

# Town of Londonderry, Vermont

## Selectboard Meeting Agenda

Monday, January 20, 2025 – 6:00 PM

139 Middletown Road, South Londonderry, VT 05155

1. Call Meeting to Order
2. Additions or Deletions to the Agenda [1 VSA 312(d)(3)(A)]
3. Minutes Approval – Meeting(s) of 1/6/2025
4. Selectboard Pay Orders
5. Announcements/Correspondence
6. Visitors and Concerned Citizens
7. Town Officials Business
  - a. Discuss Town Administrator transition planning with VLCT representative
  - b. Mountain Towns Rec. Director – Agreement for bus services for Nordic ski program
  - c. Mountain Towns Rec. Director – Changes to job descriptions
  - d. Local Cannabis Control Commission – Consider VT Cannabis Control Board permit S-000011054, for a retail cannabis establishment renewal on parcel #1002007.000.
  - e. Town Treasurer – Review FY2024 Town Audit
8. Transfer Station/Solid Waste Management
  - a. Updates
9. Roads and Bridges
  - a. Updates
  - b. Annual VTrans Certificate of Highway Mileage [19 VSA 305(b)]
  - c. Discuss special weight limits for highways and bridges [23 VSA 1400b & 1400c]
  - d. Spring Hill Road Culvert Project – Consider engineering contract amendment
10. Old Business
  - a. Review and approve Annual Town Meeting Warning
  - b. Review and approve proposed FY2026 Budget
  - c. Consider resignations from public bodies
  - d. Discuss Village Wastewater Committee
11. New Business
  - a. Town Office Project – Determine bond repayment terms
  - b. Septage Fields Project – Consider annual PFAS groundwater sampling plan
  - c. Executive Session(s) – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3)
12. Adjourn

***Posted and distributed on January 17, 2025***

Meeting documents will be available at <http://www.londonderryvt.org/town/agendasminutes/> approximately 24 hours before the meeting.

***Live video of meetings available at:***

<https://www.youtube.com/user/GNATaccess>

<https://www.facebook.com/GNATtelevision>

# Town of Londonderry, Vermont

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**Town of Londonderry, Vermont  
Selectboard**

**DRAFT**

Meeting Minutes  
Monday, January 6, 2025 – 6:00 PM  
139 Middletown Road, South Londonderry, VT 05155

**Board members present:** James Ameden, Jr., Thomas Cavanagh, and Martha Dale.

**Board members absent:** James Fleming and Taylor Prouty.

**Town Officials:** Shane O'Keefe, Town Administrator; Allison Marino, Town Clerk; Tina Labeau, Town Treasurer; Sally Hespe, Selectboard Meeting Note Taker; Jeremiah Sund, Town Assessor; Sandra Clark, Lister; Pamela Spaulding, Planning Commissioner; Helen Hamman and Irwin Kuperberg, Londonderry Conservation Commissioners; and Liam Elio, Mountain Towns Recreation Director (arrived at 7:15 p.m.)

**Others in Attendance:** Resident Paul Hendlar and GNAT camera operator Bruce Frauman.

**1. Call Meeting to Order**

Chair Tom Cavanagh called the meeting to order at 6 p.m.

**2. Additions or Deletions to the Agenda** [1 VSA 312(d)(3)(A)]

*James Ameden moved to add to the New Business part of the agenda, as the last order of business, a discussion on the process of hiring officials for recreational sporting events, which may include an executive session to consider the appointment or employment of a public employee, pursuant to Title 1 V.S.A. Section 313(a)(3), seconded by Martha Dale. The motion passed unanimously.*

**3. Minutes Approval – Meeting of 12/16/2024**

*Martha Dale moved to approve the minutes of the Selectboard meeting of 12/16/24, seconded by James Ameden. The motion passed unanimously.*

**4. Selectboard Pay Orders**

*Martha Dale moved to approve the pay orders for payroll and accounts payable, seconded by James Ameden. The motion passed unanimously.*

**5. Announcements/Correspondence**

Town Administrator Shane O'Keefe made the following announcement:

- The Town Audit for Fiscal 2024 will be on the next meeting agenda, and an electronic version will be available.

O'Keefe noted the following correspondence was included in the meeting packet:

- An update letter from the Community Fund for Londonderry, dated 12/23/2024, on use of ARPA funds and its other town initiatives.
- Copy of Town's group net metering registration form submitted to the VT Public Utility Commission in support of the Town Office solar panel array.
- Resident request to remove the Brophy Lane "Bridge Out" warning sign. This will be discussed at next meeting when Road Foreman Josh Dryden should be present.
- Catering requests from Ski Magic, LLC for events at Magic Mountain.

Town Clerk Allison Marino made the following announcement:

- Dog licenses are now available with new pricing.

## **6. Visitors and Concerned Citizens**

None.

## **7. Town Officials Business**

### **a. Board of Listers/Assessor – Discuss results of the 2024 Equalization Study**

Town Assessor Jeremiah Sund presented results from the State's Property Valuation and Review 2024 Equalization Study. As a result of Act 183, the State has adopted a new methodology to adjust property tax rates statewide.

Martha Dale asked how Londonderry compares to other cities and towns in Vermont, and Sund said Londonderry is similar to neighboring towns. Sund believes the new methodology will ultimately be to the Town's advantage.

### **b. Board of Listers – Appoint new Lister to fill vacancy**

Lister vacancy was posted on 12/2/24 after the resignation of Lister DeGiorno. No one has expressed interest in the position to date.

### **c. Board of Listers/Assessor – Discuss proposal to restructure the Board of Listers**

Shane O'Keefe discussed the several scenarios available to incorporate the roles of Lister and Assessor: 1) Board of Listers only; 2) Active Lister Board with Contracted Assessor; 3) Assessor with Listers doing only essential responsibilities; or 4) the Town could vote at Town Meeting to do away with Board of Listers entirely. Each option offers pros and cons as detailed in the meeting packet materials.

Jeremiah Lund, current Town Assessor, reported that he originally thought that the Town Assessor could act and operate as Lister. After talking to several district administrators for the Vermont Department of Taxes, this does not seem like an available option in Londonderry. The Assessor's office is currently operating as option #2.

**d. Planning Commission – Discuss budget matter**

Pamela J. Spaulding of the Planning Commission explained the Commission's recent budget request. The Commission voted to not accept the stipend of \$4,200 for fiscal year '24 – '25 and proposed using these funds for the purchase of chairs for the balcony of the Town Hall, with one plaque to read "In Recognition of the Town Hall Renovation Committee 2024." The Board agreed that the best way to transfer the funds was to put the money into the Reserve Fund and a motion will be proposed for the Board to vote on at the next meeting.

The Planning Commission further requested that the \$4,200 stipend for the '25 – '26 fiscal year be reduced to \$3,000 and the \$1,200 difference be divided between Education and Communication for the Planning Commission. Specifically, the commission would like to compensate the individual who assists with IT and Zoom meetings and also get note taking assistance for Planning Commission meetings.

**8. Transfer Station/Solid Waste Management**

**a. Updates**

The punch card vending machine has been retrofitted to work, but operation is still waiting on approval from the credit card processing company.

**9. Roads and Bridges**

**a. Updates**

No one present to give updates.

**b. Better Roads Road Erosion Inventory – Ratify filing of Letter of Intent**

The Town received a reminder notice to file for State of Vermont Better Roads Program, and Shane O'Keefe filed paperwork in order to meet the program deadline. He is now asking for ratification of the submission of the Letter of Intent.

*James Ameden moved to ratify the submittal of a Letter of Intent for participation in the FY2025 Better Roads Program, seconded by Martha Dale. The motion passed unanimously.*

**10. Old Business**

**a. Consider Code of Ethics Investigation and Enforcement Ordinance/Policy**

Recent guidance received from the Vermont League of Cities and Towns indicates towns are now required to adopt an ethics ordinance. The Code of Ethics previously approved by the Board would be overridden by a new ordinance which will follow the same layout as other Town ordinances. Shane O'Keefe provided a draft ordinance in the meeting packet and will handle required public notice if the ordinance is adopted.

*Martha Dale moved to adopt the Code of Ethics Investigation and Enforcement Ordinance as presented, such amendment to take effect after 60 days unless a*

***petition is filed as provided for under 24 V.S.A. § 1973(b).*** seconded by James Amaden. The ***motion passed*** unanimously.

The ordinance as adopted is included as an addendum to these minutes.

**b. Recommendation on the future of the Williams Dam**

The future of the Williams dam has not been discussed since the August 19, 2024 Board Meeting, and Shane O'Keefe suggesting revisiting the issue now. If the dam is removed, other options for a water supply for the fire department will need to be explored. The Board will reach out to Todd Dale, an individual who assists communities with firefighting water supply needs, to advise on alternatives to the Mill Pond, including a dry hydrant and/or a cistern.

The Board will also reach out to Scott Jensen, River Management Engineer at the Vermont Agency of Natural Resources (ANR), for input. Jensen indicated earlier that it was unlikely that the State would issue a permit to dredge the pond as the State denied a similar request from the Town of Weston. The Board will also reach out to the Town of Wilmington, which installed a cistern for firefighting needs.

Money is currently available from the State for dam removal, but time to access these funds is running out. It was agreed to gather information from all sides and present at the first February Board meeting.

**c. Appoint member(s) to the Long-term Community Recovery Committee**

Helen Hamman, of the Londonderry Conservation Commission, applied to serve on the Long-term Community Recovery Committee. It was agreed that if Hamman is unable to attend a meeting, an alternate from the Conservation Commission can attend in her place. The Committee will meet 1 -2 times per month for 8 months, with the next meeting scheduled for 1/16/25 at 4:30 p.m.

***Martha Dale moved to appoint Helen Hamman to the Long-term Community Recovery Committee, to serve a term to 12/16/2025,*** seconded by James Amaden. The ***motion passed*** unanimously.

**d. Town Office Renovations – Consider change order(s)**

The original renovation plan for the Town Office included insulating the basement and attic levels, but not the entire building wall system. As the project nears completion, it was noted that air was escaping on the first floor. The contractor proposed several options to insulate the first floor, O'Keefe noted, and Efficiency Vermont was approached for help with the additional cost, but they are unable to assist.

Engineer Chris Cole recommended 2-inch spray foam installation for \$19,894, which would pay for itself over the lifetime of building. A portion of the cost would be offset by contractor credits for floor outlets and built-in shelving which were determined to not be necessary.

The IT consultant, Pete Smith, is also looking at potential data wiring issues and will submit a quote to finish the IT work.

*Martha Dale moved to authorize a change order for the Town Office Renovation Project to address the need to install additional insulation at a cost of \$19,894, and to acknowledge a change order credit of \$1,108 due to not installing floor outlets in the Clerk/Treasurer's Office, and to authorize the Town Administrator to execute any documents necessary to implement these change orders, seconded by James Ameden. The motion passed unanimously.*

## **11. New Business**

### **a. Consider request to use Town Hall**

The Windham Regional Commission requested to utilize Town Hall for a public meeting on the revised regional plan. This is part of effort by the Commission to present the plan to various communities in the region. O'Keefe recommended that the Town should waive fees for the use of Town Hall, but still require insurance.

*James Ameden moved to authorize use of the Town Hall meeting room by the Windham Regional Commission on the evening of 2/13/2024 for a public meeting on the draft Windham Regional Plan update, to waive applicable fees, and to authorize the Town Administrator to sign the required facility use agreement on behalf of the Town, seconded by Martha Dale. The motion passed unanimously.*

### **b. Review and discuss proposed FY2026 Budget**

The Town Treasurer, Tina Labeau stated that there are still some budget items that need to be tweaked, including amounts for maintenance of the renovated Town Office. Labeau proposed that the budget can be reviewed line by line at the next Board Meeting. Initial estimates show the tax rate will be up approximately 4 cent assuming the existing Grant List.

Resident Helen Hamman asked if funding for a 2-year conservation study by UVM student was included in the budget. Labeau confirmed there is a line item for the Field Naturalist Program.

The budget must be approved by 1/20/2025, so the Board will hold a special meeting next week to review the budget and will request Doug Friant, Town Moderator, attend the meeting.

### **c. Review draft of Town Meeting Warning**

First draft of the Town Meeting Warning was reviewed and several changes were discussed.

**d. Discuss Town Administrator recruitment process**

Initial interviews with 4 candidates will be conducted tomorrow by Tom Cavanagh and Martha Dale. Dale outlined the questions that would be asked:

- Can you provide a thumbnail sketch of your background?
- Why do you think you're a good fit for this position?
- Can you provide examples of team work, grantsmanship and attention to detail?
- What do you think are challenges for Londonderry?
- How do you work with supervisors?
- How do you drive consensus?

