

Town of Londonderry, Vermont

Selectboard Meeting Agenda

Monday, March 3, 2025 – 6:00 PM
139 Middletown Road, South Londonderry, VT 05155

1. Call Meeting to Order
2. Additions or Deletions to the Agenda [[1 V.S.A. 312\(d\)\(3\)\(A\)](#)]
3. Minutes Approval – Meeting(s) of 2/17/2025
4. Selectboard Pay Orders
5. Announcements/Correspondence
6. Visitors and Concerned Citizens
 - a. Update on RIVERS Project
7. Town Officials Business
 - a. Discuss upcoming annual Town Meeting – Tuesday, March 4th at Town Hall
8. Transfer Station/Solid Waste Management
 - a. Updates
9. Roads and Bridges
 - a. Updates
 - b. Discuss VTrans FY2025 Municipal Highway Grant application
 - c. Consider purchase of new Highway Department vehicle
 - d. Consider application(s) for excess vehicle weight permits [[23 V.S.A. 1400a](#)]
10. Old Business
 - a. Town Office Renovations project – Consider proposal for data infrastructure services
11. New Business
 - a. Village Wastewater Project – Consider application for Congressionally Directed Spending for Phase II of the South Village Wastewater project
 - b. Village Wastewater Committee – Appoint new member to fill vacancy
 - c. Consider agreements with the Nature Conservancy accepting funds related to sale of the Glebe Mountain (McGraw) property to the U.S. Fish and Wildlife Service
12. Adjourn

Posted and distributed on February 28, 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>

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**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, February 17, 6:00 PM
139 Middletown Road, South Londonderry, VT 05155

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

Board members absent: James Fleming.

Town Officials: Shane O’Keefe, Town Administrator; Liam Elio, Mountain Towns Recreation Director; Pamela Spaulding, Planning Commission; Sally Hespe, Selectboard Meeting Note Taker; and Gary Hedman, Village Wastewater Committee.

Others in Attendance: Jen Greenfield; Peter Lerner, and GNAT camera operator Bruce Frauman.

1. Call Meeting to Order

Chair Tom Cavanagh called the meeting to order at 6:03 p.m.

2. Additions or Deletions to the Agenda

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

Taylor Prouty moved to add to the New Business section of the agenda a discussion on upcoming work priorities for the Assistant Town Administrator/Project Coordinator, seconded by Martha Dale. The motion passed unanimously.

3. Executive Session(s) – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3)

At 6:04p.m., Martha Dale moved to enter executive session to consider the evaluation of a public employee, pursuant to Title 1 V.S.A. Section 313(a)(3), and invited Liam Elio and Town Administrator Shane to attend the executive session, seconded by James Ameden. The motion passed unanimously.

The Board entered executive session at 6:04 p.m., and Elio left the executive session at 6:20 p.m. Executive Session ended at 6:20 p.m.

4. Minutes Approval – Meetings of 2/3/2025

James Ameden moved to approve the minutes of the Selectboard meeting of February 3, 2025, seconded by Taylor Prouty. The motion passed unanimously.

6. Selectboard Pay Orders

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

7. Announcements/Correspondence

Town Administrator Shane O’Keefe made the following announcement:

- A big thanks goes out to the Road Crew for a great job during a very tough storm over the holiday weekend.

O’Keefe referenced the following correspondence found in the meeting packet:

- A 2/13/2025 email from the Windham Regional Commission inviting Selectboards to a region-wide Selectboard member gathering on 3/12/2025 from Noon to 1:30 PM at the New Brook Fire Department in Newfane. It requires registration, which O’Keefe can assist with.
- An example letter sent to property owners, along with a list of all property owners abutting the proposed Rinehart Road culvert replacement project, seeking to begin discussion on acquiring temporary and permanent easements.
- Settlement documents regarding the Act 250 permit application of Blue Flame Gas Company, Inc. for property at 3 Valley View Drive in Landgrove.
- The monthly report from the Windham County Sheriff’s Office for January 2025.

8. Visitors and Concerned Citizens

Pam Spaulding, speaking as a town resident, asked the Board for status on the proposed update of Town website. Shane O’Keefe responded that with the help of Heather Stephenson, three vendors have been selected to receive the Request for proposals. The RFP has not yet been sent out, but this will be done shortly. O’Keefe indicated Stephenson had done a great job.

9. Town Officials Business

a. Board of Listers – Annual certificate of no appeals/suits [32 V.S.A. 4155]

Shane O’Keefe explained that the Certificate of Appeal or Suit Pending is a document that needs to be signed and attested to annually to indicate there are not any appeals pending from actions of the Listers or suits pending to recover taxes paid.

Martha Dale moved that the Board approve and sign the annual Certificate of No Appeal or Suit Pending, seconded by James Ameden. The motion passed unanimously.

b. Planning Commission – Updates and discussions on Commission matters

Pam Spaulding, speaking on behalf of the Planning Commission, asked for an update on the Commission’s January 6 request to use their budgeted stipend to purchase chairs for the Town Hall renovation. As the request was tabled at the time, Spaulding asked if the Board was prepared to move on this now. Board Chair Tom Cavanagh indicated that the Town Treasurer, Tina Labeau, was going to look into how to best transfer the budget funds. Labeau was absent, but the Board will follow up with her.

Spaulding also asked if the Town is planning to hire a second Minutes Taker. The Planning Commission is in need of a transcriber, preferably someone with a municipal background that understands technical language.

The Board has not looked into hiring another Minutes Taker. The current Minute Taker, Sally Hespe, is only available for bimonthly Selectboard meetings. The following options were discussed:

- Using artificial intelligence (AI) software to create a meeting notes draft and then have Commission review. The Village Wastewater Committee did this for their last meeting. While this option is not ideal, it is quick and allows committees to get draft minutes posted within 5 days to comply with the Open Meeting Law.
- Hiring a transcriber for the Planning Commission. One candidate recently attended a meeting and the committee is hopeful this individual might accept the position. The Board indicated that there is a budget line for Minute Taker, and Martha Dale suggested part of that budget should be available to the Planning Commission. The Board asked the Planning Commission to submit a budget for the position.

c. Mountain Towns Rec. Director – Consider compensation rates for parks and recreation temporary part-time employees

Liam Elio, Mountain Towns Recreation Director, provided updated information regarding baseball umpire wages that reflected increased rates for home plate and second umpires for the current season. Elio also indicated that basketball wages would increase next year, and the board agreed to adopt any additional changes at that time.

Martha Dale moved to approve REVISED compensation rates for temporary part-time parks and recreation positions at the following hourly rates of pay:

- Basketball Referee - \$40.00
- Soccer Referee - \$40.00
- Baseball Umpire (solo or home plate) - \$25.00
- Baseball Umpire (second umpire – bases) \$20.00
- Basketball Bookkeeper - \$15.00
- Basketball Clock operator - \$15.00
- Non-volunteer event staff - \$15.00

Seconded by James Ameden. The motion passed unanimously.

9. Transfer Station/Solid Waste Management

a. Updates

Tom Cavanagh reported that the punch card vending machine is now working for bulk cards at the Village Market.

11. Roads and Bridges

a. Updates

Taylor Prouty asked everyone to use caution on roads with windblown snow and trees down until better weather prevails. Martha Dale asked him to thank the crew for all their hard work.

b. Discuss Brophy Lane warning sign

Brophy Lane property owner Peter Lerner spoke to the Board about the possible removal of the large red warning sign at the end of the lane, which he can see from inside his house. The warning sign and two large boulders were installed after the removal of an illegal footbridge that crossed the river. As there is no road that crosses the river at the site, Lerner is unsure why such a large and visible barrier is needed.

