

# Town of Londonderry, Vermont

## Selectboard Meeting Agenda

Monday, March 17, 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. Executive session Executive session for the purposes of duties and procedures of the Town [1 VSA 313]
4. Report on interviews regarding resignations from public bodies
5. Organization
  - a. Elect a Selectboard Chair and Vice-Chair [24 VSA 871(a)]
  - b. Set Regular Meeting Schedule & Location [1 VSA 312(c)(1)]
  - c. Designate newspaper of record [17 VSA 2641(b)]
  - d. Designate location of posting of notices [1 VSA 312(d)(1)]
  - e. Designate member with authority to sign warrants & pay orders [24 VSA 1623(a)(1)]
  - f. Adopt Rules of Procedure
6. Minutes Approval – Meeting(s) of 3/3/2025
7. Selectboard Pay Orders
8. Announcements/Correspondence
9. Visitors and Concerned Citizens
10. Town Officials Business
  - a. Village Wastewater Committee – Review proposed Wastewater Ordinance
  - b. Town Treasurer – Year-to-date budget review
  - c. Town Clerk – Approval of Town Meeting Minutes of March 4, 2025
  - d. Appoint Road Commissioner [17 VSA 2646(16) & 2651(a)]
  - e. Appoint Emergency Management Director [20 VSA 6(a)]
  - f. Appoint Windham Regional Commission Representatives (2) [24 VSA 4343(a)]
  - g. Appoint Tree Warden [24 VSA 871(b)]
  - h. Appoint 911 Coordinator [30 VSA 7056(a)]
  - i. Appoint Animal Control Officer [20 VSA 3549]
  - j. Appoint First Constable and, if needed, a Second Constable [17 VSA 2651a & 24 VSA 1936a]
11. Transfer Station/Solid Waste Management
  - a. Updates
12. Roads and Bridges
  - a. Updates
  - b. Consider application(s) for excess vehicle weight permits [23 VSA 1400a]
13. Old Business
  - a. Follow-up discussion on 2025 Town Meeting
  - b. Town Office Renovation Project – Consider proposal for storage filing
  - c. Town Office Renovation Project – Consider change order(s)
  - d. Town Office Renovation Project – Designate official(s) for bond decisions/disbursements
14. New Business
  - a. Annual appointment(s) – Planning Commission
  - b. Annual appointment(s) – Beautification Committee
15. Adjourn

**Posted and distributed on March 14, 2025**

Meeting documents will be available at <http://www.londonderryvt.org/town/agendas/minutes/> 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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## Resignation Interviews Next Steps

### 3.813.25

1. Acknowledge themes
  - a. Relationship between SB and committees/commissions
  - b. Impact on town and SB operations – history of money and grants not fully utilized
  - c. Management of information in the public sphere
  - d. Meeting management
2. Define objectives/goals – moving the town forward
  - a. Represent every perspective
  - b. Foster unity
  - c. Drive toward solutions for town issues
  - d. Provide support and outreach to town committees - renew the value of service
  - e. Acknowledge differences
  - f. Have SB, committees/commissions and the public behave with respect towards each other
  - g. Encourage a civilized process when conducting town business – seek trust and transparency in transactions
  - h. Enhance communication among and between town bodies
  - i. Enhance public access to town information through an updated town website
  - j. SB delegates to committees/commissions, who are accountable for completing assigned tasks. The SB holds ultimate responsibility for the committee's work. The charge to committees/commissions to be spelled out in committee charge documents.
  - k. SB chair management of meetings
    - i. Build the agenda
    - ii. Manage the meeting and its participants: the SB members and the public
    - iii. Ensure every voice is heard
    - iv. Recognize that SB members have an equal voice
3. Action steps for the SB relative to objectives and goals above – to be discussed
  - a. Monthly representations from committees/commissions to the Selectboard
  - b. Hold committees/commissions responsible for open meeting laws
    - i. Meeting minutes
    - ii. Meeting places

- c. Committee/commission formulation documents to state expected scope of work and outcomes
- d. Others



# THE Vermont Journal

February 04, 2025

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

Re: The paper of Record for Legal Advertising and Help Wanted

Dear Londonderry Selectboard,

The following is the Vermont Journal proposal for Legal and Help Wanted Advertising for the year of 2025 through March, 2026.

We propose the following rate:

1. \$14.50 per Column Inch for all legal and help wanted advertising
2. All help wanted advertising will placed in the help wanted section
3. All Legal Notices will be placed on our website [www.vermontjournal.com](http://www.vermontjournal.com) free of charge when your notice is run in print

We cover the town of Londonderry by the US Post Office. I look forward to working with the Selectboard of Londonderry.

Shawntae Webb



Publisher

**TOWN OF LONDONDERRY, VERMONT  
SELECTBOARD RULES OF PROCEDURE**

March ~~18, 2024~~ 17, 2025

**5.f**

**A. PURPOSE**

The Selectboard of the Town of Londonderry, Vermont, is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law - 1 V.S.A. §§ 310-314. Meetings of the Londonderry Selectboard must be open to the public at all times, except as provided in 1 V.S.A. § 313.

**B. APPLICATION**

This policy setting forth rules of procedure shall apply to the Selectboard of the Town of Londonderry, Vermont, which is referred to below as "the Board." These rules shall apply to all regular, special, and emergency meetings of the Board.

**C. ORGANIZATION**

1. The Board shall annually elect a chair and a vice-chair. The chair of the Board or, in the chair's absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the Board shall act as chair for that meeting.
2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
3. A majority of the members of the Board shall constitute a quorum. If a quorum of the members of the Board is not present at a meeting, no meeting shall take place.
4. No single member of the Board shall have authority to represent or act on behalf of the Board unless, by majority vote, the Board has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes. Any decision or order approved by the Board may be signed by the chair or vice-chair on behalf of the Board as permitted by 24 V.S.A. § 1141.
5. Motions made by members of the Board require a second in order to be considered. The chair of the Board may make motions and may vote on all questions before the Board. A motion will only pass if it receives the votes of a majority of the total membership of the Board.
6. There is no limit to the number of times a member of the Board may speak to a question. A member may speak or make a motion only after being recognized by the chair. Motions to close or limit debate will not be entertained.
7. Any member of the Board may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
8. Meetings may be recessed to a time and place certain.
9. These rules may be amended by majority vote of the Board, and must be readopted annually.

#### D. AGENDAS

1. Each regular and special meeting of the Board shall have an agenda, with time allotted for each item of business to be considered by the Board.
  - a. Members of the public, Town staff and officials who wish to add an item to the Board meeting agenda shall contact the Town Administrator no less than 5 days prior to the meeting to request inclusion on the agenda. Submittal of a completed Selectboard Agenda Item Request Form is strongly recommended.
  - b. Supporting information for consideration of the proposed agenda item must be submitted to the Town Administrator no less than 3 days before the meeting.
  - c. The chair shall determine the final content of the agenda.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted at the following locations:
  - a. The Londonderry Town Office (Twitchell Building) - 100 Old School Street
  - b. The Londonderry Post Office - 5660 VT Route 100
  - c. The South Londonderry Post Office - 67 Main Street
  - d. The Town of Londonderry Website – [www.londonderryvt.org](http://www.londonderryvt.org)

The agenda must also be made available to any person who requests such agenda prior to the meeting.
3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting once it has been called to order, as required by 1 V.S.A. § 312(d)(3)(A). No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote of the Board.
4. Any vote taken on an agenda item that has been added to a noticed agenda at the meeting, shall be placed on the agenda of the next regular or special meeting for ratification vote by the Board. Any such vote taken on an added agenda item shall remain in effect unless overturned by a ratification vote or other subsequent vote by the Board.

#### E. MEETINGS

1. Regular meetings of the Board shall take place on the first and third Monday of the month at 6:00 PM at the Londonderry Town Office (Twitchell Building) located at 100 Old School Street in South Londonderry. The Board may on occasion also hold regular meetings at other locations as it deems appropriate.
2. Special meetings of the Board shall be publicly announced at least 24 hours in advance by giving notice to all members of the Board unless previously waived; to an editor, publisher or news

director, or radio station serving the area; and to any person who has requested notice of such meetings. In addition, notices shall be posted at the locations noted in paragraph D.2., above.