O'Keefe shared guidance from the Vermont League of Cities and Town on questions that cannot be asked in interviews.

**e. Discuss process for hiring officials for recreational sporting events**

Liam Elio, Mountain Towns Recreation Director, reported that there is one referee who needs to be paid by check as they do not have a bank account to accept direct deposits. Treasurer Tina Labeau said the Town will switch from paying referees by direct deposit to paying by checks.

Referees would be Town employees and therefore should be hired by the Selectboard. The Recreation Director requested the ability to hire referees for the season for all the Mountain Towns. In order to do this, the Recreation Director's job description will be changed to include the ability to hire and dismiss referees, court monitors, umpires, and other seasonal employees. O'Keefe and Elio will work together to define the boundaries of the newly delegated authority. The Board will vote on the new job description at the next meeting and vote separately on a set of defined rates for referees and other employees the Recreation Director will hire.

The Board also agreed to hold a one-year performance review for the Mountain Towns Recreation Director in the near future.

**12. Adjourn**

*Martha Dale moved to adjourn the meeting at 7:27 pm p.m., seconded by James Ameden. The motion passed unanimously.*

Respectfully Submitted,

Sally Hespe  
Town Minute Taker

Approved January 20, 2025

LONDONDERRY SELECTBOARD

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Thomas Cavanagh, Chair

ADDENDUM

**CODE OF ETHICS INVESTIGATION AND ENFORCEMENT ORDINANCE**  
**Town of Londonderry, Vermont**

**ARTICLE 1. AUTHORITY.** Under authority granted in 24 V.S.A. § 1997, and other such general enactments as may be material hereto, it is hereby ordained by the Selectboard of the Town of Londonderry that the following ordinance regarding ethics investigation and enforcement within the town (which may also be referred to as the "Municipal Ethics Code" or "Municipal Ethics Ordinance") is adopted for the Town of Londonderry, Vermont.

**ARTICLE 2. PURPOSE.** The purpose of this Ordinance is to enact procedures for the investigation of complaints that allege a municipal officer of the Town of Londonderry (the "Town") has violated Vermont's Municipal Code of Ethics and the enforcement in instances of substantiated complaints, including methods of enforcement and available remedies.

**ARTICLE 3. DEFINITIONS.**

- A. **"Designated Complaint Recipient"** means the municipal officer or body designated to receive complaints alleging violations of the Municipal Code of Ethics.
- B. **"Municipal Code of Ethics"** means the municipal ethics framework in Vermont established by Act 171 (H.875) of 2024.
- C. **"Municipal Ethics Complaint"** means a complaint against a "Municipal Officer" or "Officer" alleging a violation of the Municipal Code of Ethics.
- D. **"Municipal Officer" or "Officer"** means:
  - 1. any member of the Londonderry Selectboard;
  - 2. any member of a quasi-judicial body of the Town; or
  - 3. any individual who holds the position of, or exercises the function of, any of the following positions in or on behalf of the Town:
    - a. auditor;
    - b. cemetery commissioner;
    - c. chief administrative officer, or Town Administrator;
    - d. clerk;
    - e. collector of delinquent taxes;
    - f. department heads;
    - g. first or second constable;
    - h. lister or assessor;
    - i. moderator;
    - j. planning commission member;
    - k. road commissioner;
    - l. treasurer;
    - m. trustee of public funds.
- E. **"Public body"** means any board, council, or commission of the Town, any board, council, or commission of any agency, authority, or instrumentality of the Town, or

any committee or subcommittee of any of the foregoing boards, councils, or commissions.

**ARTICLE 4. RESERVED.**

**ARTICLE 5. COMPLAINTS.**

- A. Any member of the general public may make a Municipal Ethics Complaint including any person elected, appointed, or employed by the Municipality.
- B. All Municipal Ethics Complaints must be directed to the Designated Complaint Recipient.
- C. The Designated Complaint Recipient will conduct a prompt, thorough, and impartial investigation of all Municipal Ethics Complaint, and confidentiality will be protected to the extent possible.
- D. Municipal Ethics Complaints against the Designated Complaint Recipient must be directed to the Chair of the Selectboard.
- E. No person will be adversely affected in either their volunteer or employment status with the Municipality as a result of bringing a Municipal Ethics Complaint.

**ARTICLE 6. ENFORCEMENT.** If the Designated Complaint Recipient, or the Selectboard Chair in the case of a Municipal Complaint brought against the Designated Complaint Recipient, determines that a violation of the Municipal Code of Ethics has occurred, the Selectboard Chair will take immediate and appropriate corrective action. Municipal Officers who are found to have violated the Municipal Code of Ethics may face the following disciplinary action:

- A. **Enforcement Against Elected Officers.** In cases in which the Municipal Officer holds elected office, the Selectboard may, in its discretion, take any of the following disciplinary actions against such an elected officer as it deems appropriate:
  - 1. The Chair of the Selectboard may meet informally with the Municipal Officer to discuss the Municipal Code of Ethics violation. This will not take place in situations where the Selectboard Chair and the Municipal Officer together constitute a quorum of a public body.
  - 2. The Selectboard may meet to discuss the conduct of the Municipal Officer. Executive session may be used for such discussion in accordance with V.S.A. § 313(a)(4). The Municipal Officer may request that this meeting occur in public. If appropriate, the Selectboard may admonish the offending Municipal Officer in private.
  - 3. The Selectboard may admonish the offending Municipal Officer at an open meeting and reflect this action in the minutes of the meeting. The Municipal Officer will be given the opportunity to respond to the admonishment.
  - 4. Upon majority vote in an open meeting, the Selectboard may request (but not order) that the offending Municipal Officer resign from their office.
- B. **Enforcement Against Appointed Officers.** In cases in which the Municipal Officer holds appointed office, the Selectboard may choose to follow any of the steps articulated in Section 6.A. In addition to, or in lieu of any of those steps, the

Selectboard may choose to remove an appointed Municipal Officer from office, subject to state law.

C. **Enforcement Against Employees.** In cases in which the Municipal Officer is also an employee of the Municipality, the Selectboard Chair may take any disciplinary action, up to and including termination, in accordance with the Town's personnel policy.

**SECTION 7. APPEALS.** A decision of the Selectboard may be reviewable by the Vermont Superior Court pursuant to Rule 75 of the VT Rules of Civil Procedure. An enforcement action taken against an employee may be appealed in accordance with the Town's personnel policy.

**SECTION 8. OTHER LAWS.** This ordinance is in addition to all other ordinances of the Town and all applicable laws of the State of Vermont. All ordinances or parts of ordinances, resolutions, regulations, policies, or other documents inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

**ARTICLE 9. SEVERABILITY.** The provisions of this ordinance are declared to be severable and if any provisions hereof be adjudged invalid such judgment shall not affect the validity of any other provisions. If any statute referred to in this ordinance is amended, this ordinance will be deemed to refer to such amended statute.

**ARTICLE 10. PUBLICATION AND POSTING.** This Ordinance and any subsequent amendment of this ordinance, or a concise summary thereof, shall be published in a newspaper of general circulation in Londonderry, within fourteen (14) days of its adoption, and shall be filed with the Town Clerk and posted at five (5) conspicuous places within the community.

**ARTICLE 11. RIGHT OF PETITION.** Notice is hereby given of the right to petition for a permissive referendum vote on this ordinance at an annual or special meeting as provided for in 24 V.S.A. § 1973. Such petition for a permissive referendum must be signed by not less than five (5) percent of the qualified voters of the Town of Londonderry and shall be presented to the Selectboard or the Town Clerk within forty-four (44) days following the date of adoption.

**ARTICLE 12. EFFECTIVE DATE.** Unless a petition is filed in accordance with 24 V.S.A. § 1973, the Ordinance shall become effective sixty (60) days after its adoption.

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**Town of Londonderry, Vermont  
Selectboard**

**DRAFT 2**

**Special Meeting Minutes**

**Monday, January 13, 2025**

**Londonderry Town Hall – 139 Middletown Road, South Londonderry, VT**

**Board members present:** Thomas Cavanagh, Martha Dale, and James Ameden, Jr.~~Jim Fleming, Melissa Brown, and Taylor Prouty.~~

**Board members absent:** James Fleming and Taylor Prouty.

**Town Officials:** Town Administrator Shane O’Keefe, Town Treasurer Tina Labeau, Town Clerk Allison Marino, and Housing Commission chair Patty Eisenhaur (via phone at 4:50 PM).

**Others in Attendance:** Residents William Sinsigalli, Barry Randell and James Wilbur, and GNAT camera operator Bruce Frauman.

**1. Call meeting to order**

Selectboard Chair Tom Cavanagh called the meeting to order at 4:02 PM.

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

[1 VSA 312(d)(3)(A)]

None.

**3. Selectboard Pay Orders**

*James Ameden moved to approve the pay orders for payroll, seconded by Martha Dale. The motion passed unanimously.*

**4. Old Business**

**a. Review and discuss proposed FY2026 Budget**

Tina Labeau reviewed the proposed revenue and expense budgets for fiscal year 2026 with the Board members line-by-line. The General Fund expense budget in the draft presented showed an increase from \$2,795,959 to \$3,090,067, or 10.52%. Projected revenues other than property taxes increase from \$978,260 to 1,066,524, or 9.92%.

There was back and forth discussion and explanations on a number of the budget lines between the Board and staff.

Barry Randell expressed concern with several revenue and budget matters, noting that there have been budget increases year-over-year and few decreases. He recommended that the Board explore expenditure decreases.

Jim Wilbur spoke in favor of the budgeting for and operations of the Highway Department.

Labeau explained that if all appropriations and the budget were to be approved as presented, tax revenues would increase from \$2,536,496 to \$2,740,887, a difference of \$305,991 or 8.06%. Bill Sinsigalli noted that after subtracting the critical increases for the equipment

reserve, trash hauling, Champion Fire contribution and debt service, the tax increase would be approximately 3%.

There was discussion about the various reserve funds, and Labeau noted that they are accounted for in the Town report. Wilbur explained the basis for the Town having established reserve funds to help ensure funds are available for emergencies and to help avoid peaks and valleys in the annual budget.

Adjustments will be made to the proposed budget for review and approval at the next regular meeting.

**b. Review draft of Town Meeting Warning**

Shane O'Keefe reviewed the draft Town Meeting Warning with the Board members, noting changes from the previous version, including adding the election of a Lister to fill a vacancy, changes to the list of social service appropriations, and refinements to the language of several articles from the Town Attorney.

The warning included a \$20,000 allocation to the Pingree Park Reserve Fund, as requested by the Parks Board, which would be moved to earlier in the warning to better align with other reserve fund allocations.

Regarding the article proposed by the Housing Commission whereby all or a portion of revenues from local option taxes would go to the Community Economic Improvement Reserve Fund, the Board was waiting to hear what percentage was being recommended by the Commission. It was noted that O'Keefe had reached out to all Vermont communities with local option taxes to determine how they were spending these funds, and has distributed this information to the Housing Commission. Patty Eisenhaur stated that the Commission recommends that 100% of the local option taxes be allocated to the reserve fund.

Randell stated that local option taxes should be used to lower property taxes.

Eisenhaur clarified that the local option taxes, if they are allocated to the Community Economic Improvement, would be available for other community improvement matters in addition to housing. The Board members agreed to wait for the next meeting, when a full Board is likely to be in attendance, to make a decision on what percentage to include in the article.

**c. Discuss Town Administrator recruitment process**

Tom Cavanagh explained that he and Martha Dale had interviewed three out of four of the candidates, with O'Keefe in attendance as a resource, and noted that one of the candidates scheduled to be interviewed had to cancel.

The Board discussed when to interview the candidates, and it was agreed that a special meeting later the following week would be held to do this.

O'Keefe explained that Kathleen Ramsey of the Vermont League of Cities and Town was available to speak with the Board over the phone to discuss the onboarding services that they have offered to the Town. The Board decided that she should be invited to attend the next regular meeting in person.

**5. New Business**

**a. Long-term Community Recovery Committee – Public meeting advertisement**

Tom Cavanagh explained that the Long-term Community Recovery Committee would be holding a community listening session at the Town Hall on 1/25/2025 from 9:30 AM to 11:30 AM to get input from the community. He mentioned that the Committee was planning to send out a postcard mailer to all post office boxes in the community advertising the listening session, which would cost no more than \$1,000. Board members were in favor of this effort.

**6. Adjourn**

*James Ameden moved to adjourn the meeting, seconded by Martha Dale. The motion passed unanimously.*

The meeting adjourned at 5:51 PM. The next regular meeting of the Selectboard is scheduled for 1/20/2025.

