

Meeting Minutes
Town of Londonderry
Board of Selectmen
Monday April 18th, 2016
Approved May 2, 2016

1. **Executive Session – 6 p.m. –**

Regular Select Board Meeting to Immediately Follow

a. Personnel

2. **Call meeting to order** - Chairman Ameden called the meeting to order at 7:08 p.m.

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

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

Others Present: Dick Dale, Chris Biddle (Chester Telegraph), Bruce Fauman (GNAT)

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

- Rules of Procedure under Old Business
- Select Board room Cabinets
- Farmers Market under New Business
- Move LEOP to Town Officials Business

Paul moved to add the suggested items to the agenda. Will seconded. Motion passed with all in favor.

4. **Minutes**

a. Regular Board of Selectmen's Minutes – Monday March 21st, 2016

A few corrections were noted.

Paul made a motion to approve the minutes, with corrections. Will seconded. Motion passed with all in favor.

b. Regular Board of Selectmen's Minutes – Monday April 4th, 2016

Paul made a motion to approve the minutes. Will seconded. Motion passed with all in favor.

c. Town Meeting Minutes – March 1st, 2016

Paul made a motion to approve the Town Meeting Minutes and authorize Jim to sign. Will seconded. Motion passed with all in favor.

5. **Select board pay orders**

Passed around for review and signing.

6. **Announcements/correspondence**

- Paul announced that Green Up day is May 7th. There will be an open house at Champion #5 with a cookout, and the information is on the website. Please participate and help clean up your town!
- Kelly announced that April 27th the Town Office will be closed for a training. Monday of Memorial Day the office will be closed. June 6th and 7th the office will also be closed for new top coating of the wood floors which require additional dry-time. Closings are posted on the front door, Town Website and calendar.
- Dick Dale announced that the Planning Commission will be holding a public meeting at the Town Hall on May 12th from 6-8 p.m. with a light dinner served. The purpose is to get people's input and suggestions for the Town for the next 5-10 years, as part of the Town Plan.

- Policing Committee vacancy – Paul is waiting to hear back from someone to accept the nomination. He will follow-up with others if they do not accept. A notebook is stored in the vault with the reports as they come out.
- Jim announced that due to a turn of events with his family, and the time it will take for them to get through this, he feels it's in the best interest that he resigns from the remainder of his term. His resignation will be effective May 24th.

Paul moved to accept, with regret, Jim's resignation, with much thanks for many years and hours of service. Steve seconded. Motion passed with all in favor.

7. Visitors and concerned citizens

8. Local Control Commission

- a. Swiss Inn – First Class License

Wayne made a motion to approve the license. Paul seconded. Motion passed with all in favor.

9. Town official's business

- a. Moderator vacancy

Kelly sent an email that Oliver Olsen will gladly serve out the rest of this year as moderator, but would need someone else starting Town Meeting 2017. He will accept a nomination at the meeting on May 23rd. Wendell will be sending his official resignation by writing.

- b. Overweight Permits
 - i. TAM, Inc.
 - ii. Crandall Logging, LLC.
 - iii. St. Pierre, Inc.

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

- c. LEOP

Kevin presented the plan which had been sent to the Board in advance. Minor changes from last year. The base plan and two fire district designee forms need to be signed by Jim.

Steve made a motion to approve and sign the LEOP. Paul seconded. Motion passed with all in favor.

10. Roads and bridges

- a. Updates

- Duane shared Clean Water (Act 64) with requirements that will be coming down for us next year to comply.
- He and Stephanie attended a Better Back Roads training in Arlington and received better information on what is needed for the Town's five-year plan. Windham Regional will be working with us on compiling, which will also include a capital budget to improve road infrastructure. As projects are completed news projects are put on in their place.
- Another takeaway from the meeting is the added VOSHA compliance officers. In the past there were 4, they are adding 16 more. Told there would be a huge focus on municipalities. Duane said we have some work to do – some policies to be drafted. All that needs to be done on the worksite has been taken care of. He has emphasized safety with his crew. There are some trainings that are needed as well, and they are working on that.
- Fuel – 2,076 gallons as of Saturday. Over 500 gallons put into Town Buildings and now able to take in a take full of fuel – order before the price goes up more. **Steve made a motion for Stephanie to contact fuel companies for pricing and to set up delivery. Wayne seconded. Motion passed with all in favor.**
- All grants were submitted for VTrans. He confirmed that they received the three applications that were submitted. All Better Back Roads grants are submitted as well.
- April 20th Duane needs to be off to attend some appointments.

- April 26th Nick will be taking the day off. Duane has a class in Wilmington from 8 a.m. to 12 p.m.
- Salt – sent the Board an email. Salt surplus \$24,239.07
- Sand budget stayed the same. \$9,987 surplus. Looking to use this for filter fabric to use on Haven Hill Road. Duane suggested we buy 18 rolls to cover needs for this year and next. He will review purchasing policy and will get pricing in writing if necessary. He said a lot of bids are not competitive as they vendors are pricing the same with the State Bid Spec list. Paul suggested adding an addendum to the Purchasing Policing to forego usual process if State Bid price is in effect.
- Duane is working on the truck bids still. He things we should go out to bid for the truck and work on the plow equipment that is needed. Time is of the essences as there are often delays with getting trucks due to influx. He has the specs ready and based on preliminary pricing it will be around \$100,000 without plow equipment.
Steve made a motion for Duane to email out the draft RFP to the Board. The RFP will go out Friday unless there are any issues. Wayne seconded. Motion passed with all in favor.

