

**Town of Londonderry**  
**Meeting Minutes**  
**Monday December 21<sup>st</sup>, 2015**  
*Approved January 4, 2016*

1. **Call meeting to order**

Jim Ameden

Present: Paul Gordon, Jim Ameden, Cathy Aragi, Steve Prouty

Staff Present: Stephanie Thompson, Tina LaBeau, Kevin Beattie, Kelly Pajala, and Duane Hart

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

Morway Salvage overweight permit under Roads and Bridges

3. **Minutes**

Regular Board of Selectmen's Minutes – Monday December 7<sup>th</sup>, 2015

**Steve made a motion to approve with corrections. Cathy seconded. Motion passed with all in favor.**

4. **Convene Liquor Board**

Approval of liquor license – Mike and Tammy's Main Street Deli

**Cathy made a motion to approve. Steve seconded. Motion passed with all in favor.**

5. **Select board pay orders**

Passed around for signing.

6. **Announcements/correspondence**

Cathy announced that in talking with VTel, we should have 95% coverage in the Town, though they can't guarantee. Originally they thought it would be available to the public in January but it is looking more like February.

Correspondence was passed around.

Kelly announced the holiday closings again. 12/24 and 12/25, and the week of New Years, unless appointments are made in advance.

7. **Visitors and concerned citizens**

8. **Town official's business**

**Signing of Notice of extension – TRORC/Town agree on 434 Main Buyout**

- To extend the grant deadline to 9/30/16.

Paul made a motion to sign the extension. Steve seconded. Motion passed, with Cathy abstaining. Motion passed.

**Kelly said there may be an additional Board of Abatement property for the meeting on 1/4/16 at 6:30 p.m. If she receives the request letter in time, she will warn it, or another meeting will be necessary.**

**Facility Use Agreement Approval**

- Tina LaBeau request to use the facility for 12/26/15.

**Cathy made a motion to approve. Wayne seconded. Motion passed with all in favor.**

## 9. Roads and bridges

### **Work Update**

- Cleared trees on Brook Lane. They will flush cut the stumps. There was a major tree on Thompsonburg Road at the Powden Property. There are a few more trees North of there in rough shape, so while doing the cleanup, they make take the other down, if warm weather continues. Also looking at doing work on Lyon's Road, and up near Tad's house and Little Pond Road.
- Repairs to old plows. Backhoe and grader are ready with plows. All equipment has a plow on it in case any equipment goes down, or have a big event and need the extra man-power.
- Steve said that if Bob Twitchell contacted him and if any trees are going to be taken down on his road, they can come down his property and burn the brush there. Duane said right now it's mostly brush left based on the past when there were larger trees he was told not to cut down. He will talk with him when he sees him.

### **RFP for 550**

- Duane kept the proposal general to no limit just to a Ford, so Dodge, Chevy, whoever can bid, and keeping the specs that is needed. Some options are included, such as gas versus diesel, a four-season body which is more expensive but will give us a discussion point. Smaller dump body isn't appealing as it would mean more trips back and forth to the sand/salt shed.
- Paul asked about the XL – Duane explained that is the package preference, and Paul asked if that was generic enough to get bids from other companies. He will add language for “or similar”
- It includes an all-angle plow, which is more like a butterfly plow. It will be better with deeper snow as it is taller and shouldn't end up with the snow coming up over the top. It can angle both ways. He feels that request is pretty specific in brand type.
- Duane thinks when the bids come in we will need to look then at the best options and combinations, and we will have figures to go along with them.
- Paul asked about the working order of the backhoe and Duane feels good about it at the moment based on the repairs it has had recently.
- He did not yet put on a due-date for the Bids. Suggested the Second meeting in January.

**Wayne made a motion to approve to put out an RFP for the 550. Steve seconded. Motion passed with all in favor.**

### **Better Back Roads - notice of expanded project-type funding**

- Duane mentioned we have been getting grants from them for a while. There are some water quality projects needed and BBR is increasing their funding to go along with this law, such as stone lining and ditching. It is a significant increase in available funds. ListServe questions that have come up are that yes, the Towns can apply for more than one category of grants. It is an annual application process. Duane said the category A grant was 5 years, and we can reapply in 3 years, as we are two projects in. Duane is following up on when we can apply for more funding for Category A. Such grants also position us better for other funding sources.

### **Response to letter on plowing – Mansfield Lane**

- Letter submitted by Tim Collins. Duane said this lot is the next lot after where we stop plowing. He is requesting reimbursement for plowing of the road. Property owner things that because it is on the tax-map, it does not differentiate between private and public roads. We plow based on State highway maps.
- Kevin said that if it is not a Class 3 road, the Town isn't required to plow it. Steve added and because it is not on State Highway maps since the 1980's.
- Tax maps show other private roads, but do not differentiate, just show because they are a road.

**Steve made a motion to have the Administrator with Duane's help, to draft a letter to the property owner, denying any responsibility for reimbursement or liability. Paul seconded. Motion passed with all in favor.**

### **Morway Salvage overweight permit**

- Permit request for up to 100,000 pounds. Insurance certificate and payment received.