Respectfully Submitted,

Shane O'Keefe  
Town Administrator

*Approved January 20, 2025.*

**LONDONDERRY SELECTBOARD**

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Thomas Cavanagh, Chair

**Shane O'Keefe**

**From:** Kathleen Ramsay <kramsay@vlct.org>  
**Sent:** Wednesday, December 18, 2024 4:50 PM  
**To:** Shane O'Keefe  
**Subject:** Re: Town Administrator transition support pilot project

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Fantastic news all around - both on moving forward with the transition assistance and interviewing four candidates!

As far as the next steps, the Selectboard's vote to move forward with the pilot project is all that is needed to get started. Since the plan and scope of assistance will vary based on the selected candidate, should we plan to meet after the hiring decision is made, or should we do some initial strategizing before that? I'm open to suggestions on the approach!

If you'd like to discuss timing/approach further, we could meet via Teams. Otherwise, I'll plan on following up with you for an update on the initial interviews and timeline early in the first week of January.

Additionally, having had some experience with hiring administrative staff, including supporting Selectboards during the recruitment process for Town Administrators/Managers when I transitioned to other roles, I'm available as a resource to you and the Board if you have questions or ideas that you'd like to discuss during the hiring process.

Thanks again and Happy Holidays if we don't touch base before then!

Kathleen

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**From:** Shane O'Keefe <townadmin@londonderryvt.org>  
**Sent:** Tuesday, December 17, 2024 5:39 PM  
**To:** Kathleen Ramsay <kramsay@vlct.org>  
**Cc:** Tom Cavanagh <T.CAVANAGH@londonderryvt.org>  
**Subject:** Town Administrator transition support pilot project

**CAUTION: This email originated from outside of VLCT's email system. Maintain caution when opening external links/attachments**

Hello Kathleen,

Last evening the Londonderry Selectboard reviewed the materials you provided and enthusiastically voted “*to participate in the Vermont League of Cities and Towns’ proposed pilot program for assisting with transition to a new Town Administrator*”. Are there next steps we can take to move forward on this?

FYI, the Board reviewed application materials from six individuals and has decided to have two Board members conduct initial interviews with four of them.

Shane

Shane P. O'Keefe, Town Administrator

Town of Londonderry, Vermont  
100 Old School Street  
South Londonderry, VT 05155  
802-824-3356, ext. 5

Please note that this email message, along with any response or reply, may be considered a public record, and thus, subject to disclosure under the Vermont Public Records Law (1 V.S.A. 315-320).

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**From:** Kathleen Ramsay <[kramsay@vlct.org](mailto:kramsay@vlct.org)>  
**Sent:** Friday, December 13, 2024 8:25 AM  
**To:** Shane O'Keefe <[townadmin@londonderryvt.org](mailto:townadmin@londonderryvt.org)>  
**Cc:** Tom Cavanagh <[T.CAVANAGH@londonderryvt.org](mailto:T.CAVANAGH@londonderryvt.org)>  
**Subject:** Re: Hello!

You don't often get email from [kramsay@vlct.org](mailto:kramsay@vlct.org). [Learn why this is important](#)

Hi Shane and Tom,

I have attached early drafts of several documents I'm working on for the administrator transition support pilot project — a cover letter and menu of transition support activities - for your review and comment, please. Remember, these documents are early drafts, so I'll be working on refining & polishing them!

I also attached two documents from VLCT's Hiring Tool Kit just FYI.

Please let me know if you would like to discuss this project further. Many, many thanks and Happy Holidays!

Kathleen



**Kathleen Ramsay**  
*Municipal Operations Specialist*  
**Vermont League of Cities & Towns**  
89 Main St. Suite 4, Montpelier, VT 05602  
Direct: 802-262-1912  
Cell: 802-989-4704  
[kramsay@vlct.org](mailto:kramsay@vlct.org)  
[VLCT.ORG](http://VLCT.ORG)

*Coaching & Support for Municipal Leaders*

[Book time with Kathleen Ramsay](#)

## 7.a.2

### Londonderry Pilot Project – DRAFT 1

On behalf of Vermont League of Cities & Towns' Municipal Operations Support Team, I am pleased to submit the outline of a pilot project proposal for facilitating a successful leadership transition from your accomplished retiring Town Administrator, Shane O'Keefe to your next Town Administrator.

As you may know, after serving as a manager or administrator in several small- and medium-sized Towns, in October, I began a new role with VLCT as a Municipal Operations Specialist, a position funded by the USDA to help flood impacted municipalities address the fundamentals that help them respond to disasters -- finance, administration and operations.

Since Town Administrators are key to local government resilience, one component of the Municipal Operations Support Team's action plan is to work with Selectboards to provide onboarding, coaching and support for towns hiring their first administrator and during leadership transitions. The concept is to help municipalities support and retain new-to-the-profession administrators as they transition from the private sector or college and experienced administrators moving to Vermont or up to a larger community.

As the level of support will vary depending on the prior experience of the candidate selected, I suggest a meeting with representatives of the Selectboard and Shane to review the Town's transition plan and develop a detailed scope of work tailored to the needs of the Town once the new Town Administrator is hired.

Please let me know if you are interested in discussing this pilot project proposal further – my contact information is provided below.

Thank you for your consideration.



**Kathleen Ramsay**

*Municipal Operations Specialist*

**Vermont League of Cities & Towns**

89 Main St. Suite 4, Montpelier, VT 05602

Direct: 802-262-1912

Cell: 802-989-4704

[kramsay@vlct.org](mailto:kramsay@vlct.org)

[VLCT.ORG](http://VLCT.ORG)

*Coaching & Support for Municipal Leaders*

[\*Book time with Kathleen Ramsay\*](#)

**Menu of VLCT Municipal Operations Transition Support Activities**  
**December 2024**  
**DRAFT**

While we anticipate that an experienced municipal administrator will require less support, a rough outline of a full scope of work, which we can easily scale based on the needs of the Town and the new Administrator, would include:

- **Develop a Draft Transition Plan with Current Town Administrator.** Meet with the current Administrator to review the next steps, timeline, challenges and opportunities associated with work-in-progress and upcoming projects; review how to prepare Selectboard packets and prepare for Town Meeting; and review operating structure. Prepare a draft leadership transition plan document. Review/refine with Town Administrator.
- **Review/Refine Draft Transition Plan with Selectboard (or representatives of the Selectboard).** Revise/finalize transition plan document based on input from the Selectboard/Selectboard Representatives.
- **Assist with Onboarding new Town Administrator.** (see new hire checklist attached).
- **Coaching & Support Check-Ins.** Scheduled check-ins with the new Town Administrator.



## Important Steps to Hiring Well

The best way to prevent employment-related problems is to hire well in the first place. Finding the right person can take some planning and patience, yet is always worth the time and effort. In addition to the obvious benefit of gaining a well-qualified individual to do the work, a strong hiring process can boost employee morale and productivity.

**Start with knowing what you need in a candidate.** That may sound obvious, but hiring managers or committees sometimes lack clarity and then waste valuable interview time discovering what they don't want. In advance of the search, consider the qualifications that have made others successful in this role. Take the time to carefully review and update the job description so it accurately identifies the job's responsibilities, qualifications, and essential physical demands. An accurate job description supports several steps within an effective recruitment process.

**Consider the point of view of those you wish to attract.** The recruitment process is a two-way street, and potential candidates will evaluate your municipality just as much as you evaluate them. Following are some key steps that can help you create a hiring process that is smooth and successful. *Important note: If your municipality has a personnel policy or collective bargaining agreement that includes hiring steps and requirements, be sure to follow those carefully.*

**Plan ahead to ensure consistency.** Treat applicants in a consistent and non-discriminatory manner by following the same steps for all. Larger municipalities may use an electronic Applicant Tracking System (ATS) to help manage applications and the search process. When planning, it helps to decide upon the steps and who will be responsible for carrying out specific tasks. Examples of planning questions to ask include:

- What is the appropriate pay range?
- Who will write job postings and advertisements?
- Which application materials should candidates submit?
- Who will receive and track the applications?
- Who will communicate with applicants at various stages of the search process?
- How will applicants be ranked and selected for interviews?
- What is the best interview structure and ideal number of rounds?
- Will there be testing or skill demonstration required, particularly of finalists?
- Who will craft interview questions to be posed of all candidates?
- Who will provide input and who will make the actual hiring decision?
- Who will conduct background and/or reference checks?
- How can all search materials be managed so they remain secure and confidential?

**Attract a pool of well-qualified candidates.** This step begins with an up-to-date job description which accurately identifies job responsibilities and qualifications. Create a compelling and targeted job advertisement by being clear about the position and by touting what makes your municipality



an attractive place to work. Let current employees know about the opening and post it on the municipal website in addition to well-suited online and print venues.

**Communicate with all applicants.** Candidates appreciate knowing that their application has been received. Email is a quick way to send an acknowledgement and thank-you to every applicant. Municipalities often let applicants know the steps and general timing of the search process and apprise them once an individual has been hired. Keep communications with unsuccessful applicants simple and polite. In the case of interviewees, a personal phone call or more tailored rejection letter is most appropriate.

**Screen and interview.** Spreadsheets or other electronic tools help you compare applicant information with the job qualifications. Use the job description as the basis from which to craft lawful, job-related questions. Create a structured format in which all interviewees are asked the same questions. Naturally, the interview plays a critical role in discerning who is well-qualified and apt to succeed within your municipal environment. Additionally, interviews provide an important opportunity to let candidates know why they would want to work for you. In order to glean enough information to make a wise selection decision, consider a second round of interviews, or even a third, if needed.

If a quorum of a legislative body or a duly appointed subcommittee will conduct the interviews, be sure to comply with Vermont's Open Meeting Law. Individuals generally expect that their job application will be kept confidential, especially if they are currently employed. Plan a confidential process so you don't breach that trust.

**Select and verify.** Once you decide whom to hire, always check at least three professional references before extending an offer. Don't rely on reference letters. Phone calls with individuals who have worked directly with the candidate afford the opportunity to frame your questions and ask for more details. As with interview questions, all reference checking questions should be job-related to avoid unlawful discrimination. Under Vermont law, you cannot ask for present salary nor salary history, unless you are verifying information the candidate volunteered on their own.

Make the offer of employment contingent upon the candidate providing relevant transcripts, licenses, or other necessary credentials. For positions that require a Commercial Drivers License (CDL), be sure to follow federal pre-employment drug and alcohol testing requirements. (See the VLCT-PACIF Commercial Motor Vehicle Driver Operations Manual for further information.)

For certain positions, it makes sense to hire a firm to conduct a more in-depth background check before making an offer. When doing so, it is important to follow legal notification and sign-off requirements.

**Be patient.** Aim for a well-qualified second or third choice as a backup plan in case the top candidate rejects your offer. That said, if you have significant doubts about the candidate pool, it is better to leave the position vacant. Hire temporary help, if necessary, while you pause and evaluate your search process for potential improvements, such as pay level or advertising venues. When a first recruitment attempt falls through, a second effort usually succeeds.

## NEW HIRE CHECKLIST

*[Note: This is a SAMPLE list that each municipality should customize as needed.]*

- New hire offer letter or employment contract
- Pre-hire info: dress code, first day procedures, parking, etc.
- CDL – must pass drug test before hire date
- CDL – See Chapter III. Hiring Documents of CMV Operations Manual at
- Set up personnel file and payroll file
- Workspace clean and ready with needed tools and equipment
- Job description
- Work hours, holiday list, pay dates, other important dates
- Legal forms: W-4, W-4 VT, I-9, VT declaration of health coverage
- Direct deposit form – paycheck and expense reimbursements
- Benefits: descriptions, enrollment forms, COBRA info
- Emergency contact form
- Employee handbook/Personnel Policy – sign acknowledgement
- Sexual harassment policy – sign acknowledgement
- Emergency procedures and safety expectations
- Requirement to report all workplace injuries immediately
- Keys, computer, phone, IT equipment
- Equipment/machines training
- Personal protective equipment (PPE), uniforms, clothing, and shoes
- Timekeeping and expense reporting procedures
- Onboarding schedule, including meetings across departments
- Tour of facilities
- Introductions: employees and municipal officials
- Training schedule, including PACIF opportunities
- Benefits enrollments and updated billing reconciliations
- New hire reporting to Vermont DOL within 10 days of hire
- Onboarding plan including first-day welcome, check-ins, feedback, training schedule, meeting with other departments, events, etc.
- Other \_\_\_\_\_

**From:** Recreation Director  
**Sent:** Tuesday, January 14, 2025 1:25 PM  
**To:** Shane O'Keefe  
**Subject:** Agenda Items Please  
**Attachments:** FY25 Town of Londonderry Nordic Ski Club Transporation\_encrypted\_.pdf; parks employee job description.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Shane,

I'd like to add these two items to the agenda for the next selectboard meeting on 1/20/25 please.