Taylor Prouty relayed that the removal of the footbridge drew attention to the area and the Town and the U.S. Forest Service, which owns the land, looked to the State for guidance on installing a warning barrier. While Brophy Lane is not overly travelled, Google Maps still indicates that the two sides connect via a road. Drivers unfamiliar to the area using GPS might assume it is a through road, necessitating the warning signs.

O’Keefe indicated that it will not be easy to take down the warning barrier. The Town must comply with the Manual on Uniform Traffic Control Devices (MUTCD), which dictates rules for traffic ordinance road signage. Additionally, removal of the barrier signage would be an insurance issue.

Next step is for O’Keefe to connect with the Town’s E911 Coordinator to apply to remove the “connected” road as depicted in Google and Apple maps.

c. Adopt annual VTrans Certification of Compliance with Town Road & Bridge Standards and network Inventory

O’Keefe explained that the Town receives the request for Certification of Compliance from Vermont Agency of Transportation annually. It is important to file this Certificate to show that Town has adopted state standards, which is a requirement for FEMA assistance.

Taylor Prouty moved to approve the annual VTrans certification of Town Road and Bridge Standards and Network Inventory, and authorize the Chair to sign the certification on behalf of the Board, seconded by James Ameden. The motion passed unanimously.

d. Discuss VTrans FY2025 Municipal Highway Grant application

This is a program to apply for either a structures grant or for funding for Class 2 road paving. The Town usually only receives an award every 7 years, but O’Keefe

recommended applying every year as sometimes other towns forget and funding becomes available.

Possibilities for this year's application include Windy Rise Lane West, which was denied last year. The Board agreed to put the matter back on the agenda for the next Selectboard meeting and will discuss with Josh Dryden, Road Foreman, prior to the meeting.

e. Consider application(s) for excess vehicle weight permits [23 V.S.A. 1400a]

Taylor Prouty moved to approve the excess weight permit (s) for:

- *Record Concrete, Inc.*

and authorize the Town Administrator to execute the permit(s) on behalf of the Town, seconded by James Ameden. The motion passed unanimously.

12. Old Business

a. Rivers projects updates

Tom Cavanagh had a meeting two weeks ago with staff from the Windham Regional Commission and Stone Environmental regarding potential projects funded through FEMA under the Resilience Initiative for Vermont Empowerment and Recovery (RIVER) program. The first proposed project, replacement of the Cobble Ridge bridge, will not happen. The second and most feasible project involves developing alternate access to the Cobble Ridge Road neighborhood by way of Derry Woods Road. An initial meeting will be held with adjacent landowners on 2/25/2025, and the project will be brought to the full Board after if there is landowner support.

Prouty mentioned he'd heard from several area residents that while they support an alternate access, they don't support removing the bridge. The State is reviewing the benefit cost analysis (BCA) now, but there is the possibility that the State will treat this project as a road relocation and promote bridge removal. If the Town elects not to remove the bridge, it will most likely lose FEMA funding it was mentioned.

Another possible project is a phased project at the confluence of Utley Brook and the West River. This would be a major project below the dam where it's been determined change is needed. The Board could also pursue the Rinehart project, which would only get funded if it was the only proposed project.

All agreed that it would be a shame to miss out on any type of funding, but any proposed project needs to make sense for the majority of people and have solid support.

b. Village Wastewater Project – Consider amendment to Engineering Services Agreement(s)

Shane O’Keefe reported that the North Village ARPA grant was audited by The Agency of Natural Resources. It was determined that the grant agreement with the engineering contractor did not contain agency requirements, despite the contract being recommended by The Agency. The contract will have to be amended to include required language and the Town will need to prove that contractor has not been debarred.

Martha Dale moved to 1) accept the proposed first amendments to service agreements with the Dufresne Group related to the provision of engineering services for the two Village Wastewater projects, such amendments to a) revise project submittal timeframes and b) specifically include standard State of Vermont provisions for contracts and grants, and 2) to authorize the Town Administrator to execute the contract amendments on behalf of the Town. The initial engineering service agreements with the firm were reviewed and approved by the Board on May 20, 2024, seconded by Taylor Prouty. The motion passed unanimously.

c. Town Office Renovations Project – Approve bond documents

The Town’s Bond Council provided documents (meeting packet page 46) that need to be approved and signed to be eligible for borrowing. O’Keefe reviewed the materials with the Board, which contain standard bond resolution language.

James Amaden moved, relative to the \$1.3 million general obligation bond necessary to fund improvements to the Londonderry Town Office building, such bond having been approved by the Voters of the Town on March 7, 2023, to adopt and execute the Resolution and Certificate, the Loan Agreement with the Vermont Bond Bank and the General Obligation Bond, and authorize the Town Clerk and Town Treasurer to attest and certify these and other necessary approvals, seconded by Taylor Prouty. The motion passed unanimously.

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

There are a few final change orders for the Town Office renovation:

- New foundation needs to be poured under the east door, which will protect the frame from frost.
- Power lines need to be run and buried underground before paving begins.

These new costs will be partially offset by a credit for IT expenses incurred.

Taylor Prouty moved to authorize change orders for the Town Office Renovation Project as follows: 1) to make structural improvements to the east basement entrance at a cost of \$8,285, and 2) to install underground power from the utility pole to the building at a cost of \$24,453, and to acknowledge a change order credit of \$4,294 due to data wiring terminal being done by others, and to authorize the Town

Administrator to execute any documents necessary to implement these change orders, seconded by James Ameden. The motion passed unanimously.

13. New Business

a. Consider request to use Town Hall – Weston Theater Company

This is the same request as last year from Weston Theater Company. The Board agreed this is a worthy cause. There will not be a fee for building usage, but the Weston Theater Company will reimburse cost of electricity.

Martha Dale moved to authorize use of the Town Hall for theatrical rehearsals by the Weston Theater Company for the period 5/13/2025 to 6/8/2025 and 6/17/2025 to 7/13/2025, and to authorize the Town Administrator to sign the facility use agreement on behalf of the Town. Such authorization is subject to the condition that a certificate of insurance acceptable the Town Administrator, naming the Town as an additional insured, shall be provided to the Town Administrator prior to issuance of the written authorization, seconded by James Ameden. The motion passed unanimously.

b. Consider employee compensation matters

Taylor Prouty moved to adjust the annual salary for Liam Elio to \$57,000 effective January 1, 2025, seconded by Martha Dale. The motion passed unanimously.

c. Executive session – Pending or probable civil litigation or a prosecution, to which the public body is or may be a party, per V.S.A. 313 (a)(1)(E)

Taylor Prouty moved to find that premature general public knowledge of probably prosecution in the matter of an alleged violation of the Short-Term Rental Ordinance will clearly place the Town of Londonderry at a substantial disadvantage, seconded by James Ameden. The motion passed unanimously.

At 7:41 p.m., Taylor moved to enter executive session to discuss probable prosecution of one or more violations of the Short-Term Rental Ordinance, to which the Board may be a party, pursuant to Title 1, V.S.A. Section 313 (a)(1)(E), and invite short-Term Rental Administrator Andy Dahlstrom and Shane O’Keefe to attend, seconded by James Ameden. The motion passed unanimously.

The executive Session ended at 8:30 p.m.

d. Consider upcoming work priorities for the Assistant Town Administrator/Project Coordinator

Shane O’Keefe reminded the Board that after the Town meeting in two weeks, he will no longer be Town Administrator and will assume the role of Assistant Town Manager/Project Coordinator at a reduced schedule of up to 10 hours per week. It was also noted that there will be a gap of 20 days until the new Town Administrator

begins, and the Board should decide who will be responding to inquiries and emails during the gap period.

