

Town of Londonderry – Board of Selectmen

Minutes

Thursday July 7, 2016

APPROVED July 18, 2016

1. Call meeting to order

Board Members Present: Steve Prouty, Paul Gordon, Wayne Blanchard and Will Reed

Absent: Bill Wylie

Staff Present: Stephanie Thompson, Tina Labeau, Sandra Clark, Duane Hart, Kelly Pajala

Chairman Steve Prouty called the meeting to order at 7 p.m.

2. Additions or deletions to the agenda

- CRO Update under Visitors and Concerned Citizens

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

3. Minutes

- a. Approval of Regular Minutes – June 20, 2016
- b. Approval of Special Meeting Minute – June 28, 2016

Paul made a motion to approve the minutes with a correction on spelling of Quonset Hut. Will seconded. Motion passed with all in favor.

4. Select board pay orders

Passed around for review and signing.

5. Announcements/correspondence

- a. Policing
 - o Paul advised the weekly policing summary reports are on file in the Town Clerk's office. He also advised that they are available on the Town Website. These reports reflect the regular services to the Town of VSP, as well as the contracted 25 hours per week. All activities for the Town by VSP is included. Paul said that Lt. Oliver suggested, in response to citizens not feeling they are getting satisfactory service or response, if they call in and have such an experience, they should ask to speak with a trooper or supervisor to ensure proper follow-through.
 - o The Policing Committee has been pleased with the action of the VSP and their response to concerns and attendance at meetings when requested.
 - o Duane asked if there they were able to differentiate in the reports what is done under regular patrol versus during contracted hours. Paul advised that Lt. Oliver would prefer not to as he did not think it would be practical. It was also noted that Lt. Oliver will be taking over as Commander for the new barracks of Rockingham and Brattleboro. Steve said he was told that you can access the Vermont State Police website if you have a case number to find out if it is something they have looked into. Duane said the committee had been curious as they do not want most of the time spent

- Steve said a portion of ticket fines come back to the Town if on a Town road. Tina said we have received \$45 this year from the State Judiciary.
- Duane noted that the Town put in place a year-round parking ordinance, with an associated fine, and it is being violated. He suggests the information be passed along for their enforcement. Paul will share with Lt. Oliver. Steve said we can share with them where we know of problems.
- A reminder to all citizens, if you have an issue, call the barracks.
- b. Kelly said that the Vermont State Primary is on August 9th. Polls are open from 7 a.m. to 7 p.m. at the Twitchell Building. Early and absentee voting has begun and can be picked up at the Town Clerks office or secured by calling or emailing.
- c. Family Fun Day is August 21st starting at 2 p.m. Disney's Zootopia will be shown at 8 p.m.

6. Visitors and concerned citizens

a. CRO

- Bruce Frauman shared that the group met last month and met with Kevin Beattie, which provided inspiration to keep working to have FBUS be the emergency center. The July 12th meeting they had scheduled has to be postponed. He will advise when it is rescheduled. He will be meeting with Community Partners, a Super-Committee of Neighborhood Connections. Paul explained the committee is working to bring together area organizations and services to fill gaps.

7. Local Control Commission

8. Town official's business

a. Access Permit

- Peter Levy submitted a completed application and payment. Prior to approval, Duane recommended some trees be removed due to sight-line issues, etc. Some emails were sent by Mr. Levy today, and seems to indicate that he is willing to cut the trees. A "committee" of neighbors on Parson's Lane has been telling him he cannot cut these, even those which are on his property.
- Steve found some documentation in the VLCT highway handbook, that abutting landowner, to the Town Road, is the only person who can trim cut, or otherwise affect the property, in the Town right of way, without permission of the Select Board.
- Steve feels if he is willing to cut the trees, we should approve the permit. Duane noted that one tree was referenced in the email, but 7 trees are marked at the property. He said that the interpretation from the neighbors was they didn't want any trees cut, and that Mr. Levy is only noting one tree of their concern. Duane offered to speak with him by phone today but did not hear back.
- Steve said if Duane wants to meet with him to specify the tree(s) to be cut. He said Kevin noted that one is in good condition, the remainder are dead or dying. This makes a concern for knocking out powerlines.
- Paul said until this point we had not heard from the property owner, and if he was good with removal, he was okay with it