1. Agreement between BRSU and ToL for bus services for the Nordic ski program facilitated by MTR and West River.
2. The Parks Board has made minor changes to the job description for the PT seasonal employee position. We would like to get those approved if possible.

Please let me know if you need any more information and thank you.

**LIAM ELIO**  
(he/him)  
**MOUNTAIN TOWNS RECREATION DIRECTOR**  
802.824.3356 ext: 8

DANBY  
DORSET  
LANDGROVE  
LONDONDERRY  
MANCHESTER  
MT. TABOR

**BENNINGTON-RUTLAND SUPERVISORY UNION**  
6378 VT Route 7A  
Sunderland, Vermont 05250-8427  
Phone: 802-362-2452, Fax: 802-362-2455

PAWLET  
PERU  
RUPERT  
SUNDERLAND  
WESTON  
WINHALL

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METTAWEE SCHOOL DISTRICT •• TACONIC AND GREEN REGIONAL SCHOOL DISTRICT •• WINHALL SCHOOL DISTRICT

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**BENNINGTON-RUTLAND SUPERVISORY UNION**  
Transportation Service Agreement

This is an agreement between Bennington-Rutland Supervisory Union (BRSU) and the Town of Londonderry for the transportation of students to and from the Viking Ski Center and Flood Brook School on Mondays, and WildWings and Flood Brook School on Fridays, for winter enrichment programming between December 2024 and April 2025.

The BRSU will invoice the Town of Londonderry the actual costs of services at the end of the school year after all services have been provided.

The BRSU will comply with all state and federal statutes and regulations related to transportation and will provide a copy of its certificate of insurance coverage to the Town of Londonderry upon request.

The transportation of a student shall be deemed to have begun when such student prepares to board the school bus and shall be deemed to have ended when the student has completed alighting from the bus at a reasonably safe place in which to alight in view of the circumstances then prevailing.

This agreement will be in effect from December 2, 2024 through April 30, 2025.

This agreement may be modified or cancelled by either party in writing at any time.

Derek Chalmers  
Derek Chalmers (Jan 7, 2025 08:17 EST)

Derek Chalmers  
Director of Transportation  
Bennington-Rutland Supervisory Union

Liam Elio  
Recreation Director  
Town of Londonderry

Parks Maintenance Employee  
Job Description

**FLSA Status:****Reports To:** Mountain Towns Recreation Director**OBJECTIVE/PURPOSE**

The Londonderry Parks Maintenance employee will be working at the direction of the MT Recreation Director for the purpose of maintaining the grounds and recreation infrastructure at all of Londonderry's Town owned Parks. Work involves significant physical labor, use and maintenance of tools, and maintaining a reliable vehicle and valid driver's license.

Candidates need to be highly motivated, take directions well and cooperate with others.

**WORK HOURS**

This is a part-time, seasonal position which will require flexible days and hours as determined by the MT Rec Director.

**DUTIES AND RESPONSIBILITIES**

- Maintenance of Londonderry Town Park Facilities: Pingree Park, Buxton Park, Williams Park, and Memorial Park  
Maintenance tasks include but are not limited to: Lawn Mowing, Weed whacking, landscaping, trash pick up and removal, picnic table upkeep, dog park facility maintenance, water testing at Memorial Park, checking on porta potty conditions, park trail maintenance, playground repair, woodchip raking, sports facility repairs, maintenance of park signage, tree trimming, picnic pavilion clean up, spring clean-up, fall clean-up, mowing, garden maintenance and assisting the MT Rec director as requested.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Works independently and as a team player.
- Presents positive role modeling through all interactions with the community.
- Communicates effectively.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, ages, abilities, opinions, and perceptions.
- Strives to meet or exceed work goals.
- Solicits and responds to feedback in constructive ways.

**EXPERIENCE AND TRAINING**

- On the job training available.
- Previous grounds maintenance work is a plus.

**FLSA Status:** Exempt

**Reports To:** Mountain Towns Recreation  
Director Advisory Committee

## **OBJECTIVE/PURPOSE**

The Mountain Town Recreation Director will be responsible for establishing a professionally run recreational program that improves the quality, efficacy, and quantity of recreational opportunities for the Towns of Landgrove, Londonderry, Peru, Weston, and Winhall and will serve residents of all ages. The Director will provide leadership, direction, general administrative oversight and facility maintenance of Londonderry Town Parks. Work involves significant community engagement, public involvement with citizens, administrative work and facility maintenance.

Candidates need to be highly motivated, a self-starter, detail oriented, and possess strong organizational and communication skills.

## **WORK HOURS**

This is a full-time year, round position which will require flexible days and hours as programs demand.

## **DUTIES AND RESPONSIBILITIES**

- Administration and maintenance of Londonderry Town Park Facilities: Pingree Park, Buxton Park, Williams Park, and Memorial Park
  - Oversees projects and maintenance schedules for park facilities. Maintenance work may be done by the Recreation Director. Other staff, contractors or volunteers may be engaged in maintenance tasks.
  - Keep track of mileage for reimbursement according to Town policy.
- Administration of Recreational Programs:
  - Included but not limited to soccer, basketball, baseball, and softball.
  - Scheduling practices, games, and officials
  - Coach training
  - Equipment and supplies maintenance and ordering
  - Field and facility prep as needed for events.
  - Registration of participants
  - Outreach to parents
  - Management of insurance policies
- Strategic Planning:
  - Work with advisory committee to develop short- and long-term goals regarding expanding programming to address unmet recreational needs (example: pickleball leagues, summer swim lessons, local summer camps, other adult rec events or leagues)
  - Engage with community stakeholders on program development.
  - Increase community engagement with festivals, gatherings, etc.

## **Town of Londonderry, Vermont**

### **Mountain Towns Recreation Director Job Description**

- Collaborate with other community-based organizations within our mountain towns region allowing for more opportunities for residents to engage with each other and access recreation opportunities.
- Policy Development and Management: Develops, recommends, and oversees the administration of recreation policies and guidelines. Maintains and manages policies and practices within the legal requirements of the towns, states and federal governments.
- Fiscal Management:
  - Plans for and organize fundraisers.
  - Pursues grant funding, sponsorships, etc. to offset program costs.
  - Manages program registration fees.
  - Manages Londonderry Town Parks Budget
- Personnel Management: Develops and maintains a volunteer workforce committed to promoting local recreation. Establishes and maintains an environment conducive to positive morale, quality services, and innovation. Provides for the training in, promotion of, and accountability for safe volunteer practices and working conditions. With regard to recreational activities only, is authorized to hire and dismiss referees, event monitors, umpires and other temporary and/or seasonal employees at compensation rates approved by the Selectboard and in keeping with the Town's Personal Policy, and shall report any such authorized activities to the Selectboard at its next regular meeting.
- Environmental Stewardship: Under policy direction from the Advisory Committee, the Mountain Towns Recreation Director is responsible for the protection of the Town of Londonderry's recreational park lands and facilities.
  - Promotes and develops effective facilities and systems to maximize the public's enjoyment in harmony with environmental protection and stewardship.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Works independently and as a team player.
- Presents positive role modeling through all interactions with the community.
- Communicates effectively both orally and in writing.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, ages, abilities, opinions, and perceptions.
- Demonstrates effective leadership and strategic planning.
- Makes sound judgments and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better participant experience.
- Strives to meet or exceed goals and deliver a high value experience for community members.
- Pursues professional development that enhances job performance and programming.
- Solicits and responds to feedback and self-reflection.
- Implements proposed programs, activities may require considerable flexibility in hours/weekly work schedule.
- Be proficient in conflict management and de-escalation strategies.
- Have basic knowledge of and ability to perform park maintenance tasks. Other Town staff, contractors or volunteers may be engaged and overseen for maintenance tasks.

## Application for Local Cannabis Control License

On August 15, 2022, the Town of Londonderry Selectboard voted to establish a local Cannabis Control Commission (CCC) pursuant to 7 V.S.A Section 863(b) to issue and administer local licenses for cannabis establishments. The Londonderry Selectboard will act as the CCC and may issue licenses, including any necessary conditions, for parties interested in operating in the town of Londonderry. The following application information is required for review and consideration by the CCC prior to commencing operation. Failure to receive approval and licensing from the CCC may result in a notice of violation, including applicable fines, and actions by the Vermont Cannabis Control Board.

**NOTE: Local review is not required for Tier 1 outdoor cultivators.**

This form must be submitted for all proposed cannabis establishments

Please Print Clearly

### Applicant(s)

Name: KELLIE D'ELIA-LASKIN GREEN MTN. THEARAPY  
Address: 2022 NORTH MAIN STREET  
Town/State/Zip: LONDONDERRY, VT. 05148  
Phone: [REDACTED] Email: [REDACTED]

### Property Owner(s):

Check here if same as applicant

Name: Center Merrill

Address: [REDACTED]

Town/State/Zip: LONDONDERRY VT. 05148

Phone: [REDACTED]

Email: [REDACTED]

### Property Information

Check here if additional information is attached

Property Address: 2022 NORTH MAIN ST. Parcel ID #: W2007

Date Purchased by Owner: 10/4/1968 Deed Recorded in Book 30 Page 148

Existing Use of Property: Commercial / Retail

### Licensing Information

#### Type of License Requested (check all that apply)

License Type	Tier (if applicable)	Date Applied for State License	State License Number (if issued)
<input type="checkbox"/> Outdoor Cultivation*			
<input type="checkbox"/> Indoor Cultivation *			

## Application for Local Cannabis Control License

<input type="checkbox"/>	Mixed Cultivation*			
<input checked="" type="checkbox"/>	Retail	<u>3/15/2024</u>	<u>RTCLR0081</u>	
<input type="checkbox"/>	Manufacturing*			
<input type="checkbox"/>	Testing			
<input type="checkbox"/>	Wholesale			

\* Requires indication of tier. For more information on tiers, visit [www.ccb.vermont.gov](http://www.ccb.vermont.gov)

Application is for:  A license for a new cannabis establishment  
 Revision of a previous license issued on \_\_\_\_\_  
 Annual renewal of a previously issued license issued on 3/15/2024

### Local Compliance Information

Land Use Compliance Questions	Applicant's Answer
1. Has the Londonderry Zoning Administrator been contacted regarding your proposed use?	<u>Yes</u>
2. Is the proposed use permitted by the Londonderry Zoning Bylaw in the proposed location?	<u>Yes</u>
3. If yes, is a zoning permit required?	<u>Yes, Sign Permit</u>
4. If a zoning permit is required, what is the date the complete application was submitted for review?	<u>6/14/2023</u>
5. Has the zoning permit been issued? If yes, please attach the zoning permit to this application.	<u>Yes</u>

6/14/2023 Permit # 2023-25

### Certification

I acknowledge and understand this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date it is issued and that a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the Town of Londonderry and understand that failure to comply with any identified conditions may result in suspension or revocation of this license, including applicable penalties or fines associated with the violation of conditions.

By signing below both the owner and applicant hereby affirm that the information presented in this application, and all supporting forms, plans and documents are true, accurate and complete, and

## Application for Local Cannabis Control License

agree that, if any such information is found by the Town to be false or misleading, any permit, license or other approval granted on the basis of such information shall be deemed null and void.

Permission is hereby granted by the property owner for Town representatives to inspect the property at mutually acceptable times to verify information provided in this application.

Applicant Signature: 

Date: 1/7/2025

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check here if owner is submitting a Letter of Authorization in lieu of signing above

### DO NOT WRITE HERE - For Office Use Only

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application Deemed complete on: \_\_\_\_\_

Londonderry Cannabis Control Commission Meeting Date: \_\_\_\_\_

### DO NOT WRITE HERE - Londonderry Cannabis Control Commission Decision

**ACTION TAKEN:**  Approved  Approved with Conditions  Denied

Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Local Cannabis Control Board Chair

Notice of Local Cannabis Control Commission sent to VT Cannabis Control Board: \_\_\_\_\_

---

Shane O'Keefe

**From:** noreply@salesforce.com on behalf of VCCB Applications <ccb.applications@vermont.gov>  
**Sent:** Friday, January 3, 2025 9:08 AM  
**To:** Shane O'Keefe; Allison Marino  
**Cc:** kellied\_2000@yahoo.com; kellielaskin@icloud.com  
**Subject:** VT CCB: Application S-000011054 LCC Submission

*The Cannabis Control Board has received an application for licensure, S-000011054, Retailers Renewal, that falls within the jurisdiction of your Local Control Commission. The Board's [Guidance for Municipalities](#) explains applicable laws and procedures.*

*The Local Control Commission may request further information about the proposed cannabis establishment directly from the applicant.*

*Business Legal Name and Registered:*

Green Mountain Therapeutics, LLC d/b/a Green Mountain Therapeutics

*Alternatives:* Green Mountain Therapeutics, LLC d/b/a Green Mountain Therapeutics

*Address:* 2022 Main Street, Londonderry, VT 05148

*Principals and Controlling Entities:* Kellie DElia Laskin

*Primary Contact's email address:* [REDACTED]

*Primary Contact's phone number:* [REDACTED]

*For this license type, the applicant is asked the following questions which may be relevant to your review:*

- *Do you comply with required inspections or permits from other state and local agencies (for example, certificates of occupancy)?*
  - Yes
  
- *Is your proposed Cannabis Establishment project in a public building?*
  - Yes

*All applicants are required to comply with Division of Fire Safety (DFS) requirements. The CCB documents compliance a non-jurisdictional letter or fire safety inspection report.*

*When your Local Control Commission has acted on the license, please share minutes recording the action by emailing CCB.Applications@vermont.gov*

*Thank you,*

*Cannabis Control Board*

*For assistance, contact: (802) 828-1010*

*CCB.Applications@vermont.gov*



She noted that Stevens and Associates is working on the contract's scope of services for the South Londonderry Wastewater Study and expects it to be done soon.

