

Minutes
Londonderry Select Board
Monday March 21st, 2016
Approved April 18, 2016

1. Call meeting to order

Meeting was called to order by Chairman Ameden at 7 p.m.

Board Members in Attendance: Jim Ameden, Steve Prouty, Paul Gordon, Will Reed and Wayne Blanchard.

Staff in Attendance: Stephanie Thompson, Tina Labeau, Duane Hart, Kevin Beattie and Kelly Pajala

Other in Attendance: GNAT, Cathy Aragi, Chris Biddle (Chester Telegraph)

2. Additions or deletions to the agenda

- i. **Two additional overweight permits under Town Officials Business**
- ii. **Windham Regional Commission Appointment under Town Officials Business**
- iii. **Tax Sale results under Town Officials Business**

Paul made a motion to add the items to the agenda. Steve seconded. Motion passed with all in favor.

3. Minutes

- a. **Regular Board of Selectmen's Minutes – Monday March 7th, 2016**

Wayne made a motion to approve the minutes. Steve seconded. Motion passed with all in favor.

4. Select board pay orders

Passed around for review and signing.

5. Announcements/correspondence

Passed around for review.

Other announcements:

- Tina reminded the residents that their dog needs to be registered by April 1st
- Jim asked what Town Clerk office hours are. Tina said 8:30 to 2:30 Monday, Tuesday, Thursday and Friday and Wednesday from 10 a.m. to 5 p.m.
- Paul noted that those who were elected or appointed at Town Meeting had been added to the Town website. If anyone would like contact information on there, they can contact Paul. Tina advised that if there are any outstanding oaths, they should be returned to Kelly.

6. Visitors and concerned citizens

None

7. Local Control Commission

- a. **Jake's Market Place Café**
- b. **Upper Pass Lodge**
- c. **Garden Market**
- d. **Garden Restaurant**
- e. **Derry Downtown**
- f. **New American Grill**

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

8. Town official's business

a. Overweight Permit – L.E. Weed & Son, LLC., Carleton Trucking, and Lawrence White Construction

Steve made a motion to approve the overweight permits. Paul seconded. Motion passed with all in favor.

b. Tree Warden Appointment

Paul made a motion to appoint Steve Prouty to serve as Tree Warden again for 2016-2017. Wayne seconded. Motion passed with all in favor.

c. Town Service Officer Appointment

Steve made a motion to appoint Chris Blackey as Town Service Officer again for 2016-2017. Wayne seconded. Motion passed with all in favor.

d. Meeting night schedule

- Currently held the first and third meeting of the month, unless it falls on a holiday, and then it is moved accordingly.

Wayne made a motion to keep the current meeting night schedule. Will seconded. Motion passed with all in favor.

e. Rules of Procedure & VLCT Workshop

- o Jim said historically we generally follow Roberts Rules of Order, though he can't find anything in writing. He likes doing it that way because it provides for a means to keep the meeting in order. He also re-reviewed the policy Paul sent out. Stephanie suggested Roberts Rules of Order Modified. Paul will add in some pieces from Roberts Rules and send out for review.
- o VLCT Workshop – Jim said he doesn't think its necessarily needed. Kelly said other Boards could benefit. Wayne said he would be interested if he could make work with his work schedule.
- o Stephanie will check about an evening meeting time, possibly before a Select Board meeting.

f. Windham Regional Commission appointment

- o Currently Denis Pinkernell and Georgianne Mora

Will made a motion to appoint the individuals currently serving if they are willing. Paul seconded. Motion passed with all in favor.

g. Tax Sale results

- o Tina updated the Board that the Town purchased the Hart property at Tax sale. We have to pay fees to attorney and tax collector. This is included in the pay orders. Funds will be recollected if property reclaimed. The other two properties were sold and are to be considered paid in full. Another round of sales will be coming up.

9. Roads and bridges

a. Updates

- o Duane provided an update on salt and sand expenses for this winter and this year.
- o International replacement – information on a possible replacement was passed around by Duane. Maybe not that truck, but something similar. Was available at Reed, not sure it still is. This information can be used to put together an RFP. He and Steve may go to look at other trucks at other locations. Steve said sooner than later due to the turn-around after bidding. Looking at something that is smaller and can maneuver corners better and has 4-wheel drive. Primary usage will be snow removal. Steve suggested that Duane get started on putting together an RFP to start getting bids in. He will do that.
- o Duane updated on the changes to the certificate of highway miles and the questions the State had regarding documentation, such as abutter notifications, newspaper notice, etc. regarding removing Monet Lane, which is .41 of a mile. Eves Lane documentation was on file with the State they just had not put it on the Town Highway map (was originally Adams Drive Extension). The numbering change on Lowell Lake Rd was not as simple as it seemed – intersection with Mtn. Lake Rd and Lowell Rd – listed as highway 19, and Lowell Lake Rd Highway 22. We will make sure to indicate the correct numbers on future grants.