3. Emergency meetings of the Board may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public Board.
4. A member of the Board may attend a regular, special, or emergency meeting of the Board by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the Board attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the Board, or at least one staff or designee of the Board, shall be physically present at each designated meeting location.

In cases where, due to an emergency declaration, it is in the public interest to hold meetings entirely remotely to ensure the health and safety of participants, the Board may do so provided that all public notice and participation requirements are followed.

## 5. Executive Session

- a. The Board may enter into executive session, in which the public is excluded, only in conformance with the provisions of 1 V.S.A. § 313. Executive session may only be held to consider one or more of the following:
  - 1) After making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage:
    - a. Contracts;
    - b. Labor relations agreements with employees;
    - c. Arbitration or mediation;
    - d. Grievances, other than tax grievances;
    - e. Pending or probable civil litigation or a prosecution, to which the public body is or may be a party;
    - f. Confidential attorney-client communications made for the purpose of providing professional legal services to the body;
  - 2) The negotiating or securing of real estate purchase or lease options;
  - 3) The appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or

- employee in an open meeting and shall explain the reasons for its final decision during the open meeting;
- 4) A disciplinary or dismissal action against a public officer or employee; but nothing in this subsection shall be construed to impair the right of such officer or employee to a public hearing if formal charges are brought;
  - 5) A clear and imminent peril to the public safety;
  - 6) Records exempt from the access to public records provisions of section 316 of this title; provided, however, that discussion of the exempt record shall not itself permit an extension of the executive session to the general subject to which the record pertains;
  - 7) Security or emergency response measures, the disclosure of which could jeopardize public safety.
- b. In order to enter executive session, a majority of the Board members present shall make an affirmative vote to do so, the motion for which shall indicate the nature of the business of the executive session, and no other matter may be considered in the executive session. Such vote shall be taken in the course of an open meeting and the result of the vote recorded in the minutes.
- 1) No formal or binding action shall be taken in executive session except for actions relating to the securing of real estate options.
  - 2) Minutes of an executive session need not be taken, but if they are, the minutes shall, notwithstanding subsection 1 V.S.A. § 312(b), be exempt from public copying and inspection under the Public Records Act.
- c. Attendance in executive session shall be limited to members of the Board, and, in the discretion of the Board, its staff, clerical assistants and legal counsel, and persons who are subjects of the discussion or whose information is needed.
- d. Prior to entering executive session the Board shall not make any public declaration or statement of the presumption or assumption of any announcement or decision that may result from an executive session.

## F. PUBLIC PARTICIPATION

1. All meetings of the Board are meetings in the public, not of the public. Members of the public shall be afforded a reasonable opportunity to express opinions about matters considered by the Board, so long as order is maintained according to these rules.
2. At the end of discussion of each agenda item, but before any action is taken by the Board at each meeting, there may be three (3) minutes afforded for open public comment. By majority vote, the Board may increase the time for open public comment and its place on the agenda. The chair may allow for public comment prior to the end of discussion on an agenda item at his or her discretion.
3. Comment by the public or members of the Board must be addressed to the chair or to the Board as a whole, and not to any individual member of the Board or public.

4. Members of the public must be acknowledged by the chair before speaking.
5. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
6. Order and decorum shall be observed by all persons present at the meeting. Neither members of the Board, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the Board and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
7. Members of the Board and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
  - a. Call the meeting to order and remind the members of the applicable rules of procedure.
  - b. Declare a recess or table the issue.
  - c. Adjourn the meeting until a time and date certain.
  - d. Order the constable to remove disorderly person(s) from the meeting.

Adopted by the Town of Londonderry Selectboard at its meeting held on the ~~18~~17th day of March ~~2024~~2025.

**Town of Londonderry, Selectboard**

\_\_\_\_\_  
Thomas Cavanagh

\_\_\_\_\_  
Taylor Prouty

\_\_\_\_\_  
~~Melissa Brown~~ James Ameden, Jr.

\_\_\_\_\_  
James Fleming

\_\_\_\_\_  
Martha Dale

These Rules of Procedure supersede those adopted by the Board on March ~~20, 2023~~ 18, 2024.

DRAFT 2

**Town of Londonderry, Vermont  
Selectboard**

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

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

**Town Officials:** Shane O’Keefe, Town Administrator; Tina Labeau, Town Treasurer; Allison Marino, Town Clerk; Sally Hespe, Selectboard Meeting Note Taker; Josh Dryden, Road Foreman; Jen Greenfield, Planning Commission; and Gary Hedman, Village Wastewater Committee.

**Others in Attendance:**

Meghan Arpino (Stone Environmental), Paul Hendler, Alyssa Sabetto (Windham Regional Commission), Pamela Spaulding, Heather Stephenson, and GNAT camera operator Bruce Frauman.

**1. Call Meeting to Order**

Chair Tom Cavanagh called the meeting to order at 6:00 p.m.

**2. Additions or Deletions to the Agenda**

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

*James Ameden moved to add an executive session for the purpose of duties and procedures of the Town, seconded by Jim Fleming. The motion passed unanimously.*

**3. Minutes Approval – Meetings of 2/17/2025**

*Martha Dale moved to approve the minutes of the Selectboard meeting of February 3, 2025, with amendment to change “Assistant Town Manager” to “Assistant Town Administrator”, seconded by Jim Fleming. The motion passed unanimously.*

**4. Selectboard Pay Orders**

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

**5. Announcements/Correspondence**

Town Administrator Shane O’Keefe made the following announcements:

- The Town Office Renovation project bond will close this coming Thursday and we can begin to requisition funds soon thereafter. The Board may need to formally declare who can make requisitions.
- This is my last Selectboard meeting as your Town Administrator, and I’d like to thank the Board for its leadership and willingness to put its trust in me over the past 6+ years.

Correspondence included in the Board’s meeting packet was as follows:

- A thank you note from My Community Nurse Project for the Town's FY2025 contribution of \$2,500.
- A 2/25/2025 complaint alleging a violations of the Vermont Open Meeting Law by the Village Wastewater Committee, specifically not posting its minutes timely. At this time all missing minutes have been uploaded to the Town website and the Committee will address this matter at its next meeting, scheduled for this Friday.
- Notice of a special event permit issued to St Johnsbury Distillery for an event at Magic Mountain this past Saturday.
- A reminder 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 Newbrook Fire Department in Newfane. It requires registration, which O'Keefe can assist with.
- The request for proposals for a new website has been issued to 4 vendors, with proposals due on 3/19/2025 in time for the new Town Administrator to participate in the selection process.

Town Treasurer Tina Labeau made the following announcement:

- Londonderry Town Meeting is tomorrow, March 4, 2025.

Tom Cavanagh and the other board members thanked outgoing Town Administrator Shane O'Keefe for his years of dedicated service to the Town and wished O'Keefe the best on his retirement.

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

### **a. Update on the Vermont RIVERS Project**

Meghan Arpino (Stone Environmental) and Alyssa Sabetto (Windham Regional Commission) attended the meeting virtually to provide an update on the Vermont Rivers Program and outline next steps.

Three projects were under consideration:

- 1) The Cobble Hill Ridge Bridge project is off the table; the only fundable option is to remove the existing bridge and create an alternate access.
- 2) The Barker Road culvert project also won't proceed. This Vermont Emergency Management application round will be very competitive. Sabetto recommended that this project be submitted to the State's Clean Water State Revolving Fund, and the Board agreed to pursue this funding.
- 3) The third potential project is for North Village flood plain restoration, and Sabetto recommended putting together an application for a phased project. Phase 1 would be design and Phase 2 would be implementation. The project involves many property parcels, so a phased approach will allow time for necessary landowner outreach.

The next step is to move the application forward. Additional technical analysis on the properties downstream will be conducted prior to reaching out to land owners. Jim Fleming asked if properties owners should be talked to before application is developed based on Cobble Ridge Road owner responses. Taylor Prouty indicated there is more support for this



project as it is fixing a problem within the river and everyone wants to find a way to reduce floodwaters in town.

While project design has not been started, the project will most likely include creating a bench to lower the flood plain, restoring the flood plain where there is historic fill, and using vegetation to slow flooding.