**b. Mountain Towns Recreation Director – Authorize Town website access**

Mountain Towns Recreation Director; Liam Elio explained that he needs access to the Town website for parks director purposes. Prouty asked how much information and how often he would need to make updates. Elio said the parks director webpage needs a fair amount of work and the Mountain Town Recreation website needs are to be determined. He would like to combine both to have its own site as it will be used for student registrations as well. He has designed a 14-page mockup trial. The concept is very simple and accessible. The Advisory Committee is helping Elio with the design. Pajala encouraged the Board to have Elio move forward sooner than later.

*Marsha Dale moved to authorize the Mountain Towns Recreation Director to have access to the Town website to create content and make changes regarding parks and recreational matters, and to explore creating a new website specific to parks and recreation matters, seconded by Melissa Brown. The motion passed unanimously.*

**c. Local Cannabis Control Commission – Consider VT Cannabis Control Board permit S-000005677, for a Mixed Cultivator Tier 1 Small Cultivator operation on parcel #051017.000.**

This is a renewal of the previous Cannabis Control Board approval from last year prior to establishment of the Local Cannabis Control Commission.

*Marsha Dale moved to grant a local control license to Skyler, Meghan, and Forrest Clark to operate a Mixed Cultivator Tier 1 Small Cultivator operation on property located at parcel #051017.000, subject to compliance with and adherence to all Town of Londonderry ordinances, regulations and bylaws at all times, seconded Taylor Brown. The motion passed unanimously.*

**d. Local Cannabis Control Commission - Consider VT Cannabis Control Board permit S-000001187 for a retail cannabis establishment on parcel #1002007.000.**

This is a new retail Cannabis Control Board approval request.

*Melissa Brown moved to grant a local control license to Kellie D'Elia Laskin to operate Retail operation on property located at parcel #1002007.000, subject to compliance with and adherence to all Town of Londonderry ordinances, regulations, and bylaws at all times, seconded by Taylor Prouty. The motion passed unanimously.*

**8. Transfer Station/Solid Waste Management**

**a. Updates**

Cavanagh said rats have chewed through the compactor wires again. The Board discussed increasing rat trap baiting systems. The electrician is going to add metal sheathing around the wiring connection to prevent future happenings.

District 2  
Certcode 1310-0

**CERTIFICATE OF HIGHWAY MILEAGE  
YEAR ENDING FEBRUARY 10, 2025**

9.b

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2024 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: aot.mileagecertificates@vermont.gov or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

We, the members of the legislative body of LONDONDERRY in WINDHAM County on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305, added 1985, is as follows:

**PART I - CHANGES TOTALS - Please fill in and calculate totals.**

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	0.000				
Class 2	12.190				
Class 3	40.05				
<b>State Highway</b>	<b>15.202</b>				
<b>Total</b>	<b>67.442</b>				
* Class 1 Lane	0.000				
* Class 4	5.27				
* Legal Trail	3.23				

\* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications are NOT included in total.

**PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.**

1. **NEW HIGHWAYS:** Please attach Selectmen's "Certificate of Completion and Opening".

2. **DISCONTINUED:** Please attach SIGNED copy of proceedings (minutes of meeting).

3. **RECLASSIFIED/REMEASURED:** Please attach SIGNED copy of proceedings (minutes of meeting).

4. **SCENIC HIGHWAYS:** Please attach a copy of order designating/discontinuing Scenic Highways.

**IF THERE ARE NO CHANGES RECORDED THIS YEAR:** Place an X in the box and sign below.

**PART III - SIGNATURES - PLEASE SIGN.**

*Signatures of Selectmen/ Aldermen/ Trustees:*

*Signature of T/C/V Clerk:* \_\_\_\_\_ *Date Filed:* \_\_\_\_\_

*Please sign ORIGINAL and return it for Transportation signature.*

**AGENCY OF TRANSPORTATION APPROVAL:** Signed copy will be returned to T/C/V Clerk.

**APPROVED:**

*Representative, Agency of Transportation*

**DATE:**

**Title 23: Motor Vehicles, Chapter 13: Operation Of Vehicles**  
**Subchapter 1: General Provisions**

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**23 V.S.A § 1400a. Special local highway and bridge limits; reimbursement for damages; special permits**

(a) A person or corporation owning or operating a traction engine, tractor trailer, motor truck, or other motor vehicle that desires to operate it in excess of the weight limits provided in this subchapter over highways and bridges under the jurisdiction of a municipality with the exception of class 1 town highways and subject to the provisions of subsection 1400(c) of this title shall make application for a permit to the appropriate legislative body, or its designee.

(b) The application form for such a permit shall be of a uniform type, and shall be developed by the Commissioner of Motor Vehicles, after consulting with municipal officials and representatives of the State's trucking industry.

(c)(1) The selectboard, trustees, or the mayor are authorized to accept for the municipality compensation commensurate with the extra wear or maintenance required on the highway traveled over or on any bridge by reason of the overweight allowed by any permit approved by them or any exemption provided under section 1400d of this title, which shall be used for the maintenance of highways and bridges within the town, village, or city. The following factors, at a minimum, shall be taken into consideration when determining the amount of compensation due:

- (A) the amount of weight allowed in excess of the normal limit;
- (B) the configuration and number of axles of the vehicle involved;
- (C) the number and length of trips the vehicle will be making;
- (D) the condition of the highway before and after use by the vehicle, and costs associated with any needed repair.

(2) If the agreement for the compensation to be paid is in writing, failure on the part of the applicant to pay the sum or sums agreed upon shall be sufficient cause for the selectboard, trustees, or mayor to withdraw approval for the permit. A fee not in excess of \$5.00 may be charged for the written approval of a municipality furnished under this section.

(d) A \$5.00 fee for administration of permits imposed under this section shall be for the period expiring March 31 of each year. As an alternative, upon payment of an administrative fee of \$10.00, an applicant may obtain a permit to operate all of his or her registered vehicles in that municipality, under the conditions of the permit, for the period of the permit. In the event a fleet permit is obtained, individual permits need not be carried in each vehicle permitted.

**23 V.S.A. § 1400b. Filing of restrictions, publication**

(a) Any municipality which has enacted special weight limits which are other than State legal limits for highways or bridges within its jurisdiction shall file a complete copy of the limitations with the Department of Motor Vehicles not later than February 10 of each year. The information filed shall contain a concise listing of each highway or bridge posted, the time of the year the restrictions apply, weight limitations in effect on that highway or bridge, and the name, address, and telephone number of the principal person or persons responsible for issuing the local permit.

**Title 23: Motor Vehicles, Chapter 13: Operation Of Vehicles**  
**Subchapter 1: General Provisions**

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Additions or deletions to the listing may be made from time to time, as required, by filing with the Department.

(b) Any special municipal weight limits on highways or bridges shall be unenforceable unless they are on file with the Department of Motor Vehicles within three working days of the date of posting. It shall be the responsibility of the municipality to keep records documenting the time and date a highway or bridge is posted, and to keep current restrictions on file with the Department. The Department may prescribe the format which is to be used when filing restrictions under this section.

(c) The Department shall publish, on an annual basis, a list of municipal highways or bridges and their current weight limits. This publication shall be based on the information submitted by the municipalities under subsection (a) of this section, as well as information available through the Agency of Transportation, and shall be available to the public, at a charge not in excess of \$25.00, on or before April 1 of each year.

(d) The Department shall also publish, on a quarterly basis, a periodic update of current weight limits for municipal highways and bridges, and shall make that available to the general public at a cost of not more than \$5.00.

(e) Any person may request information on specific municipalities from the Department, and shall pay the Department a fee of \$3.00 per request. A single request shall be made for information on each municipality. In the event nothing is filed by a particular municipality, the Department shall provide that information, in written form, and charge the \$3.00 fee.

(f) The Commissioner may require prepayments for information requested pursuant to this section.

**23 V.S.A. § 1400c. Gross limits on town highways and bridges**

When a town bridge or highway is posted for State limits, the gross weight limits on town highways and bridges shall be the weight allowed by the State, including any additional weight allowed by permit.

[Underlining added for emphasis]

\* \* \*

**Shane O'Keefe**

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**From:** Cronin, Briana <bcronin@hoyletanner.com>  
**Sent:** Sunday, December 15, 2024 10:09 PM  
**To:** Shane O'Keefe  
**Subject:** Londonderry Spring Hill Culvert Replacement design contract amendment  
**Attachments:** Londonderry Contract Amendment 2.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Shane,

Attached is our Contract Amendment we discussed in June when we were informed by VTrans we needed to move the project forward using the 2024 construction specifications. We have submitted Preliminary plans and are moving onto final plans however we need the following amendment to bring the project through final plans. The amendment is the budget adjustment required for the additional effort spent on making the specification transition considering the projected hours needed to finish Final Plans. We do not anticipate any changes for Bid or Construction Phases of the project at this time.

If you have questions, please let us know.

Thank you,

**Briana O. Cronin, P.E.**

Senior Engineer  
[bcronin@hoyletanner.com](mailto:bcronin@hoyletanner.com)

T: 802-497-6947 • C: 802-578-5895  
Hoyle Tanner • 125 College Street 4<sup>th</sup> Floor Burlington, VT 05401 • [hoyletanner.com](http://hoyletanner.com)  
Licensed in: VT

Trusted Experts | Innovative Results

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[info@hoyletanner.com](mailto:info@hoyletanner.com)

December 6, 2024

Shane O'Keefe, AICP  
Town Administrator  
100 Old School Street  
South Londonderry, Vermont 05155  
[Townadmin@londonderryvt.org](mailto:Townadmin@londonderryvt.org)

**Re: Contract Amendment  
Spring Hill Road Culvert Replacement – VTrans TAP TA23(23)  
Hoyle Tanner Project No. 22.144701.00**

Dear Shane:

Based upon your request we have completed the preliminary design phase of the above referenced project in compliance with the VTrans Municipal Assistance program process. During this process we were informed by VTrans that Construction Specifications for the project needed to be updated to the 2024 version of the VTrans Standard Specifications. As discussed at the June 26, 2024 project meeting, Hoyle Tanner identified that this change introduces additional costs to design phase services of the project. It was agreed at the meeting that Hoyle Tanner was to complete this work under our current contract with the understanding that the amendment to complete the Final Design process would be prepared when the costs of this change could be tabulated. The amendment proposed here-in is the budget adjustment required for the additional effort spent on making this specification transition considering the projected hours needed to finish Final Plans Development. No changes are proposed for the Bid or Construction Phases of this project at this time.

Enclosed you will find our standard Contract Amendment Form which summarizes the additional professional engineering services. Please sign and date this form where indicated and return it to us. You should make a copy of the signed form for your records.

Please do not hesitate to call us if you have any questions or comments on this amendment.

Sincerely,  
Hoyle Tanner



Jon Olin, PE  
Vice President & VT Regional Business Manager  
(802)578-6914  
[jolin@hoyletanner.com](mailto:jolin@hoyletanner.com)

## Contract Amendment Form

Hoyle Tanner Project No. 22.144701.00 Amendment No. 2

Project: Spring Hill Road Bridge Engineering Date: December 6, 2024

Client Name & Address: Shane O'Keefe, AICP, Town Administrator, 100 Old School Street  
South Londonderry, Vermont 05155

### Change in Contract Scope

Hoyle Tanner will amend its scope of services for the above described project:	
Change in Scope of Services	Fee Adjustment
Amendment 2 additional services for 2024 specification	\$17,992
Total	\$17,992

Total Fee Adjustment, This Amendment	\$17,992
Total Previous Fee Amendments	\$55,447
Original Contract Fee Amount	\$86,784
New Total Contract Fee Amount	\$160,223

### Change in Contract Timeframe

Original or latest contract completion date	Dec 2025
New contract completion date	Dec 2025

### Authorization

Original Agreement dated October 2022 is hereby amended as indicated on this form.

