

TOWN OF LONDONDERRY, VERMONT

PLANNING COMMISSION MEETING MINUTES  
NOVEMBER 24, 2025

100 OLD SCHOOL STREET  
SOUTH LONDONDERRY, VERMONT 05155

PLANNING COMMISSION MEMBERS PRESENT: Jennifer Greenfield-Chair, Brent Bammarito- Vice Chair, Pamela J. Spaulding-Clerk, Stephen L. Twitchell.

PLANNING COMMISSION MEMBERS ABSENT: Trevor Powers

TOWN OFFICIALS PRESENT: William Goodwin-Zoning Adminisnistrator

Patty Eisenhaur-Housing Commission Chair by ZOOM

CITIZENS: Dominque Boutin by ZOOM

1. CALL MEETING TO ORDER:

A quorum being present, the Planning Commission of Londonderry, VT was called to order at 6 P.M. by Jennifer Greenfield, Chair.

2. ADDITIONS/DELETIONS TO THE AGENDA:

Pam noted that the minutes to be approved are those of 11/10/2025 not 10/13/2025.

3. MINUTES APPROVAL: 11/10/2025

Brent moved to to accept minutes of 11/10/2025. Steve seconded and the motion passed unanimously.

4. ANNOUNCEMENTS/CORRESPONDENCE:

Pam mentioned an e-mail she had received from VLCT with one item being of particular interest. She will email that to the members of the commission. Patty requested to be included in that e-mail.

Pam reminded commission of the WRC Town Plan Hearing on December 4<sup>th</sup> at 4 P.M. via ZOOM with the Executive Session on December 9<sup>th</sup>.

5. VISITORS/CONCERNED CITIZENS:

Patty, Housing Commission Chair, is waiting to hear from the wastewater committee in regards to finding out the rational about having 1 acre lots in the residential area versus ½ acre. It was mentioned that wastewater is keeping space for new construction in Phase 2. Will would need to see the state permit regarding septic systems before approving new construction. Patty mentioned that the owner of the Hearthstone Village is interested in hooking up to the wastewater system in Phase 2 so more development could be developed at that location.

6. OLD BUSINESS:

a. FINAL REVIEW OF BY-LAWS:

Will and Commission reviewed the final changes to the By-Laws with a change on page 12 to include 3 consecutive days limit for garage sales, etc. Will needs to update the By-Laws with the Flood Ways/River Corridor information from last meeting. The “discussion focused on reviewing and discussing updates to zoning regulations, including changes to setback requirements, permitted structures, and temporary uses, with the Planning Commission agreeing to maintain certain setback requirements and allow accessory structures.”

b. FINALIZE/ASSIGN RESPONSIBILITY FOR NOTIFICATION OF BY-LAWS:

Because of the need to place notification of a Public Hearing in the Vermont Journal within 15 days of the meeting, the notification has to be sent this Friday. Pam read from the Statute that “the chair of the planning commission of each abutting municipality, the executive director of the regional planning commission, the Department of Housing and Community Development with the Agency of Commerce and Community Development” need to be sent copies. It was also decided to send copies to the members of the Selectboard at the same time. Waiting until the week of the 8<sup>th</sup> for notifications to occur would not fall within the 15 day limit. Will very generously volunteered to notify all those required to be notified, including notifying the Vermont Journal this Friday.

c. TOWN WEBSITE UPDATE; PC PAGE

Pam reported that the e-mail addresses had already been added prior to her being able to notify the Town Administrator. After a short discussion it was decided not to change this. Will reported that the individual committees/commissions would be responsible for updating their portion of the website. The Planning Commission had not been at any of the trainings so would have to be shown how to do this.

7. NEW BUSINESS:

a. BUDGET:

Pam and Jen met with Tina and Aileen regarding the Planning Commission’s budget for the fiscal year ‘26-‘27. We were able to present a budget that is \$200.00 less than the ‘25-‘26 budget. The budget still has to be approved by the Selectboard. Pam mentioned that she had emailed Tina for some clarification of where the monies that are not spent go. Those monies go to the General Surplus fund. So, the stipend for the fiscal year ‘24-‘25 went to the General Surplus Fund. The Municipal Planning Grant of \$3000.00 is so that if the Commission puts in for a Municipal Planning Grant there is the matching amount of money that is required. The Water Supply/Wastewater item is because the Planning Commission was the originator of that project. W-9 forms were handed out so Tina could pay the stipends in December. It would be up to the individual to make a donation if so desired.

b. VLCT TRAINING:

Pam mentioned that we can get more training through the VLCT. The cost involved is approximately \$245.00. Jen is to reach out to them to see about their availability. Brent suggested that we could invite others to this meeting. It would be beneficial if the VLCT could do their presentation on our regularly scheduled meeting day and time but in order to accommodate them we may have to have a special meeting. If they can do it on our regular meeting day but at an earlier time we would still have to warn a special meeting.

8. COMMITTEES:

The STR committee will resume meetings soon. Pam noted that the Selectboard had been notified by the Town Attorney that it may be beneficial to create an appeals board.

9. ADJOURN:

Pam made the motion to adjourn. Brent seconded and the motion passed unanimously. The meeting was adjourned at 7:23 P.M.

Respectfully submitted,

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Pamela J. Spaulding  
Clerk

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Jennifer Greenfield  
Chair

Remote Information:  
web: <https://us02web.zoom.us/j/87264010470>  
Meeting ID: 872 6401 0470