The first phase would involve design and coordination with property owners in order to be shovel ready for second phase of project construction. Permitting would occur between the preliminary and final phase.

The River Project team will begin assembling application materials and reach out to Town for necessary signatures.

The following concerned citizens addressed the Board:

- Gary Hedman, Village Wastewater Committee Chair, apologized for not submitting committee minutes as required by law and is making every effort to ensure this doesn't happen again. He also referenced the potential new committee member, Corey Mack, who is a licensed civil engineer, and whose appointment would allow the committee to meet quorum requirements. Hedman plan to have the draft ordinance and fee structure prepared for the next Board meeting.
- Heather Stephenson noted that State Representative Chris Morrow will be at the New American Grill on Thursday to discuss education reform and the Taconic and Green School District will have a meeting on March 17<sup>th</sup> with updates on the school district.
- Shane O'Keefe reported that the RFP was issued for the new website with proposals due on March 19<sup>th</sup>. The new Town Administrator should be helpful with this project with her technical background.

## **7. Town Officials Business**

### **a. Discuss upcoming annual Town Meeting – Tuesday, March 4<sup>th</sup> at Town Hall**

Town administrative staff indicated all is ready for the meeting on March 4<sup>th</sup>. No lunch will be served, and overflow parking will be available at the church parking lot.

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

### **a. Updates**

The new transfer station attendant Nick is working out well, but not quite ready to open Sundays. Jim Fleming pointed out that the punch card machine doesn't print receipts and that the sticker indicating 3% credit card fee is hard to read. Town Treasurer Tina Labeau will post a bigger sign about the credit card fee. Punch card purchasers can get receipts at the town office if needed.

## **9. Roads and Bridges**

### **a. Updates**

Josh Dryden, Road Foreman, reported that 2,559 gallons of equipment fuel were used in February. He did not have salt and sand figures, but indicated supplies are holding up. The

biggest issue is that staff is worn out – it's been a very busy winter season. The Board indicated the crew has done a great job on the roads.

**b. Discuss VTrans FY 2025 Municipal Highway Grant Application**

This funding opportunity was discussed at the last board meeting. O'Keefe received feedback from VTrans that the Town is #8 on the approvals list to receive a structure grant, and he recommended putting in an application for the Windy Rise Lane West culvert #2 replacement. While Londonderry is #8 in line, the state suggested applying in case some of the top towns don't want a grant this year.

*James Ameden moved to authorize the Town Administrator to submit an application for funding under the VTrans Municipal Highway Grant program for replacement of culvert #2 Windy Rise Lane west, seconded by Taylor Prouty. The motion passed unanimously.*

**c. Consider purchase of new Highway Department vehicle**

Josh Dryden reported that the Highway Department needs a new truck to replace the '05 6-wheeler Mack with a tandem. The Department is trying to keep the fleet on an 8-year rotation. Dryden would like to eliminate the bidding process and purchase all vehicles from the same source, which would ensure consistency with parts and maintenance.

The Board has authority to waive the multiple bid policy and agreed that a sole source provider could be used to purchase Highway Department vehicles. Dryden will move forward with the purchase of a new tandem truck from Reeves, per the estimate in the meeting packet. The downpayment for the vehicle will come from the equipment reserve, with the remainder financed and payments drawn from general fund. Dryden will discuss trade-in with Reeves and keep the current truck until new one is delivered, which could take longer than anticipated.

*Taylor Prouty moved to accept the proposal from Reeds for a new truck at \$169,800, and adding a proposal from Viking to install a dump body and plowing/sanding equipment for an additional \$107,800, for a total of \$277,600, and authorize the Chair to sign the paperwork on behalf of the Board, seconded by James Ameden. The motion passed unanimously.*

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

Shane O'Keefe noted that there has been fewer applications than usual, but the application deadline is the end of March.

*Jim Fleming moved to approve the excess weight permit (s) for:*

- *St. Pierre, Inc., and*
- *G.W. Tatro Construction, Inc.*

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

**10. Old Business**

**a. Town Office Renovations project – Consider proposal for data infrastructure services**

The Town received a proposal from Clark Cl Connect (page 26 of meeting packet) at the recommendation of Pete Smith, for technical services to terminate, certify, and label all

network connections. Bruce Frauman noted that some of the estimate figures might be off. Shane O'Keefe will ask for verification from the vendor.

*Taylor Prouty moved to accept the proposal from CI Connect, LLC for data infrastructure services for the Town Office Renovation Project in the amount not to exceed \$3,500, and authorize the Town Administrator to execute the necessary documents to secure the vendor services on behalf of the Town, seconded by James Ameden. The motion passed unanimously.*

## 11. New Business

### **a. Village Wastewater Project – Consider application for Congressionally Directed Spending for Phase II of the South Village Wastewater project**

Thanks to efforts of Heather Stephenson, the Town is on email list for Senator Peter Welch's Congressionally Directed Spending funding. Phase 2 of the South Village Wastewater Project might be a good fit for this estimated \$2 million project. The group questioned who would have time to compile and submit the application. Stephenson reported that the application did not seem that involved, and O'Keefe said he had knowledge of cost-sharing requirements and could work on this. All agreed that this is worth pursuing as a large amount of money is available. There is also community development block grant funding available, and the Town should consider applying for that as well; funding for this will be announced by the State in mid-March.

*Martha Dale moved to authorize the Town Administrator or Assistant Town Administrator to apply for Congressionally Directed Spending for the full estimated cost of Phase II of the South Village Wastewater project on behalf of the Town, seconded by Jim Fleming. The motion passed unanimously.*

### **b. Village Wastewater Committee – Appoint new member to fill vacancy**

The committee applicant, Corey Mack, served as a supply manager volunteer during the flooding of 2023. Martha Dale sent him an email asking him to consider joining the committee.

*James Ameden moved to appoint Corey Mack to the Village Wastewater Committee, seconded by Martha Dale. The motion passed unanimously.*

### **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.**

Shane O'Keefe reported that these payments were part of the original 2019 agreement.

*Taylor Prouty moved to accept the terms of the proposed agreements with the Nature Conservancy related to the U.S. Fish and Wildlife Service acquisition of the Glebe Mountain (McGraw) property, such agreements provide that 1) \$5,000 of funds from the Town's Conservation Fund provided by the Town in 2019 to assist with purchase of the property is reimbursed to the Town, and 2) the Town will receive a one-time payment of \$20,000 to compensate the Town for lost tax revenue resulting from the transfer the property to the federal government. The Town Administrator is authorized to execute the agreements on behalf of the Town, and the \$5,000 reimbursement of Town funds shall be redeposited into*

*the Town's Conservation Fund, with the \$20,000 booked a s payment in lieu of taxes, seconded by Jim Fleming. The motion passed unanimously.*

**d. Enter executive session for the purpose of duties and procedures of the Town**

*Taylor Prouty moved at 7:24 p.m. to enter Executive Session for the purpose of duties and procedures of the Town, seconded by James Amaden. The motion passed unanimously.*

Executive Session ended at 8:27 p.m.

**12. Adjourn**

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

The meeting adjourned at 8:28 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved March 17, 2025

LONDONDERRY SELECTBOARD

---

Thomas Cavanagh, Chair



To: Londonderry Selectboard  
From: Matt Bachler, WRC Senior Planner  
Date: March 14, 2025  
RE: Village Wastewater Project Updates and Review of Draft Ordinance, Budget & Fees, and Connection Application

---

### **Project Status Update**

The Dufresne Group continues to work on final design plans for the wastewater systems in the north and south villages. The 90% design plans are near completion and will soon be submitted to the Department of Environmental Conservation (DEC). The Dufresne Group is also preparing the applications for State permitting. The Village Wastewater Committee (VWC) continues to meet on a regular basis with the Project Engineer and representatives from DEC to monitor progress and provide recommendations and feedback.

Before submitting the 100% design plans later this summer, the Town will need to confirm which properties will be connecting to the system. The VWC has been working on a draft connection application and fee schedule with RCAP Solutions to provide to property owners before they make a decision about connecting. These will be reviewed at the Selectboard meeting on March 17<sup>th</sup> and are discussed in more detail below. In addition, property owners will be sent a detailed plan showing the layout of the system on their property, a draft easement to permit the town to service and maintain equipment owned by the town, and a copy of the draft Wastewater Ordinance (discussed more below) so that owners are aware of their responsibilities and the Town's.