O’Keefe gave his thoughts on best usage of his 10 hours per week and will focus on the Municipal Energy Resilience Program (MERP) funding of about \$450,000 and the completion of the Town Office renovation. He suggested he work on site on Thursdays and remotely remaining hours.

Onboarding for the new Town Administrator will consist of onboarding and review on Londonderry processes with O’Keefe. The Vermont League of Cities and Towns consultant Kathleen Ramsay will assist with training on more general Town Administrator duties.

14. Adjourn

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

The meeting adjourned at 8:46 PM. The next regular meeting of the Selectboard is scheduled for 3/32025.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved March 3, 2025

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

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

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

ARTICLE 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 14 Shall the Town vote to raise and appropriate the sum of \$25,000 to be deposited in the Community Economic Improvement Reserve Fund?

ARTICLE 15 To transact any other business that may legally come before the Meeting.

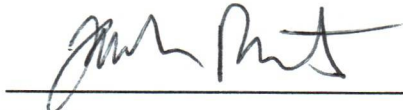
Dated at Londonderry this 20th day of January 2025.

Selectboard of the Town of Londonderry

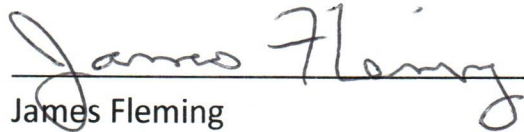


Thomas Cavanagh, Chair

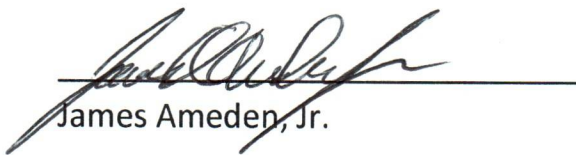
Martha Dale, Vice Chair



Taylor Prouty



James Fleming



James Ameden, Jr.

Received for the record this 21st day of January 2025



Allison Marino, Town Clerk

Annual Report from the Selectboard

The Town of Londonderry had many notable successes in 2024, thanks to the hard work and dedication of all our town employees, committee members, and volunteers. Every year comes new challenges, and this year was no exception, but as always, our goal was to meet those challenges head on and come out with a stronger community.

The Select Board is proud to note that Londonderry is one of the few towns in Vermont that has been almost fully reimbursed by FEMA after the destruction caused by the 2023 flooding. This is thanks, in large part, to Bill Kearns and his expertise and diligence in assisting the town with navigating the FEMA process. Additionally, Londonderry is fortunate to be one of the few towns selected by FEMA to receive assistance in creating a long-term recovery plan. This will be very beneficial to our ongoing challenge of finding ways to mitigate the flooding risk to Londonderry. A long-term recovery committee was recently appointed and has started the lengthy process of drafting the long-term recovery plan which, once completed, will give the town a significant advantage in receiving grants to help us become more flood resilient in the future.

This year we welcomed our new town clerk, Allison Marino, who accepted the position after Kelly Pajala's recent departure to pursue a new opportunity with FEMA Public Assistance. On behalf of the town, we would like to thank Kelly for her many years of hard work and dedicated service, and congratulate her on her new position with FEMA, where her knowledge, skills and hard work will help the people of our state recover from the recent devastating floods, and any future disasters we may face. Thank you, Kelly, and welcome to Allison.

We are also pleased to note that, after many years of discussion, the Short-Term Rentals Ordinance took effect in July, and Andy Dahlstrom accepted the newly created position of STR Administrator. This role was created to ensure all short-term rental properties are registered and in compliance with the ordinance, and Andy has done an incredible job getting it off the ground, a very challenging task given that this is a relatively new concept in the state. While this is a complicated issue, we are hopeful that our ongoing efforts will benefit both the town and townspeople as we continue to battle a housing crisis in the area.

Also to be noted is the arrival of the long-anticipated new plow truck, as well as a new backhoe, both of which have filled a significant need and will help aid the road crew in their continuous efforts to maintain the safety of our roads. Thank you to all the road crew members for another year of great work.

The largest endeavor that the town took on this year was the renovation of the town office. Work on the building began in September and should be completed by the spring. This renovation will double the working space at the town office, allowing the basement to be utilized again after being unusable for many years. To take some of the financial burden off the taxpayers, we were fortunate to be awarded almost \$500,000 through the state's MERP program, of which almost \$400,000 went to the renovation of the town office. The remaining funds will go towards the ongoing work on the old town hall.

As with every year, one of the most difficult tasks for the select board is creating a yearly budget that takes into account the needs of the town, while also trying to limit the financial impact on the taxpayers. It is always a challenge to come up with a budget that does not add too much new spending, while still addressing the needs of our ever-growing town. We would like to thank all the town employees and members of our committees for their diligent and thoughtful work on the budget this year.

The Select Board meets on the first and third Monday of every month, at 6:00 pm. We will continue to meet at the town hall until the town office renovation is complete. The public is always welcome and encouraged to attend board meetings. All agendas and minutes can be found on the town website. Recordings of the meetings can be found on GNAT-TV.

Respectfully submitted,

Thomas Cavanagh, Chair

From: Brunk, Meghan <Meghan.Brunk@vermont.gov>
Sent: Friday, February 21, 2025 10:45 AM
To: Shane O'Keefe
Cc: Tom Cavanagh
Subject: RE: VTrans Grants and Annual Financial Plan

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Shane,

Thank you for the signed certificate! Londonderry is #8 for Structure grants and #18 for the Class 2 grants. If you have a structure project in mind, it wouldn't hurt to apply this year in case some of the top towns don't want a grant this year.

Would you like me to wait until after 3/24/2025 to contact the town to schedule a meeting or would you like to schedule something now and just make sure that the meeting is after 3/24?

Thanks,

Meghan Brunk | AOT Technician VI
District 2 | SE Region
District Maintenance and Fleet Division
Vermont Agency of Transportation
870 US Route 5 | Dummerston VT 05301
802-275-2082 Phone | Meghan.Brunk@vermont.gov
<http://vtrans.vermont.gov>



From: Shane O'Keefe <townadmin@londonderryvt.org>
Sent: Thursday, February 20, 2025 11:15 AM
To: Brunk, Meghan <Meghan.Brunk@vermont.gov>
Cc: Tom Cavanagh <T.CAVANAGH@londonderryvt.org>
Subject: RE: VTrans Grants and Annual Financial Plan

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Good morning Meghan,

The Londonderry Selectboard voted Monday evening to approve the annual VTrans Certification of Compliance for Town Road and Bridge Standards and Network Inventory. I attached the signed certification, executed by the Selectboard Chair on behalf of the Board as permitted by [24 VSA 1141](#).

As to the Town Highway grant, the Board will discuss this further on 3/3/2025. Can you give an idea where we stand on the eligibility lists?

After Town Meeting I will no longer be the Town Administrator (but will stay on on a part-time basis to assist with transition and project coordination) and my replacement (Aileen Tulloch) will not begin work until 3/24/2025, so if we can wait for our annual meeting with you until after that date it would be best for the Town.

State of Vermont
District Maintenance and Fleet Division
Maintenance District 2
870 US Route 5
Dummerston, VT 05301
www.vtrans.vermont.gov

Agency of Transportation

[phone] (802) 254-5011
[fax] (802) 251-2000
[ttd] (800) 253-0191

January 31, 2025

RE: FY 2026 Town Highway Grants / Bridge Inspections / Annual Town Financial Plan and Meeting / Town Road and Bridge Standards Certification of Compliance / Class 2 Centerline Line Pavement Marking Letter

Please note that the information in this packet is time sensitive!