- Structures grant – updated info on Act 64 (Clean Water Act) and requirements for next year, when we will apply for a Class A grant. It's a large application and next year we will have to look at who will do the work as it will require more capacity than Duane has. He suggested he and Stephanie work together as there is some field work. He also shared an application for culvert work on Thompsonburg Road. It will be reviewed more at the meeting with the State.
- Because we came in under-bid on paving, Duane is looking at other areas that could be done in order to enjoy the cost savings while paving is lower than it has been in recent years. He spoke with Fuller and they said grinding Main Street will save money – he will get us the figures.

b. Sand/Salt Shed

- Jim and Steve met with folks from AOT regarding when the Town needed to be out of the State garage by July 1 2016. They are honoring keeping the salt there for a year, but would like us to start moving out of the sand shed so the State can get it filled up. The contract is in place through May 2017. Jim said because of the State road materials surplus they are trying to buy more salt to save while they can and Londonderry is the ideal storage location. Additionally, Towns will no longer be able to buy salt through the State, for the winter of 2017, so we will need to look at bidding out for our own.
- Land engineering and design was done for Prouty Park and Bob Forbes is putting these reports together. Per Paul Dexter, to store sand outside in a pile on this property would need a conditional use permit due to time frames. The Town should complete this application, just in case. Duane said data will be the same with or without a building so need to take a close look at that.
- Will suggested building a footing with walls to put the sand in, then cover it when we are able. Steve said outside isn't an issue – other Towns have it outside. But if any salt is mixed in, it becomes an environmental issue.
- Duane noted it will be difficult to have the trucks, salt and sand at three separate locations. Steve said it had been talked about before with storing on Town property by garage/Town Office. Water is a bit of an issue. Another location behind the current Town Garage where it might be able to be dumped for storage. Current storage shed at this location holds about 200 yards. We have about 2,400 to move. Duane will measure the yardage behind the garage. Stephanie can do permits for Prouty land.

Steve made a motion to apply for sand storage at the Prouty Land and Duane will investigate space at the Town Garage, and if so that is where the sand will be moved. Will seconded. Motion passed with all in favor.

10. Transfer Station/ Recycling Center-

Winhall Police will be on hand to collect prescription drugs at the Hazardous Waste Collection Day on June 4th.

11. Old business

a. Policing Contract

- VSP needed two 6-month contracts versus one 12-month contract. Paul sent a letter to Lt. Oliver that the Town was okay with this. It was needed in order to resume policing activities which lapsed for a day or two.
- Paul provided a summary of their activities to date.
- Kelly shared a situation with an individual being reported as camping at Pingree Park. She called VSP and advised of the reports. They had advised they had already dealt with the problem and asked them to leave. She said it was such a difference experience than she had in the past and she appreciates the change the contract has brought.

b. Land Purchase

- Kelly reported that no petition has been received to date.
- Paul said if the article is re-voted the possible outcomes are – a) accepted, b) defeated c) amended. If the article is presented as petitioned – does it have to be voted that way, can

it be amended from the floor? Can other items be warned? Possibly reword the question and put it on the agenda for consideration. Paul still thinks the Board needs to make a statement.

- Jim would like to see a legal opinion on what we can/can't do at the special meeting. Kelly suggested VLCT.
- Steve said in conversations he has heard people with a sentiment that the Town should own due to possible future liability findings from the transfer station. Paul also indicated that the Town Attorney said we should own it.
- Paul said the last info received from the Yrsha's was that they were going to begin looking at permitting for their own use. Either way, the Board needs a direction. Paul said the Yrsha's would be looking at something in writing – contract, pre-purchase agreement, something to that effect. Phase 1 is all paperwork, Phase 2 assessment requires access and testing on the property. Paul said some intent would be good at this point – including language around pending the vote. Jim wants to know they would accept with some of the contingencies that we might need.
- Jim said with the salt and sand shed issue, we are looking at another large expense. Paul said the material value could likely be equal to the purchase price – this is information we need more on to be able to inform the community.
- Duane suggested at meeting suggest the Town selling some of the land that we own, to help off-set the expense.
- Jim wanted to get a consensus from the Board – at least three are in favor of continuing to move forward to get more information.
- Paul will follow back up with the Yrsha's to see if they are still willing to move forward.

12. New Business

a. Zoning Administrator Resignation, Update and Job Description

- The Board was notified that Paul Dexter will be resigning effective March 31, 2016. An ad has been placed seeking a replacement and that he worked in Weston as well and they are looking and might be able to do the two positions. We have received an application and a few interested parties.
- Job description was provided and will be reviewed ahead of next meeting.

Paul made a motion to accept the March 9th letter from Paul Dexter indicating his resignation as Zoning Administrator of the Town at the end of March, and thank him for his service. Steve seconded. Motion passed with all in favor.

- Stephanie will also send a thank you letter to Paul for his service.
- Paul will look at the ad and put in the paper of record.

b. Purchasing Policy/Disposal of Equipment

- Current policy does not address the disposal of equipment. An additional section would explain the bidding process. Questions of assumed value and removal of sensitive material were brought up. Stephanie and Paul will revise further for the next meeting.

c. Website Changes

- Some issues with our existing host. Paul is looking into possible changes due to security issues. Will suggested with the changes we look at a mobile option as well. Paul will keep working and keep the Board updated.

Will made a motion to move into executive session. Steve seconded. Motion passed with all in favor. The Board entered executive session at 9:35 p.m.

13. Executive Session

a. Personnel

The Board moved out of Executive Session at 10:05 p.m.

14. Adjourn

Wayne made a motion to adjourn. Will seconded. Motion passed with all in favor.

Meeting was adjourned at 10:06 p.m.