Paul made a motion to approve the access permit for 33 Parsons Lane for Mr. Levy with the stipulation that he is in agreement with the Road Foreman for which trees are to be cut. Wayne seconded. Motion passed with all in favor.

b. Parks Board

- Kelly brought up mowing and maintenance of parks and if it would be done by the Town or contracted out. The Parks Board is willing to do their homework on what is most cost effective, however she feels we are locked in to what we are doing now this year, but have time to look at it ahead of next budget session.
- Steve said no discussion had really been had. Kelly asked for a discussion to be had in time for budget session. Steve said this is the issue with a few other properties and all need to be considered in that way. She asked to be advised when the decision is made.
- She said the Parks Board also discussed incorporating the Genser Property officially into Williams Park, which would open up available from the Riverside Park Fund to assist with improvement of the land and piece of property. These funds are only allowed for Williams Park and Buxton Park.
- The land would not need to be transferred, etc. but could be incorporated into the park, as they are already owned by the Town. Sandra said the properties are on the tax map separately, one as active and one as inactive in order to create one tax bill. It would not change the legal boundary lines.
- Wayne asked if there are FEMA stipulations. Yes. But they would follow any of those, and are not looking to put anything on that. It would just help to make the property look more uniform with the rest.
- Paul suggested drafting some wording to approve at the next Select Board meeting. He will connect with Kelly on this.

c. Set Tax Rate

- Tina advised the education rates coming down from the State are down slightly from last year.

Paul made a motion to approve the municipal tax rate of .3091, transition fund at .0240 and Local Agreement of .0021, with a total for Non-Residential of 1.8570 and Residential of 1.9013. Will seconded. Motion passed with all in favor.

- Tina advised that tax bills be going out by July 25th.

d. Homestead

- Sandra is seeking wavier of penalty of late filing until the time tax bills go out; and penalty on residential versus non-residential (residential is higher) set at 3 percent. The state allows up to 8 percent.
- She said response this year has been positive in getting the homesteads filed.
- The board approved both of these things last year and it worked out well last year.

Will Moved to waive the late filer penalty until tax bills go out. After tax bills go out, the penalty will be 3 percent. Paul second. Motion passed with all in favor. Motion passed with all in favor.

- Sandra advised that Kelly has the 2016 grand list. There are no BCA cases this year. She met with the firm doing reappraisal which starts in August and are beginning to get files ready.

9. Transfer Station

- a) It was noted that Esther sent out an email regarding the new law with recyclables in trash.
 - ANR website noted that this year the new law stipulates no wood; yard or leaf debris can be put in the landfill. In 2015 all recyclables were banned from landfills.
 - Paul said he thinks she was looking for input on how to “police” this. Paul said his concern is how it is said and handled by all attendants in uniform manner.
 - He is concerned about the issue and that delivering the message verbally could be misconstrued. He said maybe a printed slip could work, so when an attendant has a question about a bags contents, he can hand the slip to the individual and then considerations would have to made around what happens the next time.
 - It was decided to invite Esther to the next meeting to discussion.
- b) Steve noted he has been approached by two staff up there around employee reviews. He has advised they were not forgotten and we have some work we needed to do before-hand. Paul wanted to know if the Board wanted to have updated job descriptions in place before reviews of Highway and Transfer Station, or do we want to move forward without as we have done in the past?
 - Paul suggested looking at the files via Dropbox to edit or have a meeting to discuss.
 - Stephanie suggested working on the files in Dropbox and then after drafts are completed a special meeting could be held.
 - Steve feels raises are the big question and do we really need job descriptions? Paul noted that not much has been budgeted in that regard, and that Job Descriptions do play a role.
 - Tina said they have done a supervisor and self- evaluation.
 - Paul is okay with this, to get the process done and work on updating.
 - Duane said staff were asking about evaluations and AFLAC. Stephanie said she would get back on to the AFLAC issue, and get materials to staff and invite them to sign up with the AFLAC rep.
 - **August 1st for Transfer Station evaluations and August 15th for Highway. Meetings will begin at 5 p.m.**

10. Roads and bridges

- a. Updates
 - Held first Tail Gate Talk training. Transfer Station employees joined too. The idea is a brief talk on a topic and time for questions. It was positively received. He said like any training, you get out what you put in. It was suggested to put emphasis on work safety, training and personal care, at review time. He documented the training and it is on-file in the employee records and worker’s compensation file, in the event VOSHA wants it. Steve thanked Duane for doing this and including the Transfer Station.

