

**Minutes**  
**Town of Londonderry Select Board**  
**Monday December 7<sup>th</sup>, 2015**  
*Approved Monday December 21, 2015*

1. **Call meeting to order**

Board Members Present: Cathy Aragi, Steve Prouty, Paul Gordon, Jim Ameden.  
Absent: Wayne Blanchard  
Staff Present: Stephanie Thompson, Duane Hart, Tina LaBeau, Esther Fishman, Kelly Pajala and Kevin Beattie.

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

Security Camera – possible purchase under New Business  
Thompsonburg Schoolhouse Property – Update

**Steve made a motion to add these items to the agenda. Motion seconded by Cathy. Passed with all in favor.**

3. **Minutes**

**Regular Board of Selectmen's Minutes – Monday November 16<sup>th</sup>, 2015**

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

4. **Convene Liquor Board**

**Approval of liquor license for The Mill**

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

5. **Select board pay orders**

Reviewed and signed by the Board.

6. **Announcements/correspondence**

- Correspondence was passed around.
- Paul announced that he was in contact with Mark Pickering about a Route 11 speed radar box, and in light of the winter season, they are electing to wait until Spring to install and we will be first on the list to receive at that time.
- Paul thanked Rotary Club for the assistance with the 12/4 tree lighting, and to all involved.
- Second policing information night was chosen by Thursday Feb 25<sup>th</sup> at 7 p.m. in the Twitchell Building. The first meeting will be held Tuesday Feb 9<sup>th</sup> in conjunction with candidates night.
- In hopes of beginning a tradition, he would like thank some Board members who are leaving their positions by presenting a certificate. A certificate was presented to Kevin Beattie for his time on the Select Board and as the first Town Administrator.
- Kelly reported that the clerk's office will be closed Christmas Eve to the Day that follows New Year's Day, but is willing to open for those by appointment, from 12/29 to 12/31.

7. **Visitors and concerned citizens**

**Thompsonburg Schoolhouse Property – Update**

- The Historical Society declined purchase. Kelly reported that the Parks Board discussed but did not have enough information without Sharon Crossman in attendance. They hope to connect with her. She inquired as to what the Board would want to see done with the land, if it is just mowing? Kevin has been doing the mowing. Dick Dale said they hoped to have a sign that indicates the importance and history of the land. Kevin said it is used now as a walking or biking starting point, and would like the community to still be able to use. Jim said being such a small piece of property, giving it up doesn't do much for the tax books, so the historical value seems to make it worth the Town keeping it. Kelly said the Parks Board will do what they need to, based on whatever decision the Select Board made. Paul added clarification needs to still happen, based on conversations with the Conservation Commission, and what their responsibilities are, and what ties into Parks. Jim said at this point it sounds like the next step is for the Town to take ownership and take it from there. Dick added the tax bill for this year is paid, but the new tax bill will begin January 1<sup>st</sup>. Jim suggested taking ownership then to keep things simple.

**Paul made a motion to purchase the Thompsonburg Schoolhouse Property effective January 1, 2016. Cathy seconded. Motion passed with all in favor.**

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

##### **Acknowledgment of receipt letter related to Act 250 – referred to DRB**

Passed around for review.

##### **TOPP Bid Acceptance – References**

- Stephanie reported based on reference checks, it is recommended to accept the Marble Valley Engineering bid for \$5,450 for the Town Office Planning Project.

**Cathy made a motion to accept the bid. Paul seconded. Motion passed with all in favor.**

##### **Hammond & Ameden Reference Letters – Signatures**

- Recommendation letters for their work on the Lowell Lake Culver project. The letters were passed around for signatures.

#### **9. Roads and bridges**

- Duane reported they are having some issues with the backhoe, and piston seals that are disintegrating and causing problems in other areas in the system. New Hampshire hydraulic will be doing some repairs to fix what has been damaged – pistons and valves. They have flushed the fluids, changed the filters, and done what they can.
- Duane has some “like to dos” if there is time. They have put a plow on the backhoe, and are able to plow with that if they have to, and they had the supplies they needed.
- Duane spoke with Champion #5 about what their plan was for their old firetruck, and wondered if there would be an interest in using to spread chloride for liquid deicing if we move in that direction. They are interested in talking with the Town about it, so he is bringing up to see if interested. Steve asked how it would be used. Duane said they would use the truck and change out the tank to a poly-tank for spreading, and perhaps use the pumps to flush culverts versus having the fire departments volunteer their time to help. He anticipates the cost would be very affordable.
- The F-550 need to be replaced and if the Board wants to do, Duane needs to get the RFP started for February. Steve asked if that was still the priority given the backhoe problems, knowing both are needed. The F-550 had about \$1200 in work done in September, but needs more. Just had new rear brakes, will need shocks, leaf springs – all are on hold unless we are going to keep. Duane said if the backhoe goes down, then that would be the priority, that is