Dear Town Official(s):

Town Highway Grant Programs

It is anticipated that the Town Highway grant program will resume this year, so applications are now being accepted. Attached is the FY 2026 Municipal Highway Grant Application. This form is to be used to apply for **both** the Town Highway Structures Grant program and the Town Highway Class 2 Roadway Grant program; a separate application needs to be submitted for each project. **Town highway grants applications are due back to District 2 no later than April 15, 2025.** They may be mailed or sent via e-mail to Marc.Pickering@vermont.gov. Grant awards will be made based on several factors, including, but not limited to, whether the town has received recent grants, the completeness of the submittal, and the overall condition of the existing structure(s) or roadway that the town is requesting the grant for. Other factors being equal, applications submitted by the April 15 due date will receive higher priority.

Town Bridge Inspections

REMINDER.... the town's bridge inspection reports can be found using the VTransparency website. The link is as follows: <https://vtransparency.vermont.gov/>. There will then be two selections for accessing bridge inspections – one where a search can be done by town and the other through a map.

TA 60 Annual Town Financial Plan

In accordance with Title 19 VSA Section 306(j), municipalities must complete a TA 60 Annual Financial Plan (a blank one is enclosed). The town is reminded that to qualify for any of the Agency's grant-related programs, a copy of the town's **current** Annual Financial Plan must be on file at the District 2 office. Districts will meet with **town officials** of each municipality within **60 days** of Town Meeting; this meeting can be held in person, virtually or over the phone. Typically, meetings are used to review the Annual Town Financial Plan, get status reports on any grant program projects previously approved or recently submitted, and review the town's plan for the maintenance and construction of town highways for the ensuing year. The town can either elect to fill the TA 60 out and submit with any town highway grant applications or wait for our annual meeting to review and complete together. Meghan Brunk will be reaching out after Town Meeting Day to schedule a meeting with the town but if you want to reserve a spot ahead of time, you can call her at (802) 275-2082 or email her at Meghan.Brunk@vermont.gov.

Town Road and Bridge Standards – Certification of Compliance for Town Road and Bridge Standards

The 2019 State-approved town road and bridge standards template was rolled out in June of 2019. The adoption of this template enables towns to be eligible for higher ERAF share and the 10% “incentive” for the Town Highway Structures and Class 2 Roadway grant programs – most towns within District 2 did adopt the 2019 standards; if a town has questions about this, please feel free to reach out.

Each year towns must certify that they have road and bridge standards and that they follow them. This is an annual requirement regardless of which standards a town has adopted. Included is the annual Certification of Compliance. This needs to be signed and submitted back to the district.

Class 1 and Class 2 Centerline Pavement Marking Letter

As in previous years, VTrans will be painting centerline on Class 1 and Class 2 highways. Towns should utilize the email on the attached letter with their schedule for repairing and retreatment of these town highways.

If you have questions regarding any of the above information, please do not hesitate to call Marc Pickering at (802) 380-0190. Thank you!

Sincerely,

Marc Pickering
District 2 Project Manager

Enclosures:

FY 2026 Municipal Highway Grant Application

TA60 Annual Town Financial Plan

Certification of Compliance for Town Road and Bridge Standards/Network Inventory

Class 2 Centerline Pavement Marking Letter



VERMONT

AGENCY OF TRANSPORTATION

FY Municipal Highway Grant Application

APPLYING FOR: ☐ Structures ☐ Class 2 Roadway ☐ Emergency

MUNICIPALITY: MUNICIPAL CONTACT (name):

MAILING ADDRESS:

Phone: E-Mail:

ACCOUNTING SYSTEM: Automated Manual Combination

SAMS #: Grantee FY End Month (mm format):

DISTRICT CONTACT (name):

Phone: E-Mail:

SCOPE OF WORK TO BE PERFORMED BY GRANTEE

Location of Work. The work described below involves the following town highway / structure:

TH# ____, (Name)_____ which is a class ____ town highway.

Bridge #_____, which crosses _____

Culvert # ____, for which the original size was _____ and the replacement size is _____

Causeway: _____

Retaining Wall: _____

Latitude: Longitude: MM (If Available):

Problem:

Reason For Problem:

Proposed Scope of Work:

Detailed Cost Estimate (below or attached):

Estimated Project Amount: \$

Estimated Completion Date:

Municipality has adopted Codes & Standards that meet or exceed the State approved template? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Municipality has a current Network Inventory? YES NO	
Municipality <u>MUST</u> complete the following environmental resource checklist:	
EXISTING STRUCTURES: (check all that apply)	
<input type="checkbox"/> Steel Tube Culvert	<input type="checkbox"/> Concrete Box Culvert
<input type="checkbox"/> Stone Culvert	<input type="checkbox"/> Concrete Bridge
<input type="checkbox"/> Ditch	<input type="checkbox"/> Rolled Beam/Plate Girder Bridge
<input type="checkbox"/> Metal Truss Bridge	<input type="checkbox"/> Wooden Covered Bridge
<input type="checkbox"/> There are foundation remains, mill ruins, stone walls or other	Masonry Structure
<input type="checkbox"/> Stone Abutments or Piers	<input type="checkbox"/> Buildings (over 50 yrs old) within 300 feet of work
Other:	
PROJECT DESCRIPTION: (check all that apply)	
<input type="checkbox"/> The project involves engineering / planning only	<input type="checkbox"/> The project consists of repaving existing paved surfaces only
<input type="checkbox"/> The project consists of reestablishing existing ditches only within existing footprint	<input type="checkbox"/> All work will be done from the existing road or shoulder
<input type="checkbox"/> The structure is being replaced on existing location / alignment	<input type="checkbox"/> There will be excavation within 300 feet of a river or stream
<input type="checkbox"/> New structure on new alignment	<input type="checkbox"/> Repair/Rehab of existing structure
<input type="checkbox"/> There will be excavation within a flood plain	<input type="checkbox"/> Road reclaiming, reconstruction, or widening
<input type="checkbox"/> Tree cutting / clearing	<input type="checkbox"/> Temporary off-road access is required
<input type="checkbox"/> New ditches will be established	<input type="checkbox"/> The roadway will be realigned
The municipality has included photos of the project. Must show infrastructure and surrounding features as much as possible. <input type="checkbox"/> YES <input type="checkbox"/> NO	

Below this line to be filled in by VTrans staff:

Recommended Award Amount:

District Staff Approval: (name) _____ Date: _____

Note:

Projects may involve impacts to protected historic or archaeological resources. For more information, responsible parties are encouraged to contact the District staff.

9. Roads and Bridges

a. Updates

Dryden reported materials used:

February 2024	Salt- 102 tons	Sand- 461 yards
	Fuel (gallons): Equipment - 991	Transfer Station – 70 gal.

He reported that the new truck was at Reed's and ready to go to the body shop. They have purchased a new trailer for \$5,000 which will be used to move culverts, hay bales, and more.

Martha requested the previous year material data, statistics, and a year-to-date budget be provided to the Board. Dryden noted there was less sand used this year.

Prouty also reported that tree contractor TTS has been working in the area for Green Mountain Power. He is monitoring them to ensure that no damage is done to the Town roads.

b. Discuss VTrans FY2025 Municipal Highway Grant application

Dryden and the Selectboard reviewed the projects for the program and determined that the failing culvert on Windy Rise Lane West is the best option.