We are anticipating the project will be bid for construction in late summer 2025, with most construction occurring in 2026. Under the ARPA grant agreement, construction and project conclusion is required to be completed by August 31, 2026.

### **Draft Wastewater Ordinance**

The VWC has been working on a draft Wastewater Ordinance that covers the use of the system, maintenance responsibilities, user charges, and waste restrictions. The ordinance is based on a template developed for the town of Westford, Vermont and has been used by other communities in the state. RCAP Solutions and the Dufresne Group have reviewed the ordinance and provided recommended changes based on the specific design of the Londonderry systems. An initial draft of the Ordinance was shared with the Selectboard at their meeting on September 23, 2024.

At the VWC meeting on March 7<sup>th</sup>, the Committee reviewed a final draft of the ordinance and voted to forward the ordinance to the Selectboard. Following Selectboard review, the ordinance would be reviewed by the Town Attorney before it is sent to property owners. At this time, it is recommended the ordinance not be formally adopted and stay in draft form in case any minor changes are needed before the system starts to operate in 2026.

There are several sections in the ordinance where additional work is needed based on input from the the Selectboard or the Town Attorney, as summarized below. Two versions of the ordinance are provided in the attachments: one clean version and one version with comments in the margin on the topics below as well as other areas.

#### *Sewer Commission*

Under Vermont Statue, the Selectboard acts as the Board of Commissioners for sewage systems in the town, unless they constitute a separate board. The Board of Commissioners has the responsibility of supervising the system, appointing a superintendent, and establishing fees and rates. It is common in Vermont for the Selectboard to also serve as the Board of Sewer Commissioners, similar to how they act as the Board of Liquor Control Commissioners for the town, and the time commitment is minimal.

#### *Reserve Capacity*

Section 9.2 of the Ordinance (page 15) includes a provision allows the Town to set aside reserve capacity in the wastewater system for specific purposes that are determined to be in the public interest. This could include things such as encouraging more housing or for economic development purposes. At this time, there is not anticipated to be any excess capacity in either the North Village or South Village systems.

The South Village system includes a phase 2 expansion that would increase the capacity of this system and create an opportunity for the Town to set aside reserve capacity. The North Village system does not have any expansion opportunity. The South Village system may be eligible for additional grant funding from the State for phase 2, and the VWC has been informed that this funding may include a requirement that a percentage of the additional capacity be reserved for housing. Once more details are available, this requirement from the State may need to be included in Section 9.2 of the Ordinance or in a separate agreement between the Town and the State.

#### *Allocation of Uncommitted Reserve Capacity*

Section 9.4(a) of the Ordinance (page 15) describes how the Town will review applications to connect to the system on a first come, first served basis. However, underneath this in paragraph (c) the Board retains the right to make allocations on a different basis if it is in the Town's best interest and after holding a public hearing. This is an area of the Ordinance the Selectboard may want to discuss further. While this provides the Board with flexibility, it could also lead to disputes.

#### *Ownership of Wastewater System Components*

Additional work may be needed to make sure the ownership of different system components is clear in the Ordinance. The North Village and South Village systems will be liquid only wastewater systems. Each property will have a septic tank, pump, and control panel (STEP System) allowing for the separation of solid waste before liquid waste it is pumped into the main system. The Town will retain ownership of the STEP System and connection to the main line on each property and perform regular maintenance including pumping the tank. The Town will also repair and replace STEP Systems and pipes to the main line as needed. Property owners will be responsible for the maintenance, repair, and replacement of the

building drain (lowest horizontal piping of the drainage system inside a building extending 5 feet beyond the outer face of the building wall) and the building sewer (conveys waste from building drain to STEP System).

### **Draft Budget and Fees**

The VWC has been working with RCAP Solutions on developing a 5-year draft budget for the system. RCAP has extensive experience working with municipalities on financial planning for small-scale wastewater systems. The budget includes estimates on annual operations, maintenance, and debt service expenses. In addition, the budget includes recommendations on setting aside funding for future capital and equipment needs and for loan loss, operating, and emergency reserves.

A preliminary draft is provided in the attachments. The right-hand column of the spreadsheet includes notes from RCAP on assumptions used to develop the budget. The operating expenses are divided between operations and maintenance expenses and administrative expenses, such as billing, insurance, etc. For the budget, it was assumed the Town would hire a contractor operator to manage the system rather than hiring a new employee. The estimate for this expense was derived from contacting contract operators working on similar systems in Vermont.

Based on the draft budget, RCAP then developed recommendations for a fee so that system users were covering all operations and maintenance costs. Three different scenarios were developed for how the Town could pay for debt service expenses, as shown in the table below. Debt service could either be paid for entirely by assessing the grand list, by the users of the system, or it could be split 50-50 between the grand list and users. The table provides an estimated grand list assessment for the debt service and approximate annual cost for a \$250,000 property in Londonderry. These numbers are based on current design plans and will change as design plans are finalized and the system is constructed.

<b>Projected User Fee as a Function of Grand List Support (SUBJECT TO CHANGE)</b>				
	Percent of Grand List Support Debt Service	Monthly User Fee (245 gallon/day – standard rate for 1 residential unit)	Grand List Assessment for Debt Service (per \$100 of assessed value)	Approximate cost for typical \$250,000 property per year
Scenario 1	0%	\$116.42	\$0	\$0
Scenario 2	50%	\$95.58	\$0.0031	\$8
Scenario 3	100%	\$74.67	\$0.0063	\$16

Note that each residential unit will be assigned a standard daily wastewater flow of 245 gallons per day based on State rules for these types of systems. Commercial uses may have higher or lower wastewater flows based on State design flow numbers and they would be charged proportionally to this standard 245 gallon per day amount. For example, a restaurant with a 980 gallon design flow would be charged the standard fee multiplied by 4 ( $980 / 245 = 4$ ).

Section 12 of the Wastewater Ordinance discusses how the Board will establish charges and fees (pages 21-22). A Schedule of User Rate Charges and Fees is referenced in the Ordinance, but this will be

adopted by the Selectboard separately from the Ordinance. Having the rate charges and fees separate would allow the Town to update the schedule as needed without having to amend the Ordinance.

#### **Draft Application for Connection**

In order to submit final design plans to the State, property owners will need to formally commit to connecting to the system and provide the Town with an easement to permit the town to service and maintain municipal equipment. The VWC has drafted the attached Application for Wastewater Allocation and Connection for Initial Construction Phase form. Property owners will be able to connect during the initial phase at no cost. After this, property owners seeking to connect will be responsible for the costs to improve their property and any applicable application and/or connection fees.

To assist with the application process, the Dufresne Group will pre-fill certain sections of the form for property owners. This would include the wastewater type and flow calculations and certification and the construction plans and specifications. Property owners would be required to certify that they agree to provide an easement for service and maintenance to the Town and certify they have received a copy of the draft Ordinance and agree to abide by the terms and provisions therein.

#### **Attachments**

- Draft Londonderry Wastewater Ordinance (Clean Version and Version w/ Comments)
- RCAP Draft Annual Budget Report and Projections
- Draft Application for Connection During Initial Construction Phase



TOWN OF LONDONDERRY  
WASTEWATER ORDINANCE  
MUNICIPAL WASTEWATER SYSTEM  
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draft

**TOWN OF LONDONDERRY  
WASTEWATER ORDINANCE  
MUNICIPAL WASTEWATER SYSTEM**

The Town of Londonderry ("Town") Selectboard hereby ordains:

**ARTICLE 1 - GENERAL PROVISIONS**

**SECTION 1. AUTHORITY**

This is a civil ordinance adopted and enforced pursuant to the authority conferred by 24 V.S.A. Chapters 59<sup>1</sup>, 95<sup>2</sup>, 97<sup>3</sup>, and 101<sup>4</sup> and such other enactments as are material hereto.

**SECTION 2. PURPOSE**

The Selectboard of the Town of Londonderry, Vermont finds that the protection of the health, safety and welfare of the Town, its residents, and the general public require the establishment of standards governing the installation and operation of the Public Sewage System (hereinafter "System") through this Wastewater Ordinance.