why he is looking at February as we will know the outcome better as to what is best. Paul said we had also talked about a heavier duty option. Duane said at the budget meeting, he thinks a truck that size or maybe a pickup is useful with the smaller utilitarian size. Winhall did this. When the time comes to replace the 10-wheeler, that we should downsize from that, as there is not as much hauling being done, based on affordable hauling rates to contract with outside companies. Steve asked if they had a pickup would a chloride tank fit, and Duane said something like a F-350 would handle it, but he isn't sure he -wants to do away with 1-ton. Steve said Duane should decide what he wants and needs, and the Board will take it from there. The F-550 is a good size and can be used for a lot of projects. Steve asked if we downsize from the 10-wheeler, what we would get? Duane said a medium size International – something between a 6-wheel and the F-550, that can have a plow on the side. Right now though the concern is between the backhoe and the pickup.

- Paving update – plans to go out to bid in February. Last year we got a good response and good pricing and got on the list to have completed early. He emailed all contractors last week and what the roads would be, so they can look at before that time when there is snow on the roads. He anticipates bringing an RFP to the Board for first February meeting and have the bids to accept at the last meeting in February.
- The Town is putting a plow frame on the grader and it should be ready in the next couple of weeks. The plow from the backhoe can swap between the pieces.
- Without snow they cutting tree and brush on Brooks Lane and a few other places.
- Jim asked if the Board had any issue with the work continuing on Lowell Lake Road, if necessary. No issue, but Duane said the Town will only plow up to Goodeville Road due to issues turning around. Contractor will plow the rest.

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

##### **Approval of non-profit waivers**

- Paul reported he and Esther met last week on the approval of waivers. 12 have been received to date. Paul said they would recommend approval of 9, and 3 they have additional questions about.
- **Recommended for Approval:** Town of Londonderry – Office and Garage, Town of Weston, Town of Landgrove, Rescue Squad, Champion Fire, Historical Society, Thrifty Attic and Town of Peru.
  - o Steve questioned Thrifty Attic and the amount they get rid of. Esther added that textiles are recycled for free. Cathy added they do receive a lot of donations and can only sell about 20%. They raise money but give it back to the community. Jim added they have done a lot to help people in the community and thinks anything that can be done to help them and that helping them this way means they don't have to fundraise from the community for it.
  - o Paul indicated that the Board had chosen to follow this process, and that as long they were a non-profit, and based on their application, they would be considered for approval.

**Cathy made a motion to approve the nine non-profit waiver applications. Paul seconded. Motion passed with all in favor.**

##### **For more discussion:**

- o Second Congregational Church request for regular trash and recycling, but also had a request for extra and additional at the time of their Whale of a Sale, one week a year, which could provide a lot of extra, approximately 3 bags per day, though they did say it would create a financial hardship.

- Jim said that with it being a fundraiser he didn't think it should be allowed, the same with the Fire Departments if for a special event. There is a difference between the everyday and the special.
  - Steve said again, if one entity doesn't pay the tax payers pick up the tab. There are a lot of people in town that do not attend church and wonders if it is fair to the 'non-believers.'
- Weston Priory request for three to five medium bags per week, for 12 residents and visitors and guest.
  - Paul suggested approving for the residents and not the visitors.
  - Steve said they bring a really large truck to the recycling center and if only a few bags, why do they need it? Esther said she hasn't seen that, just Brother Augustine coming with his pickup truck. Steve said the big truck is brought in by the maintenance worker.
  - Should not include any private families.
- First Baptist Church request for two to three bags per week, for the church and priory.
  - Jim suggested just the churches' not the homes connected with them.
  - Steve added that shredded paper is now recyclable, as in the past churches use to bring. If sensitive, and shredded can be recycled versus thrown away for security reasons.

**Paul moved to approve the applications, for actual church trash fees and charge for parsonages and other buildings. Steve seconded. Motion passed with all in favor.**

Esther will write the letters and pass on to the Board. They also sent letters to other organizations identified that might benefit.