Verbal authorization given on \_\_\_\_\_ by \_\_\_\_\_  
No signature authorization required by the client.

Client to authorize amendment by signing form below.  
Please amend the contract and proceed with the project as indicated above.

For Hoyle Tanner

(Signature)

Jon Olin, Vice President  
(Printed Name and Title)

For Town of Londonderry

(Signature)

   
(Printed Name and Title)

12/12/2024  
(Date)

(Date)

## WARNING FOR THE LONDONDERRY TOWN MEETING

The legal voters of the Town of Londonderry, Vermont, are hereby notified and warned to meet at the Town Hall, 139 Middletown Road, South Londonderry in Londonderry, on Tuesday, March 4, 2025, to act on the following Articles, namely:

### **BUSINESS TO BE TRANSACTED FROM THE FLOOR:**

**Beginning at 9:30 a.m., the following business will be transacted from the floor:**

ARTICLE 1 To elect a Moderator to preside at Town Meeting.

ARTICLE 2 To act on the report of the Town Officers.

ARTICLE 3 To elect all Town Officials required by law:

- Selectboard member for a term of two years.
- Selectboard member for a term of three years.
- Town Clerk for a term of one year.
- Lister for a term of three years.
- Lister for a term of one year
- Cemetery Commissioner for a term of five years.
- Trustee of Public Funds for a term of three years.
- South Londonderry Library Trustee for a term of three years.

ARTICLE 4 To see how much the Town will vote for a General Fund.

ARTICLE 5 Shall the Town vote for its taxes to be paid to the Town Treasurer as provided by law, due date to be on or before October 1, 2025?

ARTICLE 6 Shall the Town vote to raise and appropriate the sum of \$91,250 for the following organizations?

• Londonderry Conservation Fund	\$500
• Champion Fire Company #5	\$40,000
• Phoenix Fire Company #6	\$20,000
• Londonderry Volunteer Rescue Squad	\$15,750
• South Londonderry Library Association	\$15,000

ARTICLE 7 Shall the Town vote to raise and appropriate the sum of \$45,222 for the following organizations?

• Friends of the West River Trail	\$1,000
• Grace Cottage Foundation	\$1,000
• Greater Northshire Access TV	\$2,000
• Green Mountain RSVP	\$415
• Green Up Vermont	\$100
• Health Care & Rehabilitation Services	\$1,513
• Londonderry 4 <sup>th</sup> of July	\$1,500

• Londonderry Transport Services (Mtn Town Connector)	\$11,660
• My Community Nurse program	\$3,500
• Neighborhood Connections	\$6,000
• Senior Solutions	\$970
• SVEDS	\$5,307
• SEVCA	\$1,700
• The Collaborative	\$1,000
• Valley Cares	\$2,742
• Vermont Rural Fire Protection	\$200
• West River Montessori School	\$3,000
• Windham County Humane Society	\$500
• Windham County Youth Services	\$315
• Women's Freedom Center	\$800

ARTICLE 8 Shall the Town vote to raise and appropriate the sum of \$3,000 to be deposited into the Emerald Ash Borer Infestation Reserve Fund?

ARTICLE 9 Shall the Town vote to raise and appropriate the sum of \$100,000 to be deposited into the Highway Equipment Reserve Fund?

ARTICLE 10 Shall the Town vote to raise and appropriate the sum of \$100,000 to be deposited into the Town Buildings Reserve Fund?

ARTICLE 11 ARTICLE 12 Shall the Town vote to raise and appropriate the sum of \$340,000 to be deposited in the Highway Improvement Reserve Fund?

ARTICLE 11ARTICLE 12 ARTICLE 13 Shall the Town vote to raise and appropriate the sum of \$20,000 to be deposited in the Pingree Park Reserve Fund?

ARTICLE 12ARTICLE 13 Shall the Town amend the Community Economic Improvement Reserve Fund to add “housing” to the purposes of the fund, which is at present “to support municipal efforts to plan, promote and implement economic recovery, revitalization and development efforts in Londonderry” This fund was established under Article 14 of the 2021 annual Town Meeting, and amended under Article 19 of the April 2022 annual Town Meeting.

ARTICLE 13ARTICLE 14 Shall the Town amend the Community Economic Improvement Reserve Fund to add “local option taxes” to the list of revenue sources for the fund? This fund was established under Article 14 of the 2021 annual Town Meeting, and amended under Article 19 of the April 2022 annual Town Meeting. This fund was established under Article 14 of the 2021 annual Town Meeting, and amended under Article 19 of the April 2022 annual Town Meeting.

ARTICLE 14ARTICLE 15 In the event that the vote on Article 1314 is in the affirmative, then shall the Town amend how the proceeds generated by local option taxes established under Article 22 of the 2023 Town Meeting (Rooms) and Article 19 of the 2024 Town Meeting (Meals and Alcoholic Beverages) are applied, by providing that \_\_\_\_\_% of revenues generated by the local option taxes shall be deposited into the Community Economic Improvement Reserve

Fund? The balance of the revenues received shall continue to be deposited as General Fund revenue to reduce the municipal property tax rate.

~~ARTICLE 15~~ARTICLE 16 In the event that the vote on Article ~~14~~15 is in the negative, then shall the Town vote to raise and appropriate the sum of \$5,000 to be deposited in the Community Economic Improvement Reserve Fund?

~~ARTICLE 16 Shall the Town vote to raise and appropriate the sum of \$20,000 to be deposited in the Pingree Park Reserve Fund?~~

ARTICLE 17 To transact any other business that may legally come before the Meeting.

Dated at Londonderry this 20th day of January 2025.

**Selectboard of the Town of Londonderry**

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Thomas Cavanagh, Chair

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Martha Dale, Vice Chair

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Taylor Prouty

---

James Fleming

---

James Ameden, Jr.

Received for the record this \_\_\_\_\_ day of January 2025

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Allison Marino, Town Clerk

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Shane O'Keefe

**From:** Patty Eisenhaur <patty.eisenhaur@gmail.com>  
**Sent:** Friday, January 17, 2025 5:07 PM  
**To:** Shane O'Keefe  
**Cc:** Martha Dale; Tom Cavanagh; Maryann Morris; paul abraham; PAMELA SPAULDING; Mimi Lines; Nancy Jensen; Bill Sinsigalli  
**Subject:** Housing Commission Recommendation to SB Re Article 14 draft warning

Hi Shane -

At today's special Housing Commission meeting, the LHC is advocating that the Select Board make a change to Article 14 of the town meeting warning as follows:

**The Housing Commission advocates that the Select Board amend Article 14 of the Town Meeting warning to allow 50% of revenues generated by local option taxes to be deposited into the Community Economic Improvement Reserve Fund.**

**The balance of the revenues received shall continue to be deposited as General Fund revenue to reduce the municipal property tax rate.**

We would like to include a graphic in the meeting packet summarizing how other towns use their local option taxes. It would essentially be a list of categories without financials.

For support, would it be possible to include your worksheet in the meeting packet as well?

I could send you that graphic tomorrow. Let me know if that would be okay.

Maryann Morris and Nancy Jenson are planning to attend the meeting and could speak to the proposed change further. Regarding the potential uses of the Economic Improvement Reserve Fund, the Select Board had asked the Housing Commission to provide some examples of how funds might be used for housing programs. Maryann and Nancy will be prepared to address how a modest portion of the fund could benefit housing.

Please let me know if you have any questions.

Best regards,

Patty

--  
Patty Eisenhaur  
951-316-0577

Londonderry

SOURCES & USES		DEBT SERVICE SCHEDULE				ANNUAL DEBT SERVICE SCHEDULE		
Sources	Assumptions	Loan Payment	Principal	Interest	Series D/S	Principal	Interest	Series D/S
Par	\$1,300,000		1,300,000	594,360	1,894,360		1,300,000	594,360
Equity	0							
Total	\$1,300,000	5/1/2025	0	13,208	13,208	6/30/2024	0	0
<i>Uses</i>		11/1/2025	0	26,416	26,416	6/30/2025	0	13,208
Project	\$1,300,000	5/1/2026	0	26,416	26,416	6/30/2026	0	52,832
COI		11/1/2026	65,000	26,416	91,416	6/30/2027	65,000	51,511
Total	\$1,300,000	5/1/2027	0	25,095	25,095	6/30/2028	65,000	116,511
Dated Date	3/1/2025	11/1/2027	65,000	25,095	90,095	6/30/2029	65,000	113,870
I-Commencement Date	5/1/2025	5/1/2028	0	23,774	23,774	6/30/2030	65,000	46,228
P-Commencement Date	11/1/2026	11/1/2028	65,000	23,774	88,774	6/30/2031	65,000	43,586
Term	21 Years	5/1/2029	0	22,454	22,454	6/30/2032	65,000	105,945
Amortization Period	20 Years	11/1/2029	65,000	22,454	87,454	6/30/2033	65,000	103,303
Final Maturity	11/1/2045	5/1/2030	0	21,133	21,133	6/30/2034	65,000	35,662
Avg Life	11.25 Years	11/1/2030	65,000	21,133	86,133	6/30/2035	65,000	100,662
Statistics		5/1/2031	0	19,812	19,812	6/30/2036	65,000	33,020
Net Interest Cost	4.06%	11/1/2031	65,000	19,812	84,812	6/30/2037	65,000	98,020
		5/1/2032	0	18,491	18,491	6/30/2038	65,000	27,737
		11/1/2032	65,000	18,491	83,491	6/30/2039	65,000	92,737
		5/1/2033	0	17,170	17,170	6/30/2040	65,000	22,454
		11/1/2033	65,000	17,170	82,170	6/30/2041	65,000	84,812
		5/1/2034	0	15,850	15,850	6/30/2042	65,000	14,529
		11/1/2034	65,000	15,850	80,850	6/30/2043	65,000	79,529
		5/1/2035	0	14,529	14,529	6/30/2044	65,000	11,887
		11/1/2035	65,000	14,529	79,529	6/30/2045	65,000	76,887
		5/1/2036	0	13,208	13,208	6/30/2046	65,000	9,246
		11/1/2036	65,000	13,208	78,208	6/30/2047	0	74,246
		5/1/2037	0	11,887	11,887	6/30/2048	0	6,604
		11/1/2037	65,000	11,887	76,887	6/30/2049	0	6,604
		5/1/2038	0	10,566	10,566	6/30/2050	0	0
		11/1/2038	65,000	10,566	75,566	6/30/2051	0	0
		5/1/2039	0	9,246	9,246	6/30/2052	0	0
		11/1/2039	65,000	9,246	74,246	6/30/2053	0	0
		5/1/2040	0	7,925	7,925	6/30/2054	0	0
		11/1/2040	65,000	7,925	72,925	6/30/2055	0	0
		5/1/2041	0	6,604	6,604	6/30/2056	0	0
		11/1/2041	65,000	6,604	71,604	6/30/2057	0	0
		5/1/2042	0	5,283	5,283	6/30/2058	0	0
		11/1/2042	65,000	5,283	70,283			
		5/1/2043	0	3,962	3,962			
		11/1/2043	65,000	3,962	68,962			
		5/1/2044	0	2,642	2,642			
		11/1/2044	65,000	2,642	67,642			
		5/1/2045	0	1,321	1,321			
		11/1/2045	65,000	1,321	66,321			
		5/1/2046	0	0	0			

