

**Town of Londonderry
Board of Selectmen
Minutes
Monday May 16th, 2016 – 7 p.m.**

1. Call meeting to order

Jim Ameden called the regular meeting to order at 6:11 p.m.

Will moved to go into executive session. Paul seconded. Motion passed with all in favor.

2. Executive Session – Personnel – 6 p.m. – Regular Board Meeting to Immediately Follow

The Board moved out of executive session at 6:47 p.m.

Board members present: Paul Gordon, Steve Prouty, Jim Ameden, Will Reed, Wayne Blanchard (arrived at 6:59 p.m.)

Staff Present: Kelly Pajala, Tina LaBeau, Kevin Beattie, Duane Hart

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

3. Additions or deletions to the agenda

- Remove Board Appointment under Town Official's Business
- Add Accounting Procedures Policy Adoption and Fraud Policy Review & Discussion under Town Official's Business
- Add Truck Bids under Roads & Bridges

Paul made a motion to add/remove suggested items. Will seconded. Motion passed with all in favor.

4. Minutes

- a. Regular Board of Selectmen's Minutes – Monday May 2nd, 2016

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

5. Select board pay orders

Passed around for review and signing.

6. Announcements/correspondence

- Dick Dale thanked on behalf of the Planning Commission the 40+ people that attended the input meeting for the Town Plan last week. Chapters will periodically be posted on the website and notes from the Windham Regional Commission.
- Paul announced that the projector for the Town has been purchased will be used at the public meeting tomorrow night and is available to be signed out for other Town Boards and committees.
- Paul announced that the Town website changes are expected to begin this week which may cause some interruption in access.
- Paul advised that the cabinets for the Select Board room are expected to be installed this Wednesday.
- The Informational Meeting on the Special Meeting for 5/23, will be held on Tuesday 5/17 at 6:30 p.m. in the Twitchell Building.

7. **Visitors and concerned citizens**

8. **Local Control Commission**

9. **Town official's business**

a. **Overweight Permits**

- i. Cardinal Logistics Management Corp.

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

b. **Parks Board**

- Kelly advised power install is nearly complete at Pingree Park. Many thanks to those who did the work and for the minimal closure of the park during the process. At the end of Family Fun Day on Sunday August 21st, they will show Zootopia at 8 p.m. and activities will happen during the day, and food will be available for dinner to lead into the movie – start the day later to end later. Admission is \$5 for the event, which includes the movie showing. More information on the events will be forthcoming. They are talking to the new Lion's Club about helping as well as the Phoenix Fire Company Ladies Auxiliary. They also hope to have a few days of music at the park over the summer. Green up was done on Green Up day. Thanks to whoever picked up trash at the site in advance.
- Bottle Money – it is currently being split with FBAA (Flood Book Athletic Association), who are struggling to keep the ball team together. FBAA has not put money into the fields the last few years, and work on the fields is going to fall on the Town now. The Parks Board would like to ask that splitting the bottle money stop, so the Town can utilize the money for the work that needs to be done. Will asked if they had any expenses – Kelly said that we would need to talk to them directly on that. They do also receive an appropriation. They have not gotten the money in the past few years, but some is due to them, which they will get. Kelly said she supports those who are working to keep the program going. Bottle money goes into the Parks Fund. A volunteer is mowing the ball field during the season, and then the Town crew takes over. The board hopes to offer more community events at little or no cost, if they are able to sponsor. Will asked the amount – Kelly said it varies – last check was around \$600 – average per quarter.
- Steve noted we have funds coming in from Septage this week. Some of that goes to Parks depending after expenses are covered.
- Paul suggested having someone from FBAA come in and explain what they would use for and why. Kelly said they have not gotten it in the past several years. Jim wondered if turnover on their end meant they did not know about the funds. Kelly said the main reason this share started was to start the baseball program which isn't really happening. Jim said it was once called "For the Little League," before FBAA. Jim would really like to see the fields kept up – his father helped to build the fields originally. The lack of a program is disappointing and wishes someone would step up and get it going again. Kelly said there are talks. In the meantime, the fields need new clay, infields need to be reestablished. Even with volunteers there are costs associated.
- Stephanie will contact the FBAA to invite to an upcoming meeting to discuss their plans for upkeep.
- Also, they have a Parks Board resignation of Colleen Pingree Gometz. An appointment will be needed. It will go on the website to collect letters of interest and will come back with a recommendation. Kelly said she is very sad to see Colleen go.

c) **Accounting Procedures Policy Adoption & Fraud Policy – Review/Discussion**

- Tina explained this is follow-up from a letter from Two Rivers Ottaquechee Planning Commission who we get some FEMA funds from. They wanted to see copies of policies – conflict of interest (already had), fraud policy, reporting policy and accounting procedures to be adopted.
- Steve asked if these were new. They are, and were recommended in the 2014 Audit from Sullivan & Powers.
- Procedures manual is based off a model that as provided and adapted to Londonderry by Tina. It is recommended to be reviewed every two years and update as needed. She is also making a timeline of monthly/quarterly/yearly approvals.