### **Name recording/stickers**

Paul reported at the budget meeting it was discussed that in an effort to get fees straightened out, to record the names that go with the stickers. The idea was to get an address book and asked Steve Twitchell to record the names. Esther spoke with him and he was not pleased with the request. Paul spoke with him and suggested he come before us, to address his concerns. Esther said he could not make it due to a family illness. He asked her to share his thoughts. He thinks the easiest way is to get a list of property owners from all five towns, if easy, and he could just check them off. The book was a concern, as from the day after Christmas until Martin Luther King weekend, it is very busy and would be hard to do the job, sell stickers and log the information. He felt a name, phone number and Town they are from would be good information to have, which Paul had suggested. Stickers are to go on the car, but not required, and having a list, if someone comes that is family member and they do not have a sticker, it can be verified, as there are three attendants and they do not know who purchased a sticker and when, and who did not. Paul doesn't think the list of all property owners is easier versus a book to log it in. If it is highly busy, get Keith to help, or if burdensome to hire some part-time help to out. Sales are currently halted. Dick Dale suggested having the individuals fill out their information in the book to save time. Jim said that they have been trying to keep the money in a register inside, versus on them, and this may be a way to make it some people have to go inside to pay and get checked off. Esther said being outside is needed to monitor the hopper, etc. Another discussion Paul had with Steve was having a lane that people had to pull in and wait in order. Esther said Springfield has a larger space but a four-lane setup, it is orderly. They use a ticket system. She felt that the lanes aren't a bad

idea. Tina asked about rentals – and a sticker may not always be provided, then they would need to buy one, if not provided by the house. Esther said when Nick was doing the job, they had the stickers numbered and wrote the names and number and if there was a second vehicle that would utilize, but it didn't seem to make much difference. Steve said we didn't have as much staff then, and didn't have Sunday hours. Esther says if we can figure out how to make the cash work in 2016 and then address January 1, 2017 with new sticker order. So far 25 stickers have been sold already. Some names have been written down, but not all. Jim agrees having the name recorded to account for how many were sold to know those revenues.

**Paul made a motion to buy an address book to record the name of Transfer Station ticket purchasers. Steve seconded the motion. Motion passed with all in favor.**

Cathy will share information with Steve Tuesday, 12/5.

Dick Dale suggested it be put on the website for the Transfer Station.

## **11. New Business**

### **Brattleboro Development update and presentation**

- Adam Grinold, R.T. Brown and Alex Beck attended.
- BDCC is one of 12 regional development corporations. Windham Regional is their sister organization (BDCC does economic development and Windham Regional is the Planning). SEVEDs looks at underlying challenges in the region. All staff are BDCC and some staff work on SEVEDs mission.
- BDCC is working with various size business to retain employees and bring in new businesses.
- Entergy funds for economic development – retention, attraction, expansion. The focus is job creation. They asked the Board to keep an ear out for companies that might be expanding or having issues, as this program could benefit them. They offer low interest loans and competitive grants. The business loans follow the same guidelines the VEDA's loan programs. Willing to offer workshops with area businesses.
- Workforce and education, and internship programs. Identify what is needed for a strong workforce, and the age when individuals are workforce ready. One program is run in schools grades 6-12 career exploration, educational and uses information collected on the Windham County economy, and who is hiring and what skills are needed. Working with four high schools in the Windham Supervisory Union, teaching skills for jobs desired before graduation, learning what employers are around by visiting them, and bringing in speakers. Another program, with the six colleges in Windham County, for college students, and do not have to be in those schools, but need to talk a class somewhere in the last 18 months. They have placed over 50 interns with a 20% hire rate, and they are paid internships, all across Windham County, including the Cottage Shop in Londonderry. Very diverse. The third program is Southern Vermont Young Professionals looks at expanding the network where they live, to help them stay where they are. They hold social mixers, with networking and learn about business, social engagement, etc. IN January they will begin offering financial literacy series such as 401k, etc. Next event is this Friday at the West Townshend Country Store. Helps provide friends, programs and infrastructure to help young adults stay here, and also help identify job opportunities. They define “young” and “professionals” loosely, and that they are open all, and the best events are the ones with all community present as it takes whole community to help our young people.

- The funding request of \$5,300 is to help with workforce development.
- Paul asked if they had been to Floodbrook – they have not been there, but are meeting with the regional counselors monthly, and will make it out to Floodbrook. Paul said that the request was rejected last year and the voters of the Town wanted to see what had been done by the group in Londonderry. Need more involvement and presences in Town. Adam said he has only been board about a year but has been in Town at least 5 times, doing work with Irene disaster recovery, DR1 and DR2, and they will have a presence at Town Meeting this year.
- Steve asked if there are any frustrations with State’s tough environmental laws to bring new business in with all the hurdles to jump through. Adam said this is something they are aware of and their role with Agency of Commerce and Development looks at both sides of the issue.
- Cathy asked if they could help with the Project VISION type idea? Adam said less about services but Alex said they do offer programs with Workforce Development, who run programs and can help to make the connections and share the trends that are present. Also the Department of Labor has services available.

#### **Approval of Accounting Review agreement**

- Tina presented the proposal.

