get the other deliverables to us, but have not yet. Kevin recommended not paying the bill at this time, until they fulfill their contract. Stephanie will draft a letter from the Board requesting that they produce ASAP.

c. Zoning Administrator

- Jim Mullin had to resign immediately due to health concerns. Steve said that we accept his resignation with sincere regrets. Sharon will serve again as interim. Also, Weston is again looking for ZA, as well as Peru. Stephanie will submit to the paper of record and Paul will submit to the VLCT and post online. It was noted that we will need to replace the Health Officer (we do have a Deputy officer)

Paul moved to accept, with regret, Jim's letter of resignation of November 1st and hire Sharon Crossman as interim zoning administrator under the same terms previously used. Wayne seconded. Motion passed with all in favor (5-0).

d. Facility Usage Agreement – West River Montessori School

- It was noted to make sure no insurance exclusions for alcohol. Stephanie will check with Tina to ensure we have all the proper documentation. Duane noted to remind them that there is no on street parking.

Motion to grant the West River Montessori School use of the Town Hall no December 2nd, with the stipulation of proper insurance documentation, coordination with the church regarding the chairs, heat and the stipulation of no parking on Middletown Road. Wayne seconded. Motion passed with all in favor (5-0).

e. Employee Pot Luck

- Steve spoke with Sharon. If Board wants to move forward, the Planning Commission would move forward with planning. In the past held at the Rescue Squad meeting room and is for anyone working with or on a board for the Town can bring a dish and socialize. November 30th at 6 p.m. was suggested and Steve will share with Sharon.

8. Transfer Station

a. Transfer Station Liaison

- Wayne said he is willing to serve as the Transfer Station Liaison. He will be the main contact.

Paul made a motion to have Wayne Blanchard serve as the Town's Transfer Station Liaison. Bill seconded. Motion passed with all in favor (5-0).

b. Other

- Paul said he was asked about the Christmas vacation day. Per policy, if falls on Saturday, take Friday off. If holiday falls on Sunday, take off Monday. Steve isn't sure if being closed the day after Christmas would be a good idea –

might be busy. Duane suggested if close on Christmas day, give the M-F guys Monday off and have the part-time employees cover Monday. The Board asked Keith to talk about it with other staff and Wayne.

- Candy Stevens – reviewed volunteer documentation – feels the waiver is sufficient. Too much like a job application. Paul said there was no intent to limit or require specific commitments to days/times, and that this is for all departments, not just the Transfer Station.

9. Roads and bridges

a. Roadside Mowing – Open Bids

- No bids received. Steve said he had someone who was supposed to submit one. Resubmit to the newspaper and on the Town website.

b. Overweight permit – Dryden’s Outdoor, Inc.

Will made a motion to approve Dryden’s overweight permit. Wayne seconded.

Motion passed with all in favor (5-0).

Stephanie will send a letter to all who had a permit in 2015 and have not renewed for 2016.

c. Updates

- New truck is ready. Duane and the staff are going to look at the truck and do driver training. They will pick it up Friday as long as it checks out. They would take Monday off, weather depending, instead of the 11/11 holiday.
- Trucks are all ready for snow.

10. Old business

a. Salt/Sand Shed

- Duane handled a site visit regarding Prouty Land access. May be a change of use. Bill is going to pick up the process.
- Bill suggested to get prices that are accurate, and to go out to bid, we will need an engineer to design the shed. Steve said if we did a pre-manufactured building we wouldn’t need so much, but the stick-built style would require more. Enman is not able to do this type of engineering.
- Paul sent an email about the tennis court property well impact. It may or may not be in the 1000’ impact zone.

Bill made a motion to proceed with the well testing at the tennis center. Will seconded. Motion passed with all in favor (5-0).

- Paul shared an info sheet showing volume of size options to be considered (Quonset Hut/Stick Built). Wall height and size were discussed. Bill will get some pricing with 8’ and 10’ walls so we can look at a close comparison for sizes versus pricing. Concrete pricing is done by the yard. Size of 42’x 84’ with 10’ high walls, is what he will base the estimates he gets on.

b. Generators – Open Bids – Flood Brook School

- Due to wetland issue and the need to move ahead with the TOPP and revisit the generator location, Stephanie has put the Twitchell Building/EOC generator on hold for the time-being.

11. Bids for Flood Brook School were opened.

- Sparky Electric - \$51,119.00 (diesel)
- Brennan Construction - \$94,650.00
- Brookfield Service – Diesel Option - \$67,820.00 – sound enclosure additional cost \$2,515.00
 - o Propane Option - \$70,355.00 – sound enclosure additional cost \$2,610.00
- Stephanie will meet with Neal McIntyre and Greg Harrington at Flood Brook School to review and bring a recommendation back to the Board.
- a. Town Office Cleaning – Open Bids**

- One bid was received from Bonnie Cobb at a rate of \$25 an hour. She does not have worker's compensation.
- Stephanie said she will connect with Tina on the costs associated with a part-time employee for 3-4 hours per week. Duane feels we would lose money because of the amount of time Tina would need to do payroll, etc.
- Stephanie suggested the possibility of an existing part time employee might be able to take on a few additional hours.

12. New Business

a. School Board of Education Rules

- Will requested this item. Not related to the Act 46 merger, but could impact the area.

Will made a motion to oppose the series 2200 rule that the State Board of Education wants to proceed with, as well as to send a letter to our Representative, Senators, Chairman of the SBE and the Secretary of Education. Bill seconded. Motion passed with all in favor (5-0).

- Paul supports sending the letter, but suggested we hold until we know who the newly elected legislators are. Will said some candidates will not share their opinion until after the election. He agreed to wait. Rep. Oliver Olsen has been leading the topic and helped to draft the letters. Will offered to send these out.
- ### **b. Transfer Station Plowing RFP**
- Draft was shared with the Board. RFP will go out this week with bids accepted until noon on Monday November 21st, 2016.
- ### **c. Budget Process**
- Stephanie presented an outline for the budget process. The only change was to have drafts due 11/28 versus 11/21. The Board was in favor of the recommended schedule.

13. Executive Session – Personnel

Will made a motion to enter into Executive Session for the purpose of a personnel discussion. Wayne seconded. Motion passed with all in favor (5-0).

The Board came out of Executive Session at 10:13 p.m.

14. Adjourn

Wayne made a motion to adjourn. Will seconded. Motion passed with all in favor (5-0). Meeting was adjourned at 10:14 p.m.