- Duane has been sending out regular work plans and they are on schedule. They have been working on road shoulder pavement, seeding and mulching. The next big project will be Haven Hill Road. They have one more culvert to do, then stripping and filter fabric. Steve asked about additional tree cutting. Duane said there will be, later on, as part of future work planned for the road. Duane said he could put his plan on paper, and Paul suggested we do that and schedule an informational meeting for nearby property owners so they are aware of the full plan.
- Duane announced that he will be leaving the Town of Londonderry at the end of September. He said it has nothing to do with money, and it is just that he wants to be able to go to work and enjoy what he did. He has said this to Boards in the past, and when he stopped enjoying the Board would be the first to know. He will put his formal resignation in writing.
- He said a number of these things the Board will need to be involved in to create continuity after his departure.
- The truck that we bought has been insured and will be transferred to Maine for the equipment installation. Delivery is expected at the end of October or by “snow-fly.” As it is after he will be leaving, he suggested a Board member being involved. Steve said he is happy help and Wayne as well.
- Steve shared that the tree on Pond Street may present some difficulties. The Town was asked by mail carrier and landowner to remove a thorned apple tree above some mail boxes. It is in the Town right of way, but also at the intersection of a private road and that individual does not want the tree moved. It is also a bit of a line of sight issue, and so close to the roadway some cars scrap the thorns on the way by. Steve contacted VLCT who referred him to a right of way note from highway handbook. Duane said the interpretation depends on what is or is not documented on the highway maps.
- It was suggested that the Board contact the landowner and talk about it further. Steve said he will look into the issue further and talk more with Kevin.
- Stephanie suggested a tree policy be looked at. Duane said it would go a long way. Paul had not heard of this before.
- Will commented a lot of these laws are intentional grey and when you deal with people’s property it can be personal. He said that if we are diligent and prudent and do the best thing for particular situations. Trying to do a black-and-white policy will be hard.
- Steve got a call from Wendy Seier on Mountain Lake Road with concern over traffic at Lowell Lake last weekend and that there were over 500 that day. She got her numbers from the State and that cars were parked along the sides of those roads. She asked to have signs put back up. Wayne asked if our parking ban included those roads. Duane said yes, Kevin said it should be marked. Especially for those who are not from town, and then as VSP to patrol the area. Paul said the State folks need to know too, so those who are turned away due to lack of parking, that there is no parking.
- Steve suggested a meeting with State folks to advise them. Duane said he has two of those signs in stock right now. He said one would need to go on Lowell Lake Road by Rt 11 and at the other end, at Mountain Lake Road. Paul said signage is first, he will talk to Scott at State about the ban, and notify the VSP.
- Duane noted there has been an issue with sign theft in town.

11. Old business

a. Salt/Sand Shed

- Quonset huts are expandable, but not cost effective based on Paul's research. Warranted for 15 years, pro-rated, not 25 as he previously thought.
- Request that the Select Board be on the agenda for the Planning Commission for July 11th and DRB for July 20th. Stephanie will follow-up on this. This will apprise the PC of what we are thinking for their consideration regarding future possible uses.
- Meet with Heather before the July 20th DRB meeting for any applications, etc. Steve will do.
- Duane said that while we are focused on the building, it may take a while to get power hooked and should reach out to Green Mountain Power sooner than later.
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12. New Business

a. PSB Act 130

- Stephanie said that if anything the changes benefit the municipality.
- Will said he doesn't really have an option. Paul added he didn't think anything needed to be sent to the State. No action was taken or recommendations made.

b. Septage Field Haying

- To be in compliance with our permit, haying must be done on the 4-acre upper field. Kevin use to do this and has now sold his equipment. An RFP needs to be done. Will asked if the hayer keeps the hay after cut. Steve said there are guidelines around what they can do with it or used for. It could be bailed and put down at the compost pile as the Town doesn't need any more for road work. Wayne said if we are paying, maybe they would take it as part of the pay.
- Stephanie will work with Steve on the RFP and get out with a deadline on July 29th for approval at the August 1st Select Board meeting.

13. Adjourn

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

Meeting was adjourned at 9:19 p.m.