11. Transfer Station/ Recycling Center-

- Jim said he was up there on Sunday and it was very busy. Wayne said he agrees – has seen it too. It seems that it was a good choice to have Sunday’s open.
- Wilder Memorial Library in Weston has requested a non-profit waiver for one bag of trash per week.
Paul made a motion to approve. Steve seconded. Motion passed with all in favor.

12. Old business

- a. Excess Equipment Policy
Paul made a motion to approve the Excess Equipment Addendum for the Purchasing Policy Dated April 5, 2016. Will seconded. Motion passed with all in favor.
- b. Zoning Administrator
Paul reminded that they spoke with Sharon Crossman at the last Select Board meeting. She said she would consider with conditions.
Paul made a motion to appoint Sharon Crossman as interim zoning administrator for a period not to exceed 60 days, at a rate of pay of \$20, and up to 10 hours per week. She will determine an in-office schedule. Wayne seconded. Motion passed with all in favor.
Paul reviewed some changes to the job description.
Paul made a motion to approve the job description with the noted changes. Will seconded. Motion passed with all in favor.
- c. Special Meeting
 - Paul suggested an article to allow for the \$150,000 purchase amount to be up for consideration. He also suggested the Town hold informational meetings ahead of the Special Town meeting. Ysrha’s are going forward on Phase 1 and will work with the town to test soils to ensure not contaminated. Paul spoke with a solar company who is contacting ANR for a 4-acre solar array that would be out of sight of Route 100. They would look towards a possible 25-year lease which would cover the properties purchase cost. Also show how much sand/gravel is there. Show how the purchase would be a good for the Town. He also suggested selling town lands to help finance, as well as look at that property for a

possible home for salt/sand shed. Paul said we may want to move forward with a jurisdictional opinion to determine ability to get a 10-acre Municipal Exemption. Paul offered to draft the request to Act 250. Also regarding funding, in 2013 a transition fund was set up to fund the fiscal year change over. After this year's town meeting, we have \$400,000 saved, and possibly after the change-over takes place, funds could be used to pay off land without creating additional taxes.

- Conversation commenced around the need for more information, and the ease of access for possible sand/salt storage, possibility of use of Prouty Land for this need, and other options which have been previously discussed.
 - **Paul made a motion to put the original land purchase article on the May 23rd special meeting warrant. Steve seconded. Motion passed with all in favor.**
 - **Steve made a motion for Paul to contact ANR for a jurisdictional opinion. Will seconded. Motion passed with all in favor.**
 - **Informational meeting to clarify information and present to the public. A meeting date for Tuesday May 17th was chosen, at Twitchell Building at 6:30 p.m.**
 - **Paul made a motion to purchase a projector not to exceed \$700. Steve seconded. Motion passed with all in favor.**
 - **Steve made a motion to approve and sign the warrant for the Special Town Meeting. Wayne seconded. Motion passed with all in favor.**
- d. UVM Engineering Study
- Bruce came before the Board to follow-up from the discussion in February about UVM students that are working to do studies. The professor needs to know by mid-April, and Bruce wanted to follow-up if there was any interest. The suggestion had been to look at the dam, it's condition, how best to access the water for the fire department, and other long-term plans for the property. Bruce said we could ask them to look at any project we want. The board discussed that there is no cost to us and might we worth doing. Steve said he would not be in favor. All other board members are interested in hearing more. Bruce will be back in touch with more information.
- e. Rules of Procedure
- Paul provided a draft of rules of procedure, based on input from the Board at past meetings, and incorporating the usage of Roberts Rules of Order.
- Wayne made a motion to adopt the Select Board Rules of Procedure. Paul seconded. Motion passed with all in favor.**
- f. Select Board Cabinets
- Cabinets would provide map and regular storage to improve tidiness in the Select Board room.
- Paul made a motion to expend \$625 for cabinets for the Select Board room. Wayne seconded. Motion passed with all in favor.**

13. New Business

- a. Williams Park/Farmers Market

- Paul addressed barriers in place to keep cars from rolling down hill, identified the width of the property and the size of barriers to help prevent parking in the grass, etc. It would designate that cars could still park parallel to Route 11 without being on the grass. The Farmers Market, Paul thought, indicated that they would help share the cost. They are 11' from the road at the nearest point, and they would begin at the grass line.
- Duane said highway consideration should be given in regards to mowing.
- Duane noted that VTrans should be contacted about right of way, and Kevin said that FEMA due to flood plain may issues, should be consulted.
- Paul said by the time the market opens on April 28th, that there should be some type of blockade or caution tape put up.
- Kevin said a survey exists that shows the right of way.
- Kelly suggested using some of the pile of large rocks to use as a barrier. Kevin said they are there for purpose to redirect water.

Paul moved to have Stephanie contact companies for pricing on approximately 7 barricades. Wayne seconded. Motion passed with all in favor.

- Steve noted we should check to see if the companies that sell them also buy used ones.
- Stephanie will contact State of Vermont/HMGP about putting them up.

14. Adjourn

Paul made a motion to adjourn. Steve seconded. Motion passed with all in favor. Meeting was adjourned at 9:01 p.m.