Londonderry

SOURCES & USES		DEBT SERVICE SCHEDULE				ANNUAL DEBT SERVICE SCHEDULE		
Sources	Assumptions	Loan Payment	Principal	Interest	Series D/S	Principal	Interest	Series D/S
Par	\$1,300,000		1,300,000	936,049	2,236,049		1,300,000	936,049
Equity	0							
Total	\$1,300,000	5/1/2025	0	14,401	14,401	6/30/2024	0	0
Uses		11/1/2025	0	28,802	28,802	6/30/2025	0	14,401
Project	\$1,300,000	5/1/2026	0	28,802	28,802	6/30/2026	0	57,603
COI		11/1/2026	43,333	28,802	72,135	6/30/2027	43,333	56,643
Total	\$1,300,000	5/1/2027	0	27,841	27,841	6/30/2028	43,333	54,723
Dated Date	3/1/2025	11/1/2027	43,333	27,841	71,175	6/30/2029	43,333	52,803
I-Commencement Date	5/1/2025	5/1/2028	0	26,881	26,881	6/30/2030	43,333	50,883
P-Commencement Date	11/1/2026	11/1/2028	43,333	26,881	70,215	6/30/2031	43,333	48,963
Term	31 Years	5/1/2029	0	25,921	25,921	6/30/2032	43,333	47,042
Amortization Period	30 Years	11/1/2029	43,333	25,921	69,255	6/30/2033	43,333	45,122
Final Maturity	11/1/2055	5/1/2030	0	24,961	24,961	6/30/2034	43,333	43,202
Avg Life	16.25 Years	11/1/2030	43,333	24,961	68,295	6/30/2035	43,333	41,282
Statistics		5/1/2031	0	24,001	24,001	6/30/2036	43,333	39,362
Net Interest Cost	4.43%	11/1/2031	43,333	24,001	67,335	6/30/2037	43,333	37,442
		5/1/2032	0	23,041	23,041	6/30/2038	43,333	35,522
		11/1/2032	43,333	23,041	66,375	6/30/2039	43,333	33,602
[Note] NIC assumes no accrued interest & par bonds		5/1/2033	0	22,081	22,081	6/30/2040	43,333	31,682
		11/1/2033	43,333	22,081	65,414	6/30/2041	43,333	29,762
		5/1/2034	0	21,121	21,121	6/30/2042	43,333	27,841
		11/1/2034	43,333	21,121	64,454	6/30/2043	43,333	25,921
		5/1/2035	0	20,161	20,161	6/30/2044	43,333	24,001
		11/1/2035	43,333	20,161	63,494	6/30/2045	43,333	22,081
		5/1/2036	0	19,201	19,201	6/30/2046	43,333	20,161
		11/1/2036	43,333	19,201	62,534	6/30/2047	43,333	18,241
		5/1/2037	0	18,241	18,241	6/30/2048	43,333	16,321
		11/1/2037	43,333	18,241	61,574	6/30/2049	43,333	14,401
		5/1/2038	0	17,281	17,281	6/30/2050	43,333	12,481
		11/1/2038	43,333	17,281	60,614	6/30/2051	43,333	10,561
		5/1/2039	0	16,321	16,321	6/30/2052	43,333	8,640
		11/1/2039	43,333	16,321	59,654	6/30/2053	43,333	6,720
		5/1/2040	0	15,361	15,361	6/30/2054	43,333	4,800
		11/1/2040	43,333	15,361	58,694	6/30/2055	43,333	2,880
		5/1/2041	0	14,401	14,401	6/30/2056	43,333	960
		11/1/2041	43,333	14,401	57,734	6/30/2057	0	0
		5/1/2042	0	13,441	13,441	6/30/2058	0	0
		11/1/2042	43,333	13,441	56,774			
		5/1/2043	0	12,481	12,481			
		11/1/2043	43,333	12,481	55,814			
		5/1/2044	0	11,521	11,521			
		11/1/2044	43,333	11,521	54,854			
		5/1/2045	0	10,561	10,561			
		11/1/2045	43,333	10,561	53,894			
		5/1/2046	0	9,601	9,601			
		11/1/2046	43,333	9,601	52,934			
		5/1/2047	0	8,640	8,640			
		11/1/2047	43,333	8,640	51,974			
		5/1/2048	0	7,680	7,680			
		11/1/2048	43,333	7,680	51,014			
		5/1/2049	0	6,720	6,720			
		11/1/2049	43,333	6,720	50,054			
		5/1/2050	0	5,760	5,760			
		11/1/2050	43,333	5,760	49,094			
		5/1/2051	0	4,800	4,800			
		11/1/2051	43,333	4,800	48,134			
		5/1/2052	0	3,840	3,840			
		11/1/2052	43,333	3,840	47,174			
		5/1/2053	0	2,880	2,880			
		11/1/2053	43,333	2,880	46,213			
		5/1/2054	0	1,920	1,920			
		11/1/2054	43,333	1,920	45,253			
		5/1/2055	0	960	960			
		11/1/2055	43,333	960	44,293			



**COST ESTIMATE: 2025 PFAS GROUNDWATER MONITORING**  
**Former Town of Londonderry biosolids Land Application Site**  
**Solid Waste ID-349**  
**7060 VT-100, Londonderry, VT**  
**January 8, 2025**

**11.b.1**

WORK ELEMENT / TASK	UNITS	CATEGORY	QTY	RATE	ELEMENT	TASK
<b>ANNUAL OPERATING BUDGET (Two Sample Events per Year; Annual Report)</b>						
<b>LONGTERM GROUNDWATER MONITORING - SPRING &amp; FALL (MW-3, MW-4, MW-5, MW-6); ANNUAL RIVERSIDE CONDO SAMPLE</b>						
STATE & CLIENT CORRESPONDENCE	HR	PRINCIPAL HYDROGEOLOGIST	2.0	\$145.00	\$290.00	
LOW FLOW GROUNDWATER SAMPLING	HR	STAFF SCIENTIST	22.0	\$95.00	\$2,090.00	
EQUIPMENT - LOW FLOW SAMPLING PACKAGE	DAY	EQUIPMENT	2.0	\$170.00	\$340.00	
EQUIPMENT - TURBIDITY METER	DAY	EQUIPMENT	2.0	\$40.00	\$80.00	
LAB - PFAS BY 537 MOD (24 compound List)	SAMPLE	ALPHA	10.0	\$341.00	\$3,410.00	
LAB - PFAS BY 537 MOD (FIELD BLANK)	SAMPLE	ALPHA	1.0	\$341.00	\$341.00	
LAB - PFAS BY 537.1 (Riverside Farm Sample - Fall)	SAMPLE	ALPHA	2.0	\$341.00	\$682.00	
LAB - PFAS BY 537.1 (FIELD BLANK)	SAMPLE	ALPHA	1.0	\$341.00	\$341.00	
TRAVEL MILEAGE (ROUNDTRIP)	EA	EXPENSE	400	\$0.70	\$280.00	
					<b>(Per Event)</b>	<b>\$3,927</b>
					<b>SUBTOTAL:</b>	<b>\$7,854</b>
<b>ANNUAL REPORT</b>						
DATA MANAGEMENT	HR	FIELD TECHNICIAN	3.0	\$95.00	\$285.00	
REPORT PREPARATION	HR	PROJECT SCIENTIST	10.0	\$115.00	\$1,150.00	
REPORT REVIEW	HR	PRINCIPAL HYDROGEOLOGIST	2.0	\$145.00	\$290.00	
ADMINISTRATIVE	HR	ADMINISTRATOR	1.0	\$65.00	\$65.00	
					<b>SUBTOTAL:</b>	<b>\$1,790</b>
<b>2025 TOTAL</b>						<b>\$9,644</b>

**TERMS AND CONDITIONS**

1. This is not a fixed cost estimate. Costs may be slightly lower or higher than estimated above. Costs will not exceed the total specified above by more than 10% without prior authorization of the Client.
2. This estimate is based on standard field conditions. Extreme weather, difficult work conditions, or access limitations may result in increased costs.
3. Work outside the scope of services described above will be billed on a time-and-materials basis.
4. Terms of Payment: Net 30 days, regardless of the outcome, results, or permit approval/denial. Interest of 2.0% per month may be charged on balances more than 30 days overdue.
5. Rates valid for 2024
6. A retainer of \_\_\_\_\_ dollars (\$) or NO retainer is due with this signed estimate.
7. All documents produced by WHEM under this Agreement shall remain property of WHEM and may not be used by the Client for any other endeavor without written consent of WHEM.
8. Client and WHEM shall each indemnify, defend, and hold harmless the other from and against those claims, demands, judgments, losses, damages, costs and expenses, including reasonable attorney's fees, arising out of or in any way connected with the performance of services under this Agreement, excepting only those damages, liabilities, or costs attributable to the sole negligence of willful misconduct of WHEM.
9. Any claims or disputes made during course of work between Client and WHEM shall be submitted to non-binding mediation.

1/8/2025

Miles E. Waite  
 Owner, Senior Hydrogeologist

Town of Londonderry  
 Client/Authorized Signature

January 8, 2025

Eamon Twohig  
Residuals Management & Emerging Contaminants Division  
Vermont Dept. of Environmental Conservation  
1 National Life Dr – Davis 1  
Montpelier, VT 05620-3704

RE: Town of Londonderry; Solid Waste ID-349; 2024 PFAS Groundwater Monitoring  
May & October 2024

Dear Mr. Twohig,

On behalf of the Town of Londonderry, Waite Heindel Environmental Management is pleased to present this *PFAS Groundwater Monitoring Report: Spring and Fall 2024* for the former Town of Londonderry Biosolids Land Application Site (“Site”). The work was conducted on May 9, 2024 and October 16, 2024, in compliance with WHEM’s Post-Closure Corrective Action Plan (CAP).

Groundwater results from both the Spring and Fall 2024 sampling events confirmed the presence of PFAS in three (3) monitoring wells: MW-3, MW-5, and MW-6. In the Spring of 2024, MW-3 reported detections of four (4) regulated PFAS and MW-6 reported detections of three (3) regulated PFAS, both in exceedance of the Vermont Groundwater Enforcement Standard (VGES), while MW-5 only reported two (2) regulated PFAS, with no exceedance of standards. Drinking water sampling from the Riverside Condominium well was not sampled during the Spring sampling event. In the Fall of 2024, MW-3 and MW-6 reported detections of the same three (3) regulated PFAS, both in exceedance of the VGES while MW-5 only reported one (1) regulated PFAS with no exceedance of standards. Drinking water sampling from the Riverside Condominium well reported no detections during the Fall 2024 sampling event.

In response to the VGES exceedances, and in accordance with the Performance Standards of the CAP, the groundwater monitoring should continue on a semi-annual (2 x year) basis with samples from all four (4) monitoring wells (MW-3, MW-4, MW-5, and MW-6) in the Spring and Fall and from the Riverside well on an annual basis in the Fall. The next event is scheduled for May 2025.

Please do not hesitate to call us if you have any questions or concerns regarding this report.

Sincerely,



Miles E. Waite, Ph.D., P.G.  
Senior Hydrogeologist



Cameron L. Coleburn  
Staff Scientist

CC: Shane O’Keefe, Town of Londonderry



**NOTICE**  
**Intent to Dismiss Act 250 Land Use Permit Application**  
**8B0153-1**  
**Act 250 Rule 18(D)**

**FYI #1**

**State of Vermont**  
**Land Use Review Board**  
District 8 Environmental Commission  
440 Asa Bloomer State Office Building  
88 Merchants Row, 4<sup>th</sup> Floor  
Rutland, VT 05701-5903  
<https://act250.vermont.gov/>

Blue Flame Gas Company, Inc.  
PO Box 280  
Londonderry, VT 05148

**APPLICATION NUMBER:**  
8B0153-1

**LAW/REGULATIONS INVOLVED:**  
Act 250 Rule 18(D)

**I. HISTORY OF APPLICATION**

On October 19, 2020, Blue Flame Gas Company, Inc. filed an application for an Act 250 permit amendment for a change of use of the previously permitted parcel from retail sales to industrial use; the project specifically includes the installation of a 30,000-gallon underground propane distribution tank; construction of a 30-foot by 45-foot tank storage area for temporary storage of empty residential propane storage tanks; and site improvements to include a gravel parking area and stormwater treatment practices. The project is located at 3 Valley View Drive off Route 11 in the Town of Landgrove, Vermont.

An amended application and other supplemental evidence, including notices of opposition and a request for a hearing, continued to be filed through February 2021 by both the Applicant and parties expressing particularized interests. The District Coordinator then issued a [letter of incompleteness](#) to the Applicant on February 19, 2021, requiring the submission of additional information.

The Applicant deferred response to the incompleteness letter and requested the application remain open pending a decision from the Vermont State Court – Environmental Decision regarding their appeal of the local conditional use determination. The Act 250 District Office sent emails on February 17, 2023; July 17, 2023; January 30, 2024; and December 2, 2024, to the Applicant requesting a status on their intent to proceed with the application process.

The records of the District 8 Commission (“Commission”) indicate that the file has been inactive for an extended period of time. As detailed in the District Coordinator’s letter and emails, the Commission has been waiting for notice of the Applicant’s intent to proceed with the project/application process and/or the submission of additional information.

**II. ORDER**

The District Commission requires that you submit a written response to this office by no later than 30 days from the date of this letter if you intend to keep your application active. The response should include the missing information described in the letter referenced above. If the Commission does not receive a response from you by this date, it will dismiss your application.

Your appearance at a public hearing is not necessary for the Commission to consider your response to this order. However, at your request, or at the request of a statutory party copied on this order, the Commission will entertain oral argument prior to considering dismissal. Any request for a public hearing on this matter must be submitted to this office within 30 days from the date of this order.



Should your application be dismissed, and should you choose to pursue your project at a later date, you will be required to file a new application and obtain an Act 250 Land Use Permit prior to commencement of construction pursuant to 10 V.S.A. § 6081. Please contact District Coordinator Kim Lutchko at [kim.lutchko@vermont.gov](mailto:kim.lutchko@vermont.gov) if you have any questions.