**Steve made a motion to approve. Paul seconded. Motion passed with all in favor.**

## 10. Transfer Station/ Recycling Center-

### Approval of non-profit waivers

- Town of Windham Office, Windham Church, Windham Vol. Fire Department and Phoenix fire #6 company. Paul and Esther recommend the approval, with a note on Windham F.D. that dumping after their auction is not included in the waiver.

### **Paul made a motion to approve. Cathy seconded.**

- Discussion of trial lane designation to make the movement better at the Transfer Station. Steve has found barrels and Paul donated signs. They began working on the trial on Saturday and were pleased thus far, with people waiting and proceeding in an orderly fashion. Also a list of sold permits is being kept.
- On January 2<sup>nd</sup>, it is both the day after a holiday and a Saturday, and Steve is worried about selling permits and keeping things going. Suggested either hiring someone for a few hours to help, or some volunteer hours, which is what is seeming like the plan. Paul, Steve and Esther will volunteer. Cathy will help to if needed.
- Esther's review – go into Executive Session at the next Select Board meeting.
- Steve said Esther wanted us to be aware that there were some derogatory posters at the Transfer Station that they didn't know where they came from. They have been removed. What they contained was deemed not appropriate to discuss. They have been around town in other places, reportedly.

## 11. New Business

### **Intersection Study**

- Report for review, any questions specific, Stephanie will get to Matt at WRC. He will attend the Feb. 1<sup>st</sup> meeting.
- Matt Mann called Kevin about it because he had emailed him photos after the last accident. Even though the report looked like it was leaning away from a 4-way stop, but Matt seemed to think it was possible, if that is how the Select Board wants to go.
- The desire is to make the intersection safer, Jim added there is signage and that it is people that are blowing through the intersections. Steve added that the person to the right has the right of way, and that as a Board, we owe people down there an answer as the house has been run into before.
- Paul thinks some of the signage recommendations should be considered first, before considering a 4-way stop. Stopping is hard especially from Route 100 South, with the grade, in inclement weather.
- Jim said drive though like you have never been there before, and with signage it seems pretty easy to understand, and it seems when people get accustom to the intersection and may not pay as much attention. It was also noted that most accidents at the intersection have involved people from the area, who are familiar with the intersection.
- Consensus was that there was no interest at this point in a 4-way top, with the exception of Steve. Stephanie recommended that we review the plan closer, forward any questions to Matt, and work to start implementation of some changed signage to determine if further steps are necessary.

### **Meeting Dates for January and February & Budget Meeting/Hearing Schedule**

- Jim said we usually move to the next Monday. No change to dates.
- Budget meetings – Paul wants to see a special meeting to go through the budget line by line as there are format changes and expenses that should be discussed.
- Duane noted that BBR funds, matches need to be budgeted, and nothing beyond what was already planned is in the current budget.
- Holding the hearing before the meeting where final approval will be made on 1/18. Special Budget meeting scheduled for 1/13 at 5:30 p.m.

## 12. Old business

### **Personnel Policy**

- Paul said we had some follow-up questions.

- Recommendation on employees with CDL drug and alcohol testing, will stay as has been done in the past.
- Benefits eligibility – based on discussion at last meeting, it was split into two sections, 1) Health Benefits and 2) Other Benefits. Tina suggested adding in Municipal Retirement as something available under Other Benefits.

**Paul made a motion to adopt the Personnel Policy. Cathy seconded. Motion passed with all in favor.**

#### **Conflict of Interest Policy**

- Provided at last meeting for review. It is pretty boiler plate based on some samples and recommendations from VLCT.

**Paul made a motion to adopt the Conflict of Interest Policy. Cathy Seconded. Motion passed with all in favor.**

#### **North Village Flood Wall Study**

- Kevin wanted to report that it hasn't been going well. The engineering firm that was hired has not produced any results yet. Kevin got in touch with the head engineering last week, (hasn't been returning call). He said he was having trouble getting info from FEMA and VTrans. Kevin will talk to him again after the holidays, as it is already 3 months late.
- Jim asked if it was an issue with the engineering firm or with FEMA, etc. Kevin said it seems like due to their lack of communication with him, it seems it could be their issue.
- Give them a chance to respond after the holidays, and if no progress, the Town will look at next steps. There was Board consensus.
- Steve asked if they have been paid. Nothing has been paid out yet. We have to pay and then get reimbursed from FEMA.

**13. Executive Session** – Kevin asked if there was any public information on this. Not yet. Jim said that people can be assured that nothing final will be done without the opportunity for input.

**Paul made a motion to enter into executive session. Cathy seconded. Motion passed. Board moved into executive session for the Discussion of real estate purchases at 8:30 p.m.**

**The Board came out of executive session at 8:47 p.m.**

**14. Adjourn**

**Steve made a motion to adjourn. Cathy seconded. Motion passed with all in favor. Meeting was adjourned at 8:48 p.m.**