Taylor Prouty moved to authorize the Town Administrator to submit an application for funding under the VTrans Municipal Highway Grant program for Windy Rise Lane West culvert, seconded by Martha. The motion passed unanimously.

c. Consider application(s) for excess weight permits [23 VSA 1400a]

The Board reviewed an excess vehicle weight permit that was submitted.

Taylor Prouty moved to approve the excess weight permit(s) for Fabian Earth Moving, Inc., and authorize the Town Administrator to execute the permit(s) on behalf of the Town, seconded by Martha. The motion passed unanimously.

10. Old Business

a. Short-Term Rental Ordinance – Establish registration fees

O'Keefe provided hand outs to the Board that included the following comments from Town Attorney Bob Fisher:

1. **Can registration fees be used for unrelated to administration Short-Term Rental (STR) Ordinance.** No. There is a difference between fees and taxes. Fees are charged to cover the expenses of implementing a program. Taxes are imposed to raise revenue for governmental services or projects. Here, the Housing Commission's proposal would be challenged in court, due to the "fee" being so high as to be beyond that which is needed to implement the STR registration program and to pay for the administration and ordinance. It would be considered a tax if the purpose was to raise funds for housing, that would be problematic because the State legislature has not provided express authority for the Town to impose a local tax for the purpose of raising funds for housing.
2. **Can registration fees be different for different types of STR.** Yes. Based on the difference between the size of the STR and/or the hosting or non-hosting of the STR, the enforcement and administration requirements may be different, and likely a greater burden for the large non-hosted STR. Thus, the registrations fees can be different, but they should reflect a nexus between the cost to administer the ordinance for the different types of STR.



LEGEND

★ Wetland Projects

Wetland - VSWI

- Class 1 Wetland
- Class 2 Wetland
- Wetland Buffer

Wetlands Advisory Layer

Stormwater Permits (Issued)

- Operational
- Construction
- Industrial - NOI
- Industrial - NOX
- Other

Stormwater Permits (Pending)

- Operational
- Construction
- Industrial - NOI
- Industrial - NOX
- Other

Flood Hazard Areas (Only FEMA)

- AE (1-percent annual chance flood)
- A (1-percent annual chance floodpl.)
- AO (1-percent annual chance zone feet)
- 0.2-percent annual chance flood ha

River Corridors (Aug 27, 2019)

- .5 - 2 sqmi.
- .25-.5 sqmi.
- Hazardous Site

NOTES

Map created using ANR's Natural Resources Atlas



1: 1,626

April 17, 2024



83.0 0 42.00 83.0 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere

© Vermont Agency of Natural Resources

1" = 136 Ft. 1cm = 16 Meters

THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

(US DOLLAR)

DescriptionPrice

Net Sales Price:

\$169,800.00

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:**Accepted by Purchaser:**_____
Official Title and Date_____
Firm or Business Name_____
Authorized Signature_____
Authorized Signature and Date

This proposal is not binding upon the seller without Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.

Additional Charges:

See Attached

Viking Cives Quote for Dump Body and Equipment \$107,800.00

Vermont Agency of Transportation
Department of Motor Vehicles
Uniform Municipal Excess Weight Permit

9.d.1

LONDONDERRY

(Municipality)



Fleet



Single Vehicle

Approval is hereby given for the granting of a permit under the provisions of VSA Title 23, Sec. 1400a, and any amendments thereto, covering the operations of motor vehicles over local highways and bridges with gross loads as follows:

ST. PIERRE, INC.

Registrant: _____

Address: 59 JEFFREY RD. CHARLESTOWN NH 03603
Street/Road City State Zip

Contact: DAVE JELLIE Phone: 603-826-4121

<u>Type of Vehicles</u>	<u># of Axles</u>	<u>Product Carried</u>	<u>Max. Weight Requested</u>	<u>Max Weight Approved</u>
TK	4	A	69,000	
TK	3	A	60,000	
TK	2	A	35,000	
TK	5	A	80,000	

Approved for the following highways (list may be attached): _____

The following restrictions apply (list may be attached): _____

This approval shall be effective for no more than a one-year period ending March 31, 2026. If a fleet permit, this approval covers all vehicles bearing the registrants name. If the permit is to cover unmarked company trucks, please attach a list to this form giving the year, make, VIN number, maximum weight and registration number.

The holder of a permit shall be liable for any damage to highways or bridges per VSA Title 23, Sec. 1400a © and is **required to furnish the municipality a valid Certificate of Insurance** in the following amounts: a minimum of \$100,000/\$300,000 Personal Injury Liability Coverage and \$100,000 Property Damage Coverage.

Approved: _____ Title: _____ Date: _____

VX-008 01/2017 MTC

Town of Londonderry
Municipality

9.d.2

Vermont Agency of Transportation
Department of Motor Vehicles
Uniform Municipal Excess Weight Permit
FLEET

Approval is hereby given for the granting of a fleet permit under the provisions of VSA Title 23, Sec. 1400A, and any amendments thereto, covering the operations of motor vehicles over local highways and bridges with gross loads as follows:

Owner: G.W. Tatro Construction Inc.

Address: Po Box 339
Jeffersonville, VT. 05464

Contact: **Melissa**

Phone: 802.644.8875 Fax: 802.644.1310

<u>Type(s) of Vehicle (s)</u>	<u># of Axles</u>	<u>Product Carried</u>	<u>Max. Weight Requested</u>	<u>Max. Weight Approved</u>
TK	3	A	60,000	_____
TK	4	A	69,000	_____
T T	5 minimum	A	80,000	_____

Approved for the following highways (list may be attached): _____

The following restrictions apply (list may be attached): _____

This approval shall be effective for no more than a one year period ending **March 31, 2025**. This approval covers all vehicles bearing the company name. If permit is to cover unmarked company trucks, please attach a list to this form giving year and make of truck, VIN#, maximum weight and registration #.

The holder of a permit shall be liable for any damage to highways or bridges per VSA Title 23, Sec 1400A (c) and is required to furnish the municipality a valid Certificate of Insurance in the following amounts: a minimum of \$100,000/\$300,000 Personal Injury Liability Coverage and \$100,000 Property Damage Coverage.

Approved: _____ Title _____ Date _____
(Duly Authorized Agent)

NOTE: A Vermont State Permit is not required to operate on local highways and bridges

Overweight Vehicle Notice

All owners and operators of overweight vehicles should take notice that driving on unpaved Town Highways during times when roads are susceptible to damage from such vehicles, such as during springtime thawing of frozen roads, are asked to contact:

- Josh Dryden, Road Foreman, at (802) 824-3471 or (802) 379-5030
- or
- Taylor Prouty, Road Commissioner, at (802) 375-5057

Furthermore, through trucking is not permitted at any time on:

- Middletown Road (Town Highway #5), and
- Main Street/Thompsonburg Road (Town Highway #2)

Permitees are requested to please:

- Abide by all posted speed limits and
- Provide appropriate covering over materials being transported while driving in Londonderry.