**SECTION 3. GENERAL PROVISIONS**

1. All terms, conditions, rules and regulations contained herein, together with such additions and amendments as may be hereafter adopted, are hereby designated as the "Wastewater Ordinance," hereinafter also referred to as the "Ordinance."
2. This is an Ordinance regulating the use of the public wastewater collection and treatment system; private sewage disposal, as relates to the use of the public wastewater collection and treatment system; the allocation of wastewater treatment capacity; the installation and connection of building wastewaters; the discharge of waters and wastes into the public wastewater collection and treatment system; and providing for enforcement actions and penalties for violations thereof; in the Town of Londonderry, Vermont.
3. The Town of Londonderry Clerk shall file certified copies of this Ordinance, as well as certified copies of any additions and amendments to this Ordinance as may be hereafter adopted, in the municipal records and with the Board and the Health Officer.
4. The principal objective of the Public Sewage System is to provide safe and sanitary management of domestic sewage, permitted by the State of Vermont, under efficiently managed conditions.
5. This Ordinance shall comply with Title VI of the Civil Rights Act of 1964 which prohibits discrimination in a Federally Assisted Program on the basis of race, color, or national origin.
6. The provisions of this Ordinance shall be reviewed periodically by the Selectboard to assess

<sup>1</sup> Municipal & County Government; Adoption and Enforcement of Ordinances and Rules

<sup>2</sup> Municipal & County Government; Water Mains and Sewers

<sup>3</sup> Municipal & County Government; Sewage System

<sup>4</sup> Municipal & County Government; Sewage Disposal System

the continued applicability of these provisions, consider recommendations for their improvement, and to determine if, and what, changes are advisable due to advances in the technical methods or processes of wastewater treatment and sewage collection available to the Town.

7. In the event of conflict between the terms of this Ordinance and any other applicable regulation, bylaw, ordinance, or statute, the more restrictive terms shall apply.

8. As required by 24 VSA Chapter 59, this Ordinance is hereby designated a civil ordinance.

9. This Ordinance is adopted pursuant to the provisions of 24 V.S.A. Section 3625, in the manner provided in 24 V.S.A., Chapter 59, and shall not be construed as an abandonment or relinquishment of the authority or responsibility of the Board to regulate, control and supervise all means and methods of sewage collection, treatment and disposal within the Town, nor shall it be construed to impair or inhibit the ability of the Town's System to contract with persons for the collection, transmission and treatment of sewage.

#### SECTION 4. DEFINITIONS

Unless specifically defined in this Ordinance, words and phrases used in this Ordinance shall have the following meaning:

"Allocated Capacity" shall mean the flow resulting or projected to result from full use of a development at its build out capacity, for which a Final Approval and Capacity Allocation has been issued by the Board or for which an approved Preliminary Approval and Capacity Allocation has been in effect for a period of one (1) year or more.

"Board" shall mean the Selectboard of the Town of Londonderry, comprised as the Board of Sewage System Commissioners as provided in Title 24 Section 3602 Vermont Statutes.

"BOD<sub>5</sub>" (*denoting Biochemical Oxygen Demand*) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20° Centigrade, expressed in milligrams per liter.

"Building Drain" shall mean that part of the lowest horizontal piping of a drainage system, which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and conveys it through the building wall to the Building Sewer. The Building Drain extends five feet beyond the outer face of the building wall.

"Building Sewer" shall mean that part of the sewage system which receives the sewage from the Building Drain and conveys it to the nearest end of the House Connection.

"Connection Fee" shall mean the financial amount due, as determined by the Board, that is imposed on an Owner for a Preliminary or Final Capacity Allocation.

"Capital Construction Charge" shall mean the share of the cost of total Sewer debt which is due within the fiscal period, as set forth in the Schedule of User Charges and Fees .

**Commented [JK1]:** Has it been determined that the SB shall act as the Wastewater Commission? If not, should add another definition:

**WASTEWATER COMMISSIONERS** (COMMISSIONERS) shall mean members of the Selectboard and/or the group of individuals who shall be designated from time to time by the Selectboard to have that title, or their authorized deputy, agent or representative.

Note: Vermont Statute 24 VSA 3602(b) shows as "Board of Sewage System Commissioners":

The legislative body of the municipality may vote to constitute a separate board of sewage system commissioners. The board shall have not less than three nor more than seven members, who shall be residents of the municipality. Members shall be appointed, and any vacancy filled, by the legislative body of the municipality. The term of each member shall be four years. Any member may be removed by the legislative body of the municipality for just cause after due notice and hearing.

general convention now is to use the word "wastewater" vs "sewage"; there is a definition in the ordinance that the words are interchangeable

If a separate Commission is added, need to go through the document and review references to "Board" versus "Wastewater Commission"; typically the Commission is an appointed board with delegated authority (via separate policy document defining the role - whether it is just advisory to the Selectboard or whether they are authorized to make decisions (i.e. changes in rates or connection policies)

The major advantage of designating a separate Wastewater Commission is you can define or target the makeup of the board - ensuring a certain number of commissioners (but not all) are also connected users with a vested interest in the system.

**Commented [r2R1]:** A final decision has not been made on whether the Selectboard will act as the Board of Commissioners. We will be asking the VWC for a recommendation on this at the 3/7 meeting and then can revise after the Selectboard makes a final decisions.

"Clerk" shall mean the Town Clerk of the Town of Londonderry.

"Cluster System" shall mean an on-site wastewater disposal system serving two (2) or more properties.

"Completed Construction" shall mean (1) for building development, completion of construction of all foundations, framing, siding, and roofs; (2) for subdivision development, completion of infrastructure and subdivision improvements.

"Department" shall mean the Vermont Department of Environmental Conservation.

"Development" shall mean the construction of improvements on a tract of land for any purpose, including, but not limited to, residential, commercial, industrial, manufacturing, farming, educational, medical, charitable, civic, recreational, religious uses, subdivisions, and the intent to subdivide.

"Garbage" shall mean solid wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage, and sale of produce.

"Health Officer" shall mean the legally designated Health Officer or Deputy Health Officer of the Town of Londonderry, Vermont.

"House Connection" shall mean that part of the Sewage Treatment System that runs from the Building Sewer to the Main Sewer, which is controlled by the Town of Londonderry. See "Building Sewer."

"Industrial Wastes" shall mean the liquid waste from an industrial manufacturing process, trade or business. Industrial wastes do not include sanitary sewage.

"Initiate Construction" shall mean:

- For building development; the completion of the foundation.
- For subdivision development; substantial commencement of any site improvement(s) pursuant to the approved subdivision and infrastructure plans.

"Low Pressure Sewer" shall mean the sewer pipe that receives the effluent from a septic tank effluent pump system, and transports the pressurized wastewater to an unpressurized sewer structure such as a gravity sewer, an open tank, or a force main.

"Main Sewer" shall mean the low-pressure sewers laid longitudinally along the center line or other part of the streets or other rights-of-way and which all owners or abutting properties have equal rights and which is controlled by public authority.

"Municipality " shall mean the Town of Londonderry, Vermont.

"Natural Outlet" shall mean any outlet into a watercourse, pond, ditch, lake or other body of surface or groundwater.

"On-Site Sewage Treatment and Disposal System" or "On-Site Wastewater Treatment and Disposal System" shall mean a septic tank and leaching field system, or an alternative technology system, utilizing natural soil to treat and disperse Sewage effluent in such a manner as to protect public health, and both groundwater and surface water from contamination.

"Operations and Maintenance Charge" shall mean the share of the costs to operate and maintain the system, which may include the establishment of a Dedicated Fund, as set forth in the Schedule of User Charges and Fees.

"Owner" shall mean any person, who owns or possess any property connected to the municipal wastewater collection system or proposes to connect to the municipal wastewater system as an Applicant.

"Permitted Capacity" shall mean the total allowable discharge capacity of the Wastewater System as determined by applicable permits issued by the State of Vermont.

"Person" shall mean any individual, firm, company, association, society, corporation, institution, partnership, group, governmental entity or other entity.

"pH" shall mean the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.

"Private Wastewater System or Facilities" shall mean all facilities for collecting, pumping, treating, and disposing of wastewater that is not owned or operated by the Town of Londonderry.