**Cathy made a motion to accept the \$7,800 quote from Sullivan and Powers to do the 2015 FY financial review. Paul seconded. Motion passed with all in favor.**

#### **Tax sale process approval**

- Joan provided notes for a three-part process, encourages the Town to cover any fees that are not covered when a parcel doesn’t sell, and for the Town to purchase properties that did not receive minimum tax bid.
- Paul asked where the funds come from. It would come from the Town, and with the tax sale process, they are escrowed and have 12 months to reclaim, with interest and would also have to pay back attorney fees.

**Steve made a motion to accept the Tax Sale proposal plan. Cathy seconded. Motion passed with all in favor.**

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

- Paul presented that VLCT recommended such a policy. As there is a section on Conflict of Interest in the personnel policy, and we should have for elected and appointed officials. Much of the information is from a template that other towns have adopted. Paul asked everyone to review to address at a future meeting. Steve asked if we had one currently? Paul said this would be just for the elected and appointed officials, and does not affect the existing policy for all other Town employees.

#### **Security Camera Purchase**

- Tina had a citizen bring in a four-camera system that was purchased and they did not want. She paid \$380 and would sell it to the Town for \$300, if we are interested. If not someone else is willing to purchase it. They are night vision, accessible from the Smartphone and has a DVR to record as well. Steve said he thinks this building is okay, but what about the Transfer Station? Tina said this isn’t really meant for the outdoors. Paul asked if Countryside had cameras? Yes, but they think the motion sensors are enough. **No action was taken.**

## **12. Old business**

## Personnel Policy

- Paul presented additional changes and language.
  - o Section 11 – Alcohol & Drug Use - #1 & #2 What to do with Positive Results. **Hold for more information.**
    - Is it needed as there is already a policy for Commercial Motor Vehicle Operators.
    - Duane said a training he went to discussed this matter, and what can be operated without a CDL, but some still need to adhere to the testing due heavy equipment guidelines.
    - Steve said would this mean Transfer Station too? Duane believes so. The cost for initial screening is \$200. Also covers who ever might be running the backhoe, if they are in the program.
    - Kevin said to check with PACIF if they can be in the drug testing program without a CDL. Stephanie will contact them on this.
  - o Section 16 – Cell phone usage – Language to comply with driving and hands-free – per State Law. **All in favor of this change.**
  - o Section 18 – Eligibility for Benefits – Part-time employee. Language is per Affordable Care Act. Jim asked about backfilling for an injury. Stephanie believes that it could be part-time/temporary which would be exempt from the requirement. Jim said it only addresses Health Insurance, but should cover all. The eligibility hours depend on the insurance plan. Tina said Municipal Retirement is a different hour requirement, and Town matches, but it is not a health benefit but a benefit. Stephanie suggested breaking it out by which benefits are available for how many hours, and then the second for just health insurance. **Hold for changes.**
  - o Section 19 – Holidays - Adding Veteran’s Day. Steve noted we have five Veterans as Town employees. **All in favor of this change.**
  - o Section 19 – Holidays - Part-time employee paid days if scheduled to work on a pro-rated basis. Currently only one employee has been doing this. It has not done consistently. Jim said he hasn’t heard of that as a practice for most. Jim said it should be a no-plenty day off, and they could work a different day than their regular day. Jim is in favor of removing, but Steve said we have been doing it so shouldn’t take it away. Duane said if going to keep, it needs to be done consistent. **It was decided to remove this from the policy.**
  - o Section 20 – Vacation Pay – approval of vacation by supervisor. Remove section about Highway, put in job description. **Agreed to remove.**
  - o Section 22 and Section 23 – Prorated and Part-time for sick leave and bereavement. **Removed.**

## Town Office security – update

- Stephanie reported that Countryside was in last week and setup our system.

## Budget Process – update

- Workshops concluded 12/1/15. Stephanie, Kevin and Tina are meeting to do more work tomorrow, 12/8. Draft budget will be sent to the Board – Tina suggested share the file in Dropbox with all. Stephanie added to lock it so changes cannot accidentally be made. Work will also begin on drafting language for Warrant items.

## Disability Coverage

- Stephanie presented that quotes were received from PACIF and AFLAC. They are not the same types of coverages. She will email the information on the policies to the board and see when PACIF and AFLAC can come to meet with employees.

### **Town Office Repairs**

- Tina reported that a volunteer group will replace flooring in kitchen area. Paul feels that the selectmen's room is an embarrassment, and if it is thought that more shelving or cabinets should be brought in to tidy up the space, then it should be pursued. It was decided that we would look into options for some cabinets for the back wall.

### **13. Executive Session**

Discussion of real estate purchases

**Cathy made a motion to enter Executive Session for real estate discussions. Steve seconded the motion. Motion passed with all in favor. Executive session began at 9:53 p.m.**

**The Board came out of Executive Session at 10:32 p.m.**

### **14. Adjourn**

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

**Meeting was adjourned at 10:33 p.m.**