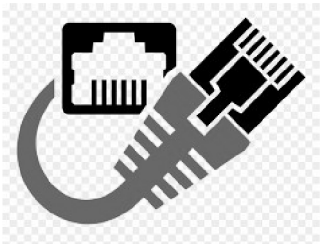
Updated: 2/5/2024

ESTIMATE

CL Connect, LLC
450 Route 7
Mount Tabor, VT 05739

clconnectvt@gmail.com
+1 (802) 779-4437

10.a



Town Londonderry
Bill to
Town of Londonderry
100 Old School Street
South Londonderry, VT 05155

Ship to
Town of Londonderry
100 Old School Street
South Londonderry, VT 05155

Estimate details
Estimate no.: 1021-12
Estimate date: 02/21/2025
Expiration date: 03/21/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Technician Service	Work Requested: Terminate, Certify, Label Network drops installed by electrician.	15	\$86.00	\$1,290.00
2.		Technician Travel Time		2	\$50.00	\$100.00
3.		6' floor rack	Materials (IF CL CONNECT LLC IS SUPPLYING)	1	\$366.59	\$366.59
4.		15 Rack Unit Wall Rack	this is if you don't want the 6' floor rack	1	\$304.19	\$304.19
5.		Cat 6 HD modules		63	\$7.32	\$461.16
6.		Cat 6 EZ Module		63	\$7.32	\$461.16
7.		48 Port HD Patch Panel		1	\$41.09	\$41.09
8.		24 Port HD Patch Panel		1	\$43.11	\$43.11
9.		2RU rack shelf		1	\$64.79	\$64.79
10.		2 Port Faceplate		26	\$2.89	\$75.14

Total \$3,207.23

Note to customer

Work Requested:
Terminate, Certify, Label Network drops installed by electrician.

Performed a site survey 1/6/2025

Expiry
date 03/21/2025

Network Cables are NOT LABELED (63 drops)
Network Cables installed by electricians are not up to modern standards
CL CONNECT LLC will NOT be responsible for Certification & Performance!

Work estimate for Town of Londonderry by CL Connect LLC

Accepted date	Accepted by
---------------	-------------

From: Gottschalk, Hannah (Welch) <Hannah_Gottschalk@welch.senate.gov>
Sent: Monday, February 24, 2025 1:02 PM
To: Shane O'Keefe
Subject: Senator Welch FY26 CDS Application Portal

You don't often get email from hannah.gottschalk@welch.senate.gov. [Learn why this is important](#)

This email is to let you know that Sen. Welch's portal for submitting FY26 Congressionally Directed Spending (CDS) requests is open. The deadline for submitting applications is Friday, March 28, 2025, at 5:00pm.

Click [HERE](#) for a link to Sen. Welch's website with further information.

Please note that FY25 nominated projects are still pending, and we are waiting for official confirmation that the Senate Appropriations Committee will accept FY26 nominations.

If you have any questions, please contact appropriations@welch.senate.gov.

Best,

Hannah Gottschalk (she/her)

Staff Assistant

Office of Senator Peter Welch

Burlington, VT

Phone: 802-863-2525





Congressionally Directed Spending Requests

Congression ally Directed Spending



Requests

Thank you for your interest in the Congressionally Directed Spending (CDS) process and your commitment to improving our communities. CDS requests for state and local government entities and non-profit organizations based in Vermont are now open for Fiscal Year 2026. [You can apply here.](#)

Organizations are encouraged to submit their requests early to accommodate corrections that need to be made or questions that need to be answered before the deadline. As a reminder, all forms must be completed and submitted by **Friday, March 28, 2025, at 5:00 PM ET.**

The FY25 CDS Form is subject to change pending further instructions from the Senate Appropriations Committee, which has not yet issued instructions for FY26. A specific list of the accounts for CDS requests and their eligibility requirements from FY25 is available [HERE](#).

This funding opportunity allows Members of Congress to request funds in the annual federal budget to be allocated for specific projects in their states and is an opportunity for eligible entities to obtain a one-time allocation of funds for projects.

Please note that the Senate Appropriations Committee has set the following conditions on CDS items:



- Eligible entities include state and local government entities and non-profit organizations. For-profit entities are not eligible.
- CDS projects that are selected for funding by the Senate Appropriations Committee are subject to audits by the Government Accountability Office.
- Entities that are awarded CDS projects through the appropriations process will still need to go through the federal grant review process with the relevant agency to receive the funding.
- Funding is limited and not all eligible requests will be funded.

While funding projects through CDS is an option, organizations are also strongly encouraged to consider pursuing and applying for federal grants. Information on federal grants that are administered through the various government agencies is available through the Grants.gov Program Management Office. The website address for federal grant programs is <https://www.grants.gov>.

Thank you for your commitment to the CDS process. We appreciate your efforts in providing valuable projects for consideration. If you have any questions or require assistance, please feel free to reach out to us at appropriations@welch.senate.gov.

APPLY

**Congressional Directed
Spending Disclosure →**

**Financial Certification
Letters →**



Town of Londonderry, Vermont

Application for Appointment to Town Boards, Commissions, Committees and Officer Positions*Complete this form if you are interested in being appointed to a public body or Town Officer position.*Nominee Contact InformationName: Corey MackDate: 02/27/2025Street Address: 87 Doane Lane, Londonderry VT 05148

Mailing Address (if different): _____

Preferred Phone: [REDACTED] Alternate Phone: _____Email address: [REDACTED]**Indicate board/commission/committee or officer position in which you are interested in being appointed:**wastewater committee

Please indicate your appointment status (Mark with an X)

☐ **Incumbent appointee.** You may leave the information requests below blank.☒ **Not presently an appointee.** Please complete the following:

1. Please list any prior experience serving on any public boards, commissions, committees or public offices (and approximate dates):

Winooski City Council, 2018; Winooski Public Works Commission, 2012-2020; Chittenden County TransitAuthority Board of Directors 2008-2010

2. Please list any other experience that may be pertinent to the board, commission, committee or office on which you are requesting to serve.

Work as a civil transportation engineer / transportation planner, familiar with federal grants, waste watersystems, land development regulations, Act 250, etc

3. Please provide a brief statement describing your interest in serving the Town of Londonderry.

Moved here in 2022, looking to become more involved and active in community, knowing neighbors andissues affecting community, and support investment to our vibrant village centers

4. Please list any professional qualifications (if applicable).

Licensed civil transportation engineer in VT (PE)Attach any additional information to this application and return to the Town Administrator at 100 Old School Street, South Londonderry, VT 05155 or townadmin@londonderryvt.org.

From: Jim Shallow <jim.shallow@TNC.ORG>
Sent: Wednesday, February 26, 2025 4:18 PM
To: Shane O'Keefe
Subject: TNC Tax Mitigation Agreements
Attachments: AGREEMENT FOR VOLUNTARY REPAYMENT OF GRANT FUNDS.docx; AGREEMENT TO COMPENSATE TAX LOSS - Londonderry.docx; Glebe-McGraw Agreement 2019-02-18 (signed).pdf

11.c.1

Follow Up Flag: Follow up
Flag Status: Completed

You don't often get email from jim.shallow@tnc.org. [Learn why this is important](#)

Shane,

As we discussed, attached are two agreements between TNC and the Town of Londonderry to:

1. Compensate Londonderry for the lost tax revenue resulting from the transfer of the Glebe Mountain McGraw tract to the USFWS.
2. Return the grant funds provided by Londonderry for the original purchase of the property.

Please review the documents and if you find them acceptable send a signed copy back to me. I have also attached the original grant agreement for reference. I am available to answer your questions either by email or over the phone. My number is in the signature below.

Thanks,
-jim

Ps: Congratulations on your retirement!

Jim Shallow
Director of Resilient and Connected Lands
jim.shallow@tnc.org
802/613-7354
[Nature.org/Vermont](https://www.nature.org/Vermont)

The Nature Conservancy
Vermont Chapter
575 Stone Cutters Way
Montpelier, VT 05602

AGREEMENT FOR VOLUNTARY REPAYMENT OF GRANT FUNDS

This Agreement ("Agreement") is entered into this ____ day of _____, 2025, by and between The Nature Conservancy ("TNC"), a District of Columbia nonprofit corporation with a presence in Vermont, and the Town of Londonderry, Vermont ("the Town"), with offices at 100 Old School Street, South Londonderry, Vermont 05155, collectively referred to as "the Parties."