"Public Sewage System or Facilities" shall mean all municipal facilities for collecting, pumping, treating and disposing of Sewage and is controlled, owned and operated by the Town of Londonderry.

"Sanitary Sewer" shall mean a sewer/house connection which carries Sewage and to which storm, surface, and ground waters are not admitted.

"Sanitary Wastewater" shall mean wastewater of the same character and range of strength as expected from residential uses including but not limited to homes, apartments and mobile homes.

"Secretary" shall mean the Secretary of the Agency of Natural Resources of the State of Vermont or her/his representatives.

"Sewage" or "Wastewater" shall mean a combination of the water-carried wastes, or wastewater, from residences, non-residential uses, institutions, and industrial establishments. The word "sewage" shall be synonymous with the word "wastewater."

"Sewage Treatment System" shall mean any arrangement of devices and structures used for treating sewage

"Sewage Works" shall mean all facilities for collecting, pumping, treating, and disposing of sewage.



“Sewer” shall mean a pipe or conduit, including manholes, for carrying sewage.

“Sewer Connection Fee” shall mean the financial amount due, as determined by the Board, charged to property owners for the benefit to connect to the municipal wastewater system.

“Sewers” shall mean the Sewage collection and transmission system owned by the Town of Londonderry. The Sewage collection system may include house connections, STEP systems, Wastewaters, force mains, pump stations, Main Sewers, and low-pressure Sewers.

“Shall” is mandatory; “may” is permissive.

“Slug” shall mean any discharge of water, Sewage, or Industrial Waste which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than fifteen (15) minutes, more than five (5) times the average twenty-four (24) hour concentration or flows during normal operation.

“Storm Drain” shall mean a sewer which carries storm and surface waters and drainage, but excludes Sewage and Industrial Wastes.

“Stormwater” shall mean excess water from rainfall and snow melt that does not evaporate or penetrate into the ground, which flows overland and is collected and transported to waters of the State of Vermont or the United States by a stormwater treatment, management or conveyance system, together with any material that becomes dissolved or suspended in such water during overland flow.

“Subdivision” shall mean a tract of land, which has been divided or is intended to be divided into two (2) or more lots for any purpose, in accordance with the Town’s current Land Use and Development or Subdivision Regulations.

“Subsurface Sewage Disposal System” shall mean any Sewage treatment system whereby the septic tank or System effluent is leached into the ground by subsurface disposal or spray disposal.

“Superintendent” shall mean the employee of the Town of Londonderry, or a contracted consultant, who shall be designated by the Selectboard to operate and maintain the public sewage facilities, oversee wastewater connections, and other activities stated within this Ordinance.

“Suspended Solids” shall mean solids that either float on the surface of, or are in suspension in water, sewage or other liquids, and which are removable by laboratory filtering.

“System” shall mean the municipal wastewater treatment system owned and maintained by the Town of Londonderry.

“Town” shall mean the Town of Londonderry, Vermont.

“Town Reserve Capacity” shall mean the portion of the Permitted Capacity of the System reserved by the Board pursuant to Article 3, Section 9.2 of this Ordinance.

**Commented [JK3]:** Is this applicable to Londonderry?  
Does the Town want to keep a percentage of capacity separate for future Town uses?

“Uncommitted Reserve Capacity” shall mean the portion of the Permitted Capacity remaining after subtracting from the Permitted Capacity of the System: (1) Town Reserve Capacity (if any), (2) the wastewater flow of all projects approved by the Board but not yet discharging to the System (3) the wastewater flow of projects approved through Final Approval and Capacity Allocation, and (4) the wastewater flow of projects for which an approved Preliminary Approval and Capacity Allocation has been in effect for one (1) year or more.

**Commented [JK4]:** This definition is confusing - where are connected users accounted for? Says under no. 2, but not clear; should there be a definition of “Committed Reserve Capacity”?

“Wastewater Board” (or “Board”) shall mean members of the Londonderry Selectboard and/or the group of individuals who shall be designated from time to time by the Selectboard to have that title, or their authorized designee, deputy, agent or representative.

**Commented [r5]:** This is a topic we will need to discuss with the Selectboard. See definition for “Board” as well.

“Wastewater Service Area” shall mean the areas of the Town of Londonderry that are authorized to be served by the municipal wastewater system. The Service Area is depicted on the map entitled “Town of Londonderry Wastewater Service Area” attached hereto as Appendix A.

**Commented [JK6R5]:** Consider using “Commission” so as to not confuse between Selectboard and WW Board, if they are to be separate entities

“Wastewater System” shall mean any piping, pumping, treatment or disposal system owned and/or operated by the Town of Londonderry used for the conveyance, treatment and disposal of domestic, commercial or industrial waterborne wastes.

**Commented [JK7]:** General question, as I have not seen a service area map - is the service area based on a distance from the proposed sewer force main infrastructure or does it include entire parcels that are adjacent to the infrastructure? If the former, leave as-is; if the latter, consider changing “areas” to “parcels”

“Watercourse” shall mean a channel in which a flow of water occurs, either continuously or intermittently.

## SECTION 5. ABBREVIATIONS

For the purposes of this Ordinance, the following abbreviations shall have the meaning set forth below. References to standards of organizations included herein shall refer to the most recent edition or publication.

ANSI	shall mean American National Standards Institute.
ASCE	shall mean the American Society of Civil Engineers.
ASME	shall mean American Society of Mechanical Engineers.
ASTM	shall mean American Society for Testing and Materials.
AWWA	shall mean American Water Works Association.
CS	shall mean Commercial Standards.
Degrees C	shall mean degrees Centigrade.
Degrees F	shall mean degrees Fahrenheit.
gpd	shall mean gallons per day.
IDP	shall mean Indirect Discharge Permit
LPS	shall mean Low Pressure Sewer.
mg/l	shall mean milligrams per liter. 1 mg/l equals 1 ppm.
NPC	shall mean National Plumbing Code.
ppm	shall mean parts per million. 1 ppm equals 1 mg/l.
STEG	shall mean Septic Tank Effluent Gravity System.
STEP	shall mean Septic Tank Effluent Pump System.
WEF	shall mean Water Environment Federation

## ARTICLE 2 - USE of the WASTEWATER SYSTEM

### SECTION 6. UNLAWFUL ACTS; COMPLIANCE WITH REGULATIONS REQUIRED

1. **Unlawful discharges prohibited.** It is unlawful for any Person to place, deposit or permit to be placed or deposited, upon public or private property within the Town, or in any area under the jurisdiction of the Town, any human excrement, garbage, sewage, or other objectionable waste, except through a Public Sewer System or other approved system.
2. **Treatment required.** It is unlawful to discharge to any natural outlet within the Town, or in any area under the jurisdiction of the Town, any sewage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this chapter and the laws of the State of Vermont
3. **Private wastewater systems; compliance with applicable regulations required.** The type, capacities, location, and layout of any Private Wastewater System shall comply with all mandates of the State of Vermont, including, but not limited to those regarding wastewater treatment and disposal by individual on-site systems, and all other applicable federal, state and local regulations. No septic tank, cesspool, mound system or sewage leach field shall be permitted to discharge to any Natural Outlet. The owner shall operate and maintain the Private Wastewater System in a safe and sanitary manner at all times, at no expense to the Town.