Will made a motion to approve the accounting procedures manual and accounting procedures policy and fraud policy as presented. Paul seconded. Motion passed with all in favor.

10. Roads and bridges

a. Updates

- More underground testing will be coming up for storage tanks in the next year. Duane is hoping no costs associated. One included is a spill bucket that catches left over material – and they will need to start being checked using the recommended water method.
- Attended a few classes. MSHA - related to gravel pits and has a manual related to the rules and regulations and he has highlighted. He passed off to Paul for the Board's review and is happy to discuss further if anyone has any questions. OSHA class was a day and a half long. Covering key elements. VOSHA is adding compliance officers this next year and cracking down on municipalities and they are ahead already on number of tickets written already.
- Ahead of work schedule currently – on June work. Derry Lane culvert and ditching work began today.
- Trucks are being repaired – working on getting parts and work completed.
- Duane has class half-day tomorrow, and will be out on Thursday and Friday for appointments.

b. Truck Bids

- A lot to compare. Duane would like to look over thoroughly to make sure bids/specs match and compare apples to apples.
- **Jim opened the bids received.**
 - o **Patriot – 2017 Freightliner - \$89,500, not including warranty options, which are an additional \$3,000 (In Stock)**
 - o **Clarks Truck Center – International 7300SFA 4x4 - \$99,851**
 - o **Reed Truck Service – International 7300SFA 4x4 - \$100,936 (In Stock)**
 - o **Delurey's Sales & Service – International 7300SFA 4x4 – \$98,675**
- **Duane will review and bring back a recommendation to the Board at the 6/6/16 meeting.**

11. Transfer Station/ Recycling Center-

12. Old business

a. Land Purchase/Special Meeting

Paul advised that the Yrha's have Phase 1 Assessment in progress. Soil samples were done last Wednesday and a letter has been received from the environmental folks to share at the meeting that states that based on a visual that the soil samples were fine and clear of any contamination down to the

water table. He is looking into information about solar projects and will have more updates on Tuesday night. Steve thanked Paul for all the time he has invested into investigating.

b. Generator Grant

Stephanie shared the break-down of the local match if divided by census population.

Local match- \$13,795 2,868 people = \$4.81 per person

Peru – 375 = \$1,803.75
Weston – 566 = \$2,722.46
Landgrove – 158 = \$759.90
Londonderry – 1,769 = \$8,508.89

Jim thinks the towns should pay equal amounts.

Steve asked if that idea had been refused? Kevin shared that they were not overly happy about that idea.

If split evenly it would be \$3,448.75 per town.

Kevin noted that if the actual cost comes in less then shares would be different.

Will made a motion to approach these towns with these rates based on actual cost per capita per town. Wayne seconded. Motion passed 4-0 with Jim abstaining.

Other – Bruce wanted to touch base on the possibility of the UVM engineering study. He has been in touch with John Lens, who recommended following the State reports to get an engineering to assess the Dam and that the students might be able to assist. Bruce said he spoke with Will and were interested in inviting John to attend the next meeting to discuss. Paul’s question was if they didn’t want the students here without the engineering done, which we don’t have any funding allocated to. If he is willing to come understanding that. There are some other studies he might be able to help with. Will said Duane commented that some of the Better Roads grants are more favorable with reports, even if students. Bruce and Stephanie will communicate on reaching out to John Lens about any interest he has in attending. Paul was clear that the Town is not committing to an engineering study at this point.

13. New Business

14. Adjourn

In closing, Jim said this his last regular meeting – it’s been a pleasure.

Steve commented that he has done a great job for the Town as Board chair, fire chief and constable, and all of his roles and he hopes to get him back on the Board in the future! Ditto from all of the Board members.

Paul made a motion to adjourn. Will second. Motion passed with all in favor. Meeting was adjourned at 8 p.m.