

Town of Londonderry
Select Board Minutes
June 6, 2016
Approved June 20, 2016

1. Call meeting to order

Present: Paul Gordon, Steve Prouty, Wayne Blanchard and Will Reed.
Steve Prouty, Chair, called the meeting to order at 6:05 p.m.

Paul made a motion to move into executive session for the discussion of personnel. Wayne seconded. Motion passed with all in favor.

2. Executive Session – Personnel

The board moved out of executive session at 6:50 p.m. and recessed. The meeting resumed at 7:05 p.m.

3. Additions or deletions to the agenda

Add Pay adjustment as letter f under Town Official's Business.

Paul made the motion. Wayne seconded. Motion passed with all in favor.

4. Minutes

a. Regular Board of Selectmen's Minutes – Monday May 16th, 2016

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

b. Special Town Meeting Minutes – Monday May 23rd, 2016

Paul made a motion to approve the minutes as printed. Will seconded. Motion passed with all in favor. Minutes will be signed at the June 20th Select Board Meeting.

5. Select board pay orders

Passed around for review

6. Announcements/correspondence

- Correspondence passed around for review.
- Paul announced the change-over on the website is working well so far, minus a few items that did not transfer over that will need to be adjusted. Paul asked if anyone finds broken links or links that do not go to the right place, to please advise. The change will allow for better back up of the site and a faster server.

7. Visitors and concerned citizens

a. Flood Brook Athletic Association

Kate Smilco, Jen Farrar, and Gretchen Rothstein, Stacy Gordon and other representatives attended to discuss confusion of Pingree Park. They have been under the impression they receive half of the bottle money, and during the baseball season they would mow, and they want to clear up any changes in expectation. They had not heard about the bottle money until the Chester Telegraph contacted her (Stacy). Kelly advised that the bottle money issue is a matter of the Board. Steve advised we were advised to readdress based on what Kelly brought to us at the last meeting, and that the Town has done

mowing for the past two years, except this year there is volunteer. FBAA was under the impression they had been paying for the mowing. There is confusion on what is what. Bottle money, Tina advised, had not been distributed as it was confusing the way it was documented before and needing to figure out how much and how to divide up. The Board is unclear on what the intention, other than the mowing, was of the Board when this meeting was decided. The FBAA wants to get the situation resolved. They want a good relationship with the Town and the Parks Board for the benefit of the kids. Steve said perhaps the money should all go to the Town and they can handle the mowing? Details could be talked out at a Parks Board meeting. Kelly felt this idea could make sense. The Parks Board's next meeting is at 4 p.m. at Pingree Park on Thursday June 16th. Duane said mowing is two days a week for all parks, and probably about 6 hour of mowing for just Pingree. There is a volunteer to mow the lower field this year only during baseball season. Duane noted there is more to the maintenance than just mowing such as putting in clay, etc. It was noted they receive an appropriation from the Town to assist with this. Kelly said that they are Town fields and it should be their responsibility, with FBAA allowed to use and welcome to rake or do other upkeep as they desire. There is a lot of other usage for the park. Paul noted this is not budgeted this year, but could consider next year. Paul recommended they meet with the Parks Board and he will attend to make sure everyone is on the same page.

b. Okemo Valley Regional Chamber of Commerce

Margi Graf from the OVRCC. She said she has been marketing the town for years, since starting the scenic Route 100 By Way. The cost to join the Chamber is \$125 and the Town is already part of the brand of the chamber. Because of this marketing they would like to Town to consider joining. They also have an event calendar online that will automatically upload to the State chamber page. She felt that there a lot of benefits to the Town and advised that Emmett Dunbar serves on their board and has advocated for more promoting of Londonderry. Member kit was provided that outline a number of benefits to the Town as members. Website has a Town page feature and happy to add any content. Steve noted that it looks like we are already getting something, even without the financial support.

c. Irwin Kuperberg

Irwin built a stone wall on the town right of way and said he didn't know you could do that. Jeff Yrsha built it and didn't say anything. He advised that it wasn't an excuse – it was his oversight. A complaint was made to the Steve last year, and he takes responsibility. He wanted to clear the air and take responsibility. Steve said he looked at it with Bob Twitchell last year and that it was far too close to the Road. He and Duane did some measuring last week, and feel that part of the issue is precedence setting by allowing it once we have to allow elsewhere. Steve said it seems to be about 7 ½ feet too close to the roadway. Steve said he thinks that it should be moved back to the surveyed distance, that there is not big rush, but should be done. Irwin felt that that seemed further back than others. Using the red survey stakes is what they are going on for their considerations. Duane said the basis being used in the other walls on the road is 15 feet from the center line, and his is 7 ½, so based on consistency. Regardless of class, being a Town road it is the right of way they need to use. Irwin said that it never got in the way with plowing, etc. Irwin said he could be issued a fine to rectify versus moving. Stephanie said we would need to look at ordinances to see if we have an ability to even do

that. Property is at the end of Beatty Road for the Board members to look at and have a discussion at the June 20th meeting.