### SECTION 7. CONNECTION TO MUNICIPAL WASTEWATER SYSTEM

1. **Board established.** The Town of Londonderry owns and operates a municipal wastewater treatment system (the "Public Sewage System" or "System"), being also a sewage treatment or disposal plant, and a sewage collection and transmission system ("Sewers"), all as defined in 24 V.S.A. Section 3601. The System has a Permitted Capacity and is operated in accordance with permits issued by the Vermont Department of Environmental Conservation (Department). The Selectboard, in its capacity as the Board of Sewer Commissioners (Board), is obligated by law to comply with conditions of those permits.
2. **Service area established.** The boundaries of the Wastewater Service Area (Service Area) are depicted on the map entitled "Town of Londonderry Wastewater Service Area" attached hereto as Appendix A.
3. **Existing private wastewater systems.** Within the Service Area boundaries, any on-site sewage system lawfully operating as of the Effective Date of this Ordinance, including any system serving multiple properties (Cluster System), may continue to be so operated.
4. **New and replacement of failed private wastewater systems.** Within the Service Area boundaries, a properly permitted new or replacement On-Site Sewage Treatment and Disposal System or Cluster System may be constructed provided the system receives an applicable State permit.
5. **Application for connection to the System.** Any Owner of a parcel of land located wholly or partially within the Wastewater Service Area boundaries who wishes to connect to the Public Sewage System may apply, by way of an accurate, complete, and proper application, to be

connected in accordance with the terms, regulations, and procedures set forth elsewhere in this Ordinance, subject to the following conditions:

- a. Any Owner who applies for and receives a Final Approval and Capacity Allocation for connection to the System prior to the date of the contract for initial construction being awarded may not be required to pay a Sewer Connection Fee and may not be responsible to schedule and pay for the physical construction of its Building Sewer, House Connection, or the municipal sewer extension, as otherwise required under Subsection (8), below.
- b. Any Owner who applies for and receives approval for a Final Approval and Capacity Allocation for connection to the System after the date of initial construction and operation of the System shall pay all applicable fees and charges, and shall be responsible for scheduling of and payment for physical construction of the Building Sewer and House Connection, as set forth in Subsection (8), below.

#### **6. Design Flow Basis for Wastewater Capacity Allocation.**

- a. **Flow determined by Vermont rules.** Unless and until metering or other means of flow estimation are implemented within the Wastewater System, daily flows into the Wastewater System from any connected or prospective use shall be established per the Design Flows specified in Subchapter 8, General Technical Standards for Wastewater Systems and Potable Water Supplies of the State of Vermont Agency of Natural Resources Department of Environmental Conservation Drinking Water and Groundwater Protection Division Environmental Protection Rules Chapter 1 Wastewater System and Potable Water Supply Rules Effective: April 12, 2019, or as most recently amended (the "Rules"). Where a Design Flow for a connected or prospective use is not specified in the aforesaid Rules, the Town shall use the maximum daily demand in gpd for the use as estimated by the Town's engineer or designer as the Design Flow.
- b. **Flows for residential users.** Notwithstanding the provisions of Section 7(6)(a) above, the allocated capacity for dwelling units within the Service Area shall be 245 gallons per day per unit.

### **SECTION 8. BUILDING SEWERS AND CONNECTIONS**

1. **Unauthorized connection prohibited.** No unauthorized person shall uncover, make any connection(s) with or make any opening into, use, alter, or disturb in any manner any Public Sewage System or appurtenance thereof without first obtaining a permit, in writing, from the Board, and paying to the Town any fee required and imposed by the Town against the Owner.
2. **Costs of connection; fees to be paid prior to connection**
  - a. All costs and expenses incidental to the installation, collection, maintenance, and repair of the Building Sewer shall be borne by the Owner of the property served or to be served.
  - b. All costs and expenses incidental to the installation of the House Connection shall be borne by the Owner of the property. However, the Town shall be responsible for all costs and expenses associated with the collection, maintenance, and repair of the House Connection following installation.

- c. The Owner shall indemnify and save harmless the Town, including but not limited to its board members, elected and appointed officials, administrators, managers, employees, volunteers and agents, from any and all loss or damage that may directly or indirectly be occasioned by any installation, connection, maintenance, repair of the Building Sewer or its connection to the Sewage Works (whether any work done was done by the Town or in accordance with its requirements).
  - ~~d.~~ However, as a part of the initial construction of its Sewage Works for the Service Area, the Town may, at its expense, initially construct a portion or the whole of any Building Sewer or House Connection to the extent and manner determined by the Board.
  - ~~d.e.~~ The Board may, at its sole discretion, contract engineering services for consultation and inspection services during construction, at the expense of the Owner.
  - ~~e.f.~~ All applicable fees shall be paid in full to the Town prior to connection.
3. **Separate Building Sewers required.**
- a. A separate and independent Building Sewer shall be provided for each building. Grouping of more than one (1) building on one (1) Building Sewer shall not be permitted; except where one building stands behind another and no Private Wastewater System is available or can be constructed to the rear building through an adjoining alley, court, yard, or driveway, the Building Sewer from the front building may be extended to the rear building.
  - b. This requirement may be waived by the Board where the Board finds that strict application of this policy is infeasible or if shared connections are in the best interest of the Town.
4. **Use of pre-existing Building Sewers.** Pre-existing Building Sewers may be used in connection with new buildings only when they are found, on examination and test by an engineer licensed to practice in the State of Vermont and submittal of a duly notarized statement to this effect, provided and paid for by the Owner, to meet all requirements of this Ordinance.
5. **Technical standards.** The size, slope, alignment, materials of construction of a Building Sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing, and backfilling the trench, shall all conform to the requirements of the building and plumbing code or other applicable rules and regulations of the Town and State of Vermont. In the absence of code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the ASTM and WEF Manual of Practice No. 9 shall apply.
6. **Elevation.** Whenever possible, the Building Sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any Building Drain is too low to permit gravity flow to the System, Sewage carried by such Building Drain shall be lifted by an approved means and discharged to the Building Sewer.
7. **Clear water connections prohibited.** No person(s) shall make connections of roof downspouts, foundation drains, areaway drains, basement sumps, or other sources of surface runoff or ground water to a building sewer or building drain which, in turn, is connected directly or indirectly to the System.
8. **Plumbing code applies.** The connection of the Building Sewer into the System shall conform to the requirements of the building and plumbing code or other applicable rules and regulations of the Town and State of Vermont, or the procedures set forth in appropriate specifications of

the ASTM and WEC Manual of Practice No. 9. All such connections shall be made gastight and watertight and verified by proper testing. Any deviation from the prescribed procedures and materials must be approved by the Town before installation.

9. **Notification to Town; inspection.** Prior to any connection of a Building Sewer to the System, the Town shall be given five (5) working days' notice in order that such work may be supervised or inspected by the Town's designee. All connections will be made during normal workday hours, and no connections may be allowed Saturday, Sunday, or legal holidays. If the Town has not been properly notified, the Town may at its discretion require the completed work to be uncovered for examination, inspection and/or testing and sampling, at the Owner's expense.
10. **Sewer clean-outs.** Clean outs shall be installed where the distance from the building to the Public Sewage System is greater than one hundred (100) feet or where bends greater than forty-five (45) degrees are used in the Building Sewer, or as required by the State wastewater rules. Clean outs may be made by installing a "Y" and one-eighth (1/8) bends of the same diameter as the Building Sewer. The clean outs shall ordinarily be installed at the point of connection between the Building Sewer and the Building Drain, at curves on the Building Sewer and on the straight part of the Building Sewer. The clean out shall be brought up from the Building Sewer to four (4) inches (10.2 cm) below ground level to be properly capped. Locations of all clean outs shall be recorded on a plan and filed with the Town.
11. **Plumbing connections.** Before any portion of the existing plumbing system outside of the building is connected to the Building Sewer, the Owner shall demonstrate, to the satisfaction of the Town, that it is clean and conforms in every respect to this Ordinance and that all joints are watertight. The time frame for notification prior to inspection shall be as set forth in Subsection (9) above. Where pipe is installed for Building Sewers, such work shall be performed by a plumber licensed by the State of Vermont if required by State law.
12. **Pipe testing required.** The party responsible for the installation of the pipe, shall furnish all necessary tools, labor, materials, and assistance to apply appropriate tests to the pipe and shall remove or repair any defective materials when ordered to do so by the Town, at their own expense.
13. **Excavation protection and safe egress required.** All excavations for Building Sewer installation shall be adequately guarded with physical barricades and sufficient lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored to their prior condition in a manner satisfactory to the Town at the Owner's sole cost and expense.
14. **Movement of traffic during construction.** Neither the Owner nor their contractor shall block any driveway, street, road, or means of egress to a public facility at any time without permission of the Town and other controlling agencies. Every effort shall be made to permit the movement of vehicular traffic at all times. Whenever it becomes necessary to cross or interfere with roads, walks, or drives, whether public or private, the Owner and contractor shall maintain, at their own expense, and subject to the approval of the Town, safe bridges or other means of egress.