Dated this January 15, 2025.

By /s/ Richard Kobik  
Richard Kobik, Chair  
District 8 Commission

Commissioners participating in this decision: Don Miller and Michael McDonough

Written or recorded information produced or acquired in the course of public agency business are public records and may be subject to public examination under Vermont's Public Records Act.

Any party may file a motion to alter with the District Commission within 15 days from the date of this decision, pursuant to Act 250 Rule 31(A).

Any appeal of this decision must be filed with the Superior Court, Environmental Division within 30 days of the date the decision was issued, pursuant to 10 V.S.A. Chapter 220. The Notice of Appeal must comply with the Vermont Rules for Environmental Court Proceedings. The appellant must file with the Notice of Appeal the relevant entry fee required by 32 V.S.A. § 1431.

The appellant must also serve a copy of the Notice of Appeal on the Land Use Review Board, 10 Baldwin Street, Montpelier, VT 05633-3201, and on other parties in accordance with Rule 5(b)(4)(B) of the Vermont Rules for Environmental Court Proceedings.

Decisions on minor applications may be appealed only if a hearing was held by the district commission. Please note that there are certain limitations on the right to appeal, including appeals from Administrative Amendments and interlocutory appeals. See 10 V.S.A. § 8504(k), 3 V.S.A. § 815, and Vermont Rule of Appellate Procedure 5.

For additional information on filing appeals, see the Court's website at:  
<http://www.vermontjudiciary.org/GTC/environmental/default.aspx> or call (802) 951-1740. The Court's mailing address is Vermont Superior Court, Environmental Division, 32 Cherry Street, 2nd Floor, Suite 303, Burlington, VT 05401.

Debra L. Bouffard  
[dbouffard@sheeheyvt.com](mailto:dbouffard@sheeheyvt.com)

**VIA ePUC**  
January 16, 2025

Holly Anderson, Clerk  
VERMONT PUBLIC UTILITY COMMISSION  
112 State Street, 4<sup>th</sup> Floor  
Montpelier, VT 05620-2701

**Re: Case No. 22-5336-PET – Petition of Green Mountain Power for a Certificate of Public Good pursuant to 30 V.S.A. § 248 authorizing upgrades to the Londonderry Substation in the Town of Londonderry, Vermont**

Dear Holly:

I write to follow up on the December 6, 2024 Order Approving Changes to Project Construction (“December 6 Order”) and my correspondence from September and October regarding the Green Mountain Power (“GMP”) Londonderry Substation Upgrade Project (the “Project”).

As explained in my October 30, 2024 correspondence, at that time, GMP expected that most construction (other than installation of the new transformer, which will be delayed until 2026) at the Londonderry Substation would be completed by the end of 2024 and only hand work would need to be performed during the January through February 2025 time period. That expectation is stated in the December 6 Order.

Due to various construction delays, however, GMP did not make as much progress on substation construction during November and December as planned. Much of the additional work to be performed this winter, *i.e.*, January through March, will involve hand work but GMP crews will also need to use certain equipment to complete this work. During this period, GMP crews will be completing the bus work on the new steel bays, installing electrical equipment, pulling control wires, and making terminations in order to energize the upgraded substation utilizing the existing transformer. To do this work, personnel will need hand tools and a diesel-powered lift. The lift is a stand-alone piece of equipment with a folding boom arm and articulated platform that lifts workers up to work on the steel bays and other elevated equipment. It is not continuously running; rather, it makes sound when it is turned on to move, and the sound is roughly the same as a standard SUV traveling on the adjacent roadway. For this work, GMP expects the lift will be on and in use for approximately 3 hours during a typical

Holly Anderson, Clerk  
Vermont Public Utility Commission  
January 16, 2025  
Page 2

workday. GMP will also use a boom truck for approximately one day to lift and place the relay cabinets into place at the substation as a part of finalizing the upgrades.

This spring, but after April 15, GMP expects to complete the installation and commissioning of the cap bank. Once the substation is energized, and also after April 15, GMP will remove the portable substation by crane and perform site cleanup and restoration, which will require the use an excavator.

The work proposed to take place between January and March is consistent with the requirements of Condition 7 of the Certificate of Public Good (“CPG”) issued for this Project on June 8, 2023. Condition 7 incorporates language from the Memorandum of Understanding between GMP and the Agency of Natural Resources (“ANR MOU”) that was agreed to for this Case. Specifically, to protect a nearby deer wintering area, GMP agreed that it would complete all Project “‘heavy construction,’ including the use of heavy machinery used to complete excavation, and install all new substation equipment, oil containment, ground grid, conduits, and fencing by December 31 after commencement of Project construction,” unless it got permission from the Vermont Department of Fish & Wildlife to do heavy construction between January 1 and April 15. This CPG condition provides that GMP may conduct any additional work necessary to complete the Project at any time after the completion of all heavy construction.

GMP has informed ANR of the work it plans to perform at the substation between January and March 2025, as described above. ANR agrees that this work is not “heavy construction,” as the term is used in the ANR MOU, as incorporated into CPG Condition 7.

GMP’s proposal regarding the additional notices as detailed in the September 17, 2024 correspondence, remains the same. Prior to filing this letter, this update was provided to the Department of Public Service and the Agency of Natural Resources (“ANR”), and neither indicated a need for further comment on this Project development.

The above-described work is consistent with the conditions of the CPG in this case, as discussed above, and does not involve any change to the Project. Accordingly, we are not requesting any further action or determination from the Commission. Since there now remains more than hand work to complete the Project work in 2025, different than GMP’s expectation at the end of October and as recited in the Commission’s December 6 Order, we wanted to provide this update informing the Commission about the delay and our coordination with ANR so that the Commission is aware of the expected work should the Commission determine that additional process is necessary. If the Commission requires further information or process on this update, please do contact me as soon as possible. To date in 2025, GMP has only used hand tools at the Londonderry Substation, but it does plan to utilize the equipment as described above starting the week of January 27, 2025.

Holly Anderson, Clerk  
Vermont Public Utility Commission  
January 16, 2025  
Page 3

Please contact me with any questions regarding this update.

Very truly yours,

SHEEHEY FURLONG & BEHM P.C.

/s/ Debra L. Bouffard

Debra L. Bouffard

DLB/  
cc: Service List

Report ID	Deputy	Entity	Start	End	Total Hours
#33844	David Gaillardetz	Londonderry	12/27/2024 13:30	12/27/2024 20:00	6.5

Roads Patrolled: Rte 11, Rte 100 N, Rte 100 S, Middletown Rd, Main St, Thompsonburg Rd, Little Pond Rd, Magic Mountain access Rd, Hells Peak Rd, Old Stowell Hill Rd, Landgrove road

Actions: Patrolled and Monitored above road for motor vehicle violations.

Case Numbers & Brief Description:

Weather: Cold/Night

#33838	Thomas Raymond	Londonderry	12/27/2024 12:00	12/27/2024 17:30	5.5
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Roads Patrolled: Route 11 Route 100, Old Stowell Hill Road, Hells Peak, Magic Mountain Access Road, Middletown Road, Derry Woods Rd, Reilly Rd, Sherwood Forest Land grove Hollow Rd, Red Pine Dr, Johnson Hill Rd, Holden Hill Rd

Actions: Patrolled and monitored above roads

Case Numbers & Brief Description:

24WHC006610- Assist Citizen

Weather: Clear, Sunny

#33828	David Gaillardetz	Londonderry	12/26/2024 12:00	12/26/2024 14:30	2.5
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Roads Patrolled: Rte 100, Rte 11

Actions: Backed up 118

Case Numbers & Brief Description:

24WHC006566-Suspicious Event

24WHC006559-Suspicious Event

Weather: Cold

#33837	Thomas Raymond	Londonderry	12/26/2024 11:00	12/26/2024 16:00	5
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Roads Patrolled: Route 11, Hells Peak, Route 100, Little Pond Road, Springfield Hospital

Actions: Patrolled and monitored above roads. Responded to multiple 911 calls.

Case Numbers & Brief Description:

24WHC006559- Mental Health/Intoxication

24WHC006566- Suspicious event

Weather: Clear, Sunny

#33812	Thomas Raymond	Londonderry	12/24/2024 08:00	12/24/2024 12:00	4
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Roads Patrolled: Route 100, Route 11, North Main Street, Reilly Road, Hells Peak Rd, Middletown Rd, Derry Woods Rd, Little Pond Rd, Magic Mountain Access Rd, Lowell Lake Rd, Scott Pett Rd, Horsenail Hill Rd, Popple Dungeon Rd, White Rd, Hilltop Rd, Howard Hill Rd,

Actions: Refamiliarization with town/ Stationary Radar on North Main St looking for unsafe driving behavior.

Case Numbers & Brief Description:

24WHC006526- Directed Patrol (North Main Street)

Tickets issued: 3 Warnings issued: 4 Fine total: \$ 468 Arrests: 0

# of entries

9

Totals

39.5 hrs

Report ID	Deputy	Entity	Start	End	Total Hours
Weather: Actively Snowing/ Icy					
#33766	Ian Gallup	Londonderry	12/19/2024 09:00	12/19/2024 14:30	5.5

## Roads Patrolled:

Route 100, Route 11, Route 121, Thompsonburg rd, middletown Rd., Pingree Park, Hells Peak, north and S. Main St., Winhall Hollow Rd., Goodaleville rd, Coleman Hill, Spring Hill, Flood Brook school, Sherwood Forest Rd., Londonderry market area

## Actions:

Patrol, stationary radar middletown Road and Winhall Brook, special attention to the Londonderry market area, several complaints about homeless/panhandlers in the parking lot, in the ATM area to the bank and standing directly in front of the door to the hardware store, I spoke to one gentleman who was in the area of the bank. I explained to him it's OK to be at the entrances to the parking lot, but do not block any doors do not block any walkways and certainly don't hang out in the buildings This is unacceptable, I directed him to Mountain connections and showed him where it was, I also spoke to the property management service and suggested putting signs saying no panhandling and I gave what Brattleboro has done as an example, after I spoke to the first person, I noticed the other two disappeared. I went back and advised all of the store representatives of my conversation with them and they should follow up with the property owner

## Case Numbers &amp; Brief Description:

24-6454 citizen assist Londonderry market- panhandler issue, see notes

24-6458 directed patrol pingree

24-6460 directed patrol Memorial Park

## Weather:

Cold and clear

#33689	David Gaillardetz	Londonderry	12/05/2024 14:00	12/05/2024 17:30	3.5
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Roads Patrolled: Middletown Rd, Main St, Rte 11 Rte 100 S, Rte 100 N, Thompsonburg Rd,

Actions: Patrolled and Monitored above roads for motor vehicle violations.

## Case Numbers &amp; Brief Description:

Weather: Snowing/Windy

#33682	David Gaillardetz	Londonderry	12/04/2024 11:00	12/04/2024 14:30	3.5
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Roads Patrolled: Rte 100 N, Thompsonburg Rd, Main St, Rte 11, Rte 100 S, Hells Peak Rd, Middletown Rd, Windy Rise Lane E, Windy Rise Lane W

Actions: Patrolled and Monitored above roads for motor vehicle violations

## Case Numbers &amp; Brief Description:

24WHC006261-Attempt to Serve

24WHC006260- Citizen Dispute

Weather: Cold/Snow

#33669	Jason Gagne	Londonderry	12/03/2024 11:30	12/03/2024 15:00	3.5
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Roads Patrolled:

- VT Route 100
- VT Route 11
- Main Street
- Middletown Road
- North Main Street
- Magic Mountain Access Road

## Actions:

- Patrolled the VT Route 100 area from the Jamaica town line to the VT Route 11 intersection.

Tickets issued: 3 Warnings issued: 4 Fine total: \$ 468 Arrests: 0

# of entries

9

Totals

39.5 hrs

**Report ID**      **Deputy**      **Entity**      **Start**      **End**      **Total Hours**

- Patrolled the VT Route 11 area from the Landgrove town line to the Magic Mountain Ski area.
- Ran RADAR while stationary on VT Route 100 near Middletown Road.
- Ran RADAR while stationary on VT Route 11 near Middletown Road.
- Ran RADAR while stationary on VT Route 100 near the VT Route 11 intersection near the stores.
- The patrol primarily focused on speeding violations and safe driving, especially around the reduced speed areas.
- Checked all town buildings and schools.
- RADAR active throughout.

**Case Numbers & Brief Description:**

N/A

Weather: 34° F, sunny, roads dry.

**Tickets issued: 3 Warnings issued: 4 Fine total: \$ 468 Arrests: 0**

**# of entries**

9

## Totals

39.5 hrs