8. Local Control Commission

a. JP Hearne, LLC – Magic Mountain 4th of July Event

Josh Hearn attended. He said this is the first time they are doing outside serving, and he used to be a manager at the establishment. Because the property is in transition, they brought in him to do outside vending. The area will be fenced off as required and staffing. They will be serving facing up the hill on the slope side on the pavement. The event will be held on July 2nd with a rain date of July 3rd. He has hosted a number of large events without issue.

Will made a motion to approve the application for July 2nd, with a rain date of July 3rd. Paul seconded. Motion passed with all in favor.

9. Town official's business

a. Appointment of Vice Chair of the Select Board

Steve opened the floor for nominations. Wayne nominated Paul. Will seconded. Wayne moved that the nominations be closed and the clerk cast one ballot. Nominations were closed and the question was called. The motion passed with all in favor. Congratulations Paul!

b. Zoning Administrator Recommendation and Appointment

Sharon Crossman from the Planning Commission advised that the commission recommend Heather Makovec-House for the Zoning Administrator position. Heather shared a little about her experience. Dick Dale advised that the PC supported her as a candidate unanimously. Sharon said they felt she will be the best fit for the Town from skills to personality. Will asked about a potential start date. Sharon advised she is filling the interim for position for 60 days, which is almost up, but that in the transition she will be happy to spend time with Heather as needed. Paul asked about number of hours and based on the pay rate of \$18 per hour, it would be 9 hours per week.

Made a motion to hire Heather as the Town Zoning Administrator effective immediately for approximately 9 hours a week, and a day of the week and hours to be decided, at a rate of \$18 per hour, with a 6-month review. Will seconded. Motion passed with all in favor.

c. TOPP Update/Planning Commission

Larry Gubb spoke about the recommendations. Kevin Smith and Steffanie Bourque from Marble Valley Engineering met with the Planning Commission earlier this evening and are in attendance to discuss initial recommendations. Dick advised they looked at \$50,000 as their cap based of funding approved at Town Meeting. On maps, yellows are primary needs. Pink are strongly recommended, but due to wet lands being possible, we need to get approval for those. Recommendations from MVE had previously been provided to the Board.

- 1) 6" under drain around a large portion of the building.
- 2) Use neoprene membrane to water proof the foundation on the outside.

- 3) Address grading for ADA compliance – grading now, possible paving of this could be done under another appropriation.

Dick said that the items in yellowed were voted in favor by the Planning Commission. Rough calculations were \$48,000 with one of the options in pink.

Dick advised that the MVE process – move from 30% stage (this report) to 90% based on moving forward with recommendations, then they work on the technical prep for the RFP.

There was further discussion of particulars of the recommendations and ADA access options. Access via front is more cost effective than via the back, but a longer route. Because of grading it makes it difficult out back. Concerns were about the cost of maintenance. Kevin Smith from MVE spoke about his knowledge and experience. He feels there are enough wetlands potential on the east side before doing any work. It is likely not significant, but may require a buffer. This will help advise 4A or 4B options etc. Doing the grading all at once helps will save money on the front end.

Stephanie said she can reach out for the Wetlands site visit. Kevin advised they do soil probes and review of vegetation and hydrology. It may be a wetland but not require that it be preserved. There is no cost for their opinion. Another option is to hire our own wetland ecologist and decide. The water is the biggest issue with the rehab of the building and we need to work to move the water way. The property could benefit from a cutoff wall to direct water running off the hill, away from the building.

Josh Wengerd said that to have the basement usable, we have to have two ADA complaint exits. Kevin added the exits have to get the individual to refuge (parking lot) – just getting outside is not enough. Dick advised that the 4B with grass costs about \$25,000 but 4A with grass costs \$11,500. Paul is still concerned about maintenance based on already over extended highway crew. Sharon said the PC had not gotten that far, and that they would want to talk to the Highway crew about what and how maintained. She added that MVE has taken all future use considerations in to their plan.

To move things forward, approve what does not need to wetland considerations.

Paul moved to approve recommendations 1, 2, 3, 6A-6B (hybrid) from Marble Valley Engineering plan and to contact wetlands ecologist for field review. Will seconded. Motion passed with all in favor.

d. Access Permit

- Duane advised it is Off Hell's Peak Road (.4 of mile north of Barker Road). No culvert needed. Site distances are good.