RECITALS

WHEREAS, TNC is a global conservation organization dedicated to conserving the lands and waters on which all life depends. In Vermont, TNC has conserved over 300,000 acres of land, 2,000 miles of shoreline, and manages numerous natural areas.

WHEREAS, in 2019, the Town provided TNC with a grant of \$5,000 ("Grant Funds") through a grant agreement executed by both parties on February 18, 2019 ("Grant Agreement"). This grant was intended to assist in the purchase of a 3,500-acre McGraw property at Glebe Mountain, located in the Town of Londonderry and the Town of Windham, Windham County, Vermont (the "Property"), for conservation purposes, with the understanding that the property would be conserved, remain intact, and provide public access;

WHEREAS, TNC acquired the Property in 2019, fulfilling its commitment to conserve the Property and maintain public access, and in 2024 transferred ownership of the Property to the U.S. Fish and Wildlife Service ("USFWS") to create the West River Unit of the Silvio O. Conte National Fish and Wildlife Refuge;

WHEREAS, the transfer to USFWS aligns with TNC's conservation goals and ensures the Property remains protected, but has resulted in a fiscal impact on the Town due to the suspension of municipal property taxes previously paid by TNC as USFWS is exempt from paying taxes;

WHEREAS, Subject to the terms of this Agreement, TNC wishes to voluntarily repay the Grant Funds to the Town to help offset the tax loss resulting from the transfer of the Property to USFWS;

WHEREAS, The Parties affirm that the voluntary repayment of the Grant Funds does not imply any noncompliance with the terms and conditions of the Grant Agreement or impose any responsibility on TNC under the Grant Agreement;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

TERMS AND CONDITIONS

1. **Voluntary Repayment** TNC agrees to voluntarily repay the Town the amount of Five Thousand Dollars (\$5,000), representing the total Grant Funds originally provided to TNC by the Town in 2019.
2. **Purpose of Repayment** The Parties acknowledge that the repayment of the Grant Funds is intended to help mitigate the fiscal impact on the Town due to the transfer of the McGraw property to USFWS and the resulting suspension of municipal property tax payments.
3. **TNC's Full Satisfaction and Compliance with Grant Agreement.** The Parties agree that TNC has fully complied with all terms and conditions under the Grant Agreement. By execution of this Agreement, the Grant Agreement is hereby terminated without any further obligation of the Parties.
4. **Payment Timeline** TNC shall remit the repayment of Five Thousand Dollars (\$5,000) to the Town within sixty (60) days of the execution of this Agreement.
5. **Entire Agreement** This Agreement constitutes the entire understanding between the Parties regarding the subject matter herein and supersedes all prior negotiations, discussions, and agreements between the Parties concerning the voluntary repayment of the Grant Funds.
6. **Governing Law** This Agreement shall be governed by and construed in accordance with the laws of the State of Vermont.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

For The Nature Conservancy:

By: _____
Name: Eve Frankel
Title: State Director
Date: _____

For the Town of Londonderry:

By: _____
Name: _____
Title: _____
Date: _____

AGREEMENT TO COMPENSATE TAX LOSS

This Agreement ("Agreement") is entered into this ____ day of _____, 2025, by and between The Nature Conservancy ("TNC"), a District of Columbia nonprofit corporation with a presence in Vermont maintaining an office at 575 Stone Cutters Way, Montpelier, Vermont 05602, and the Town of Londonderry, Vermont ("the Town"), with offices at 100 Old School Street, South Londonderry, Vermont 05155, collectively referred to as "the Parties."

RECITALS

WHEREAS, TNC is a global conservation organization dedicated to preserving the lands and waters on which all life depends. In Vermont, TNC has conserved over 300,000 acres of land, 2,000 miles of shoreline, and manages numerous natural areas.

WHEREAS, TNC held fee title to a 3,500-acre McGraw property at Glebe Mountain, located in the Town of Londonderry and the Town of Windham, Windham County, Vermont (the "Property"), in its commitment to protect wildlife habitats, maintain public access, and preserve the ecological integrity of the land.

WHEREAS, TNC acquired the Property in 2019 to prevent its subdivision and development and has since paid the Town municipal property tax and maintained the Property under Vermont's Current Use Program, resulting in additional revenue from the State of Vermont.

WHEREAS, TNC transferred ownership of the Property to the U.S. Fish and Wildlife Service ("USFWS") in 2024, incorporating the land into the Silvio O. Conte National Fish and Wildlife Refuge.

WHEREAS, upon transfer to USFWS, the Property transitioned to federal ownership and is no longer subject to municipal property taxes. In addition, the Town will be affected by the reduction of the Use Value Appraisal hold harmless payments from the State of Vermont due to the Property coming off Vermont's Current Use Program.

WHEREAS, TNC recognizes the potential fiscal impact of this transfer on the Town's municipal budget and its community, and is committed to compensating for the resulting loss of tax revenue in order to support the Town during this transition.

NOW, THEREFORE, in consideration of the mutual promises set forth below, the Parties agree as follows:

TERMS AND CONDITIONS

1. **Compensation Payment.** Subject to the terms of this Agreement, TNC agrees to make a one-time payment to the Town in the total amount of \$20,000 to offset the

tax loss incurred due to the transfer of the Property to USFWS. The payment shall be made within sixty (60) days of the effective date of this Agreement.

2. **Purpose of Payment.** The payment provided by TNC to the Town under this Agreement is offered in good faith solely to mitigate the tax loss resulting from the transition of the Property to federal ownership. The Parties agree and acknowledge that this payment is voluntary and is in no way related to any tax liability or monies owing by TNC to the Town.
3. **Termination.** Upon TNC's completion of the \$20,000 payment, this Agreement shall be deemed fulfilled, and no further obligations shall remain on the part of TNC or the Town regarding the mitigation of tax loss associated with the transfer of the Property.
4. **General Provisions**
 - a) This Agreement constitutes the entire agreement between the Parties regarding the subject matter herein and supersedes all previous communications, representation, agreements or understandings, either verbal or written.
 - b) This Agreement may not be changed, altered, or modified except in writing signed by all the Parties hereto.
 - c) The parties to this Agreement further stipulate and agree that it may not be assigned in whole or in part, including but not limited to the right to receive payments hereunder from the Conservancy, except with the express written consent of the Parties hereto.
 - d) This Agreement shall be governed by and construed in accordance with the laws of the State of Vermont.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

The Nature Conservancy

By: _____

Name: Eve Frankel

Title: State Director

Date: _____

Town of Londonderry

By: _____

Name: [Name of Town Representative]

Title: [Title]

Date: _____

Grant Agreement
Between the Town of Londonderry, Vermont
And
The Nature Conservancy
For Glebe Mountain (McGraw) project

- I. This Grant Agreement is made and entered into by and between the Town of Londonderry, Vermont (Town) and The Nature Conservancy (TNC). This agreement is effective as of the last signature date below, and will remain in effect until all terms and conditions herein have been satisfied.
- II. This project involves TNC's purchase and conservation of the 3,561-acre McGraw tract, located in the Town of Londonderry and the Town of Windham, Windham County, Vermont (the "McGraw property"). Reference is hereby made to a vote by the Town Conservation Commission on December 6, 2018 to recommend this grant and a subsequent vote by the Town Selectboard on December 17, 2018 to award this grant.
- III. In accordance with the foregoing votes, and subject to the terms of this Agreement, the Town shall provide to TNC a grant in the amount of five thousand dollars (\$5,000) to be used by TNC solely for the acquisition of the McGraw property. Payment of the funds awarded under this Agreement will be made upon written request by TNC to the Londonderry Town Administrator, provided that TNC has submitted documentation satisfactory to the Town evidencing compliance with this Agreement. TNC will use its best efforts to provide a copy of the proposed deed to the Town Administrator prior to the closing, which is expected to take place on or about February 25, 2019.
- IV. The Town may terminate this Agreement on reasonable notice to TNC in the event of TNC's failure to comply with all or any part of this Agreement, provided that such termination notice shall include a reasonable opportunity for TNC to respond and/or remedy such non-compliance.
- V. This Agreement shall be governed by the laws of the State of Vermont.