Paul made a motion to approve the access permit for Taylor & Lana Prouty's property on Hells Peak Road. Will seconded. Motion passed 3-1 with one abstention.

e. Board Vacancies – Updates

- i. Stephanie advised Maureen Cronin is resigning as co-coordinator of Green Up Day.
- ii. Deadline for Select Board by June 17th
- iii. DBR applications by June 10th
- iv. Parks Board – Kelly advised they had a recommendation of Rachel of Rachel Bacon Feebie for the term ending in 2018.

Paul made a motion to appointment Rachel Bacon Feebie to the Parks Board for the term expiring 2018. Wayne seconded. Motion passed with all in favor.

f. Pay Adjustment

Paul advised that after Stephanie' evaluation, he moved that the rate for the Town Administrator be increased to \$27.50 per hour, effective this current pay period. Wayne seconded. Motion passed with all in favor.

10. Tree Warden

- Steve advised that Duane pointed out he is a Tree Warden and a Board member, and in anticipation of using the Warden more to cut along town roads and could present a conflict of interest. Steve recommended the appointment of Kevin Beattie.

Paul made a motion to appoint Kevin Beattie as Tree Warden. Will seconded. Motion passed with all in favor.

11. Roads and bridges

a. Updates

- Duane passed out information on recent trainings he attended and would like to Board to review and better understand and return at the next meeting so other members can review.
- Paving – Fuller said likely 1 ½ to 2 weeks until paving due to other projects holding up the timeline.
- Going to do ditching work on Winhall Hollow.
- Upcoming will be an RFP for tree canopy work. He is hoping to get cost per mile to including cutting and chipping, focusing on paved roads first and do 22 miles of road over, 3 years with a contract.
- Steve advised that he got a call from someone wanting some of the pavement grindings. He did not want to advise without Duane's input. Duane has a plan for it and intends to use. He also mentioned that we would need to follow the disposal of property section of purchasing policy. Steve will contact and advise we will be using it.

b. Truck

- Duane looked at the bids received and some did not match to the specs. He asked Scott Reed from Reed's Truck Service attended to assist with answering technical questions, based on the usage of the vehicle. Duane recommends the bid for the International for \$100,936 be. International will lower the price \$3,000 which could be used to cover paint to make it green, as this one is red. It was agreed that would rather use that \$3,000 for something other than paint. The truck is currently in stock. Other equipment for the truck (plow and body) still need to be reviewed and approved. Scott will get a sales agreement and invoice to Tina for payment.

Wayne made a motion to accept the bid for the International from Reed Truck Service for \$96,936. Paul seconded. Motion passed with all in favor.

12. Old business

a. Hec Ras/Eckman Engineering

Kevin advised it has been two months since we last heard from VTrans with additional questions on the study for them to make a decision. Kevin passed the questions on to Eckman and received no confirmation of receipt, called numerous times and left messages and no response. He has tried email as well. We have made two of the three payments. Kevin felt the summary report was really light, no data to go with it and nothing that resembles a finished product. Paul suggested Kevin contact Town Attorney (Fisher & Fisher), review the agreement and go from there, at least send a letter. Kevin will report back when he has more information. Dick asked if any concern around the FEMA issue. Kevin spoke with Lauren Oates from the state recently and she did not indicate any looming deadline.

b. Salt/Sand Shed

Stephanie shared information on the State's Transportation Alternatives grant which may be accessible. It has a \$300,000 cap with a 20% local match. It could, however, if approved, take too long to get to construction with the salt removal deadline of July 2017.

It was suggested to have a work-study meeting with the Board, Stephanie and Duane to review and come up with ideas.

It was decided to meet on Tuesday June 28th at 5 p.m. at the Twitchell Building, with the ability to relocate for a site visit if desired.

c. VLCT Training

Stephanie contacted the VLCT about holding a training for the Select Board on a variety of issues. The cost is \$415, and we could do as a joint meeting with nearby towns, if interested, to reduce cost.

The board is not interested in pursuing it at this current time.

13. New Business

a. Computer Bids

Lenovo that was at the Recycling Center. A bid of \$25 was received and \$176 was received.

Paul made a motion to approve the bid for \$176. Will seconded. Motion passed with all in favor. Motion passed with all in favor.

Paul will contact the low bidder. Stephanie will contact the high bidder to arrange payment and pickup. It was noted it is "as-is" and no technical support.

b. Upright piano at Town Hall

Chris Blackey contacted Will about the piano at the Town Hall. It is in rough shape. Will has someone that is interested in taking it. Paul questioned would historical society, etc. be someone we need to talk to? Dick offered to send out an email to member of the historical society group, and if they are interested to let us know as soon as possible. Once

he has a response, he will let us know. If not, Will, will make arrangements to get it out of there to the person that wants it.

14. Adjourn

Wayne made a motion to adjourn. Will seconded. Motion passed with all in favor. Meeting was adjourned at 9:54 p.m.