The Town of Londonderry, Vermont has executed this Agreement by its duly authorized agent on the day of 2/18, 2019.

Town of Londonderry, Vermont

By: James D. Church Title: Selectboard Chair

The Nature Conservancy has executed this Agreement by its duly authorized agent on the 12TH day of FEBRUARY, 2019.

The Nature Conservancy

By: [Signature] Title: PROTECTION DIRECTOR

My Community Nurse Project
PO Box 57
Weston, VT 05161
802-772-5607

FYI #1

Date 12/19/24

Dear Tina

My Community Nurse Project, our two nurses and our dedicated board members wish to convey our deep appreciation for your generous donation of \$ 2500.
As we like to say, "We get by with a little help from our friends," and we are thrilled and so very grateful to count you as one of our friends.

With minimal overhead expenses, your donation will largely support direct services to the residents of the mountain towns. Your financial support refuels our energy and our dedication to the MCNP mission; to provide care, advocacy and health guidance to area residents, especially to those whose wish is to remain in their own homes in their later years.
We thank you from the heart. Your donation is appreciated but never taken for granted.

In Gratitude,

Kieran McKenna
Regina Downer RN MS
R Downer
Kathy Shuster, RN MS

*Thanks you
and the town
very much.*

~Board Members~

Jessica Clapp, Gloria Dawson, William Hoyt, Joel Kuhlberg, Kieran McKenna,

Tax EIN 84-4531880
Registered 501c3

VERMONT OPEN MEETING LAW COMPLAINT FORM

To: Town Administrator

[] via email at townadmin@londonderryvt.org
[x] via hand delivery at above address
[] via U.S. Mail at above address

Date: February 25 2025

FACTUAL DESCRIPTION OF THE COMPLAINT:

Prior to bringing a civil action in the Civil Division of the Superior Court in the county in which the alleged violation has taken place for appropriate injunctive relief or for a declaratory judgment, Vermont law requires any person aggrieved by an alleged violation of the Open Meeting Law to provide the public body with a written notice that alleges a specific violation and requests a specific cure of such violation.

Date and Time Occurred: 9-24-24, 10-4-24, 11-1, 18, 19-24, 12-6-24, 1-21-25

Name of Public Body (board/commission/committee): Village Wastewater Committee

Specific Violation Alleged: Not posting committee meeting minutes according to Vermont Open Meeting Law requirements

Specific Cure Requested: Request resignation of the entire Village Wastewater Committee effective immediately

Please provide any additional facts that may assist the Town in its investigation below:

I sent an e-mail To The entire Select board on 2-3-2025 as well as to The Town Administrator with this complaint with NO Response.

If you need more space, please attach sheets to this form. Check here [] if documents are attached. Submit this document, and any supporting documentation, to the addressee noted at the top of this form.

Complaint submitted by: Name: Chad L. Stoddard

Mailing Address: 5855 Vt 100 Londonderry, Vt. 05148

Email Address: chad-stoddard@comcast.net Preferred Phone: 802-379-5875

Date Received: 2/26/25 By: Town Clerk Allison Marino Date referred: 2/26/25 SOK
Date required for response by public body: 3/8/2025 Form Date: 2/23/2024



VERMONT

**DEPARTMENT OF LIQUOR AND LOTTERY
DIVISION OF LIQUOR CONTROL**

FYI #3

EXPIRES:

**MARCH 1 2025 15:00
PMMARCH 1 2025 15:00 PM
LP-040309**

SPECIAL EVENTS PERMIT (MANUFACTURER)

ST. JOHNSBURY DISTILLERY MAGIC MTN SKI VERMONT F&B (EDITED)

**495 MAGIC MOUNTAIN ACCESS
ROAD LONDONDERRY VERMONT 05148**

**A 4' X 6' TABLE SPACE SET UP ON THE DECK ATTACHED TO THE BLACK LINE TAVERN AS A VENDOR FOR THE SKI
VERMONT F&B DAY.**

**SPECIAL EVENTS PERMIT (MANUFACTURER) LOCATED ON THE PREMISES HEREBY DESCRIBED ALLOWS FOR THE
LAWFUL SALE OF REGULATED PRODUCTS AT THE PREMISES AND NOT ELSEWHERE, IN ACCORDANCE WITH TITLE 7
OF THE VERMONT STATES ANNOTATED AS AMENDED.**

BUSINESS ID	LICENSE/PERMIT #	EFFECTIVE DATE	EXPIRATION DATE
0009466	P-0009466-001-SPEV-001	MARCH 1 2025 11:00 AM 2025 11:00 AM	MARCH 1 2025 15:00 PM 2025 15:00 PM UNLESS SOONER REVOKED

From: Meg Staloff <mstaloff@brattleborodevelopment.com>
Sent: Tuesday, February 25, 2025 5:59 PM
To: Meg Staloff
Subject: Reminder: Regional Select Board Meetup with VLCT/WRC/BDCC 3/12

Greetings Selectboard Members of the Windham Region:

(Town Admins receiving this: kindly share with your Select Board members)

I'm writing to remind you of this invitation, which you also received from Windham Regional Commission and VLCT. We look forward to seeing many of you at this gathering, and ask you to share the information with any incoming members following Town Meeting Day!

What: Region-wide selectboard member gathering
When: Wednesday, March 12th 12 noon-1:30 p.m.
Where: NewBrook Fire Department 698 Vermont Route 30 Newfane, VT 05345
Who: All selectboard members in the 27 towns of the Windham Region
Why: Meet, network, share successes and challenges

The Windham Regional Commission (WRC), Brattleboro Development Credit Corporation (BDCC), and the Vermont League of Cities and Towns (VLCT) are inviting selectboard members of the 27 towns of the Windham Region to this informal networking opportunity. We co-hosted a similar gathering last year that was well-attended and seemed to be valuable to those who participated. Folk from WRC, BDCC, and VLCT will be on hand to facilitate discussion, answer questions, and provide updates. Refreshments will be provided.

This event is free, but **registration is necessary** to plan for space and refreshments. You can register here [Windham County Selectboard Meet-Up](#). Anyone who needs help with online registration can contact Abby at 802-262-1926 or afriedman@vlct.org

Note: Because we had some questions last time, this is not a public meeting of an individual municipality and does not need to be noticed. The Open Meeting Law applies when there is (1) a quorum of a public body; (2) involved in a discussion or taking action; *and* (3) the subject matter of the discussion is one over which the body has authority or responsibility.



Best,

Meg Staloff

(she/her) See www.pronouns.org to learn more
Southern Vermont Economy Project Manager
Brattleboro Development Credit Corporation
76 Cotton Mill Hill | Brattleboro VT 05301
802-257-7731 xt 222 Office
802 380 9417 Mobile
[Book a call or Google Meet with me](#)
brattleborodevelopment.com
seveds.com