## ARTICLE 3 - CAPACITY ALLOCATION

### SECTION 9. ALLOCATION OF CAPACITY; TOWN RESERVE

1. **Town ownership of Town Reserve and Uncommitted Reserve Capacity.** The Town Reserve Capacity and Uncommitted Reserve Capacity of the System and Sewers is the property of the Town of Londonderry and shall be allocated by the Board in the manner set forth herein.
2. **Town Reserve Capacity.** The Selectboard may maintain a portion of the Permitted Capacity as Town Reserve Capacity for specific purposes it has determined are in the public interest. The Town Reserve Capacity shall not be allocated pursuant to the procedures outlined in this Section without action of the Selectboard.
3. **Uncommitted Reserve Capacity.** Uncommitted Reserve Capacity shall be allocated on a first come, first served basis pursuant to the procedures outlined in this Ordinance.
4. **Allocation of Uncommitted Reserve Capacity.** Uncommitted Reserve Capacity in the System shall be allocated according to the following procedure:
  - a. Once sewer connection applications have been received at the Town office and marked with the date received by the person receiving the application, the Board shall review the applications on a first come, first served basis.
  - b. The Uncommitted Reserve Capacity shall be reviewed by the Board annually at a regular meeting of the Board.
  - c. The Board retains the right to review applications and make allocations of Uncommitted Reserve Capacity on a basis other than first come, first served upon written finding after a public hearing that such action is in the Town's best interest, which includes but is not limited to the consideration of factors, such as, the amount of capacity requested, the timing of construction, the amount of Uncommitted Reserve Capacity available, and the benefit of the Development to the Town.

**Commented [JK8]:** Just a general comment that this allows the Town to bypass the connection process; provides a lot of flexibility, but also gives opportunity for disputes if a property owner feels they are being overlooked to further a targeted development

### SECTION 10. CAPACITY ALLOCATION PROCEDURES

1. **Application form.** Owners of real property within the Service Area (also referred to herein as "Applicants") wishing to use the System shall apply to the Board on a form prescribed by the Town.
2. **Application for Preliminary Approval and Capacity Allocation.** An Applicant may apply for Preliminary Approval and Capacity Allocation through submittal of all of the following information on a form prescribed by the Town:
  - a. A description of the development to be served, including any current wastewater permit(s) for the property issued by the Department, and any current allocated capacity within the System.
  - b. Calculation of the wastewater flow to be generated by the building, project or development, pursuant to Section 7.9 of this Ordinance.

- c. Calculation of the volume, flow rate, strength, infiltration/inflow, characteristics, and any additional information requested by the Town, in order to demonstrate compliance with this Ordinance.
  - d. Unless waived by the Board, certification of the above information by a Vermont-registered Professional Engineer or a Vermont-licensed Wastewater System Designer.
  - e. Plans and specifications for the construction of building sewers (i.e., from the buildings to house connections/main sewers) and any municipal sewer extensions, including pump stations, required to service the Development/proposed connection. Such plans and specifications shall be prepared by a Vermont registered Professional Engineer or a Vermont-licensed Wastewater System Designer.
  - f. Payment of all applicable fees as set forth in the most current Schedule of Rates and Fees for the System.
- 3. **Duration of approval.** A Preliminary Approval and Capacity Allocation shall, upon approval and payment of the associated fee(s), constitute a binding commitment of reserve capacity for a period of one (1) year from the date of approval by the Board.
- 4. **Findings required.** Upon receipt of an acceptable, complete application and supporting documents, including payment of all required fees, the Board may issue a Preliminary Approval and Capacity Allocation upon making affirmative findings that:
  - a. The proposed wastewater is of domestic, sanitary origin and that there is sufficient Uncommitted Reserve Capacity to accommodate the volume and strength of the proposed connection; or
  - b. The proposed wastewater is not of domestic sanitary origin, and that sufficient evidence has been presented by the Owner to demonstrate that the flow and character of the wastewater is compatible with the proper operation of the System and Sewers; and that the proposed wastewater shall not alone or in combination with other wastes cause a violation of the Department's permit, pass through the System without treatment, interfere or otherwise disrupt the proper quality and disposal of System sludge, or be injurious in any other manner to the System or Sewers; and that there is sufficient Uncommitted Reserve Capacity to accommodate the strength and volume of the proposed connection; and
  - c. The proposed use of municipal wastewater capacity complies with the allocation procedures set forth in this Ordinance and is not in conflict with any other provisions adopted by the Board.
- 5. **Issuance of approval.** The Board, after making the approval findings above, shall issue a Preliminary Approval and Capacity Allocation, which approval shall be a binding commitment of capacity to the Applicant contingent upon compliance with any conditions attached thereto, and subsequent issuance of a Final Approval and Capacity Allocation. The Preliminary Approval and Capacity Allocation conditions may include:
  - a. **Specification that the Preliminary Approval and Capacity Allocation shall remain valid for one (1) year from the date of the Board's approval.**
    - i. The Board may issue a time extension upon written request of the Applicant for a period of up to one (1) additional year, provided such request is received by the



Town no less than thirty (30) days in advance of the expiration of the Preliminary Approval. Any such extension shall require payment of an additional fee as set forth in the most current Schedule of Rates and Fees .

- ii. The maximum length of time per extension shall be one (1) year, with a maximum cumulative period of Preliminary Approval of three (3) years during which the Preliminary Approval and Capacity Allocation shall be valid before re-application is required.
- iii. Any extension of a Preliminary Approval and Capacity Allocation beyond one (1) year of the original date of the Board's approval shall require ongoing payment by the Applicant of the applicable Capital Construction Charge portion of the User Fees, as set forth in Section 12.3, 12.4, and 12.5, commencing one (1) month after the date of issuance of the extension, unless the Board waives or modifies the fees based on a determination of financial hardship pursuant to Section 10.9.

- b. Incorporation of specific conditions which must be fulfilled by the Applicant to maintain validity of the Preliminary Approval.
- c. Provision for revocation by the action of the Board upon failure of the Applicant to fulfill requirements of the Preliminary Approval.
- d. Specification that the recipient of the Preliminary Approval may not transfer, by any means, the Preliminary Approval to any other person or persons, and may not connect to the Sewer until Final Approval is granted.
- e. Specification that in the event of a material change in the original application, the Applicant must re-apply for Preliminary Approval, and the revised project shall be considered a new project.
- f. Notwithstanding the foregoing in this Subsection (5), the issuance of a Preliminary Approval shall not constitute a binding commitment of capacity to the Applicant and may be revoked by the Town before a Final Approval and Capacity Allocation is granted if Uncommitted Reserve Capacity ceases to be available for any reason.

**6. Application for Final Approval and Capacity Allocation.** Prior to Final Approval of Allocated Capacity, the Applicant shall provide the Board with written demonstration of the following:

- a. Applicable local, State and Federal permits have been secured for the project;

All applicable fees as set forth in the most current Schedule of Rates and Fees have been paid in full to the Town.

- b. Plans and specifications for connection to and, if necessary, extension of the municipal sewers, meeting the conditions set forth in Section 10.5 above, have been submitted and are acceptable to the Board.

**7. Final Approval and Capacity Allocation.**

- a. A Final Approval and Capacity Allocation is an agreement between the Town and the Applicant. The Applicant who is issued the Final Approval does not own the capacity.

The Applicant forfeits all rights to capacity if the conditions of the Final Approval are not met within the timeframes set forth herein.

- b. Unless waived or modified pursuant to Section 10.9, a Final Approval and Capacity Allocation shall require on-going payment by the Applicant of the Capital Construction Charge portion of the User Fees, as set forth in Sections 12.3, 12.4, and 12.5, commencing one (1) month after the date of issuance of the Final Approval and Capacity Allocation.
- c. The Board, upon making affirmative findings that all conditions of the Preliminary Approval and all conditions of Section 10.5 have been met, if applicable, shall issue the Final Approval and Capacity Allocation, which may be conditioned as follows:
  - i. Specification of the allowed volume, flow rate, strength frequency and any other characteristics of the proposed discharge
  - ii. Incorporation of specific conditions which must be fulfilled by the Applicant to maintain the validity of the Final Approval.
  - iii. Provision that construction of the House Connection and, if necessary, the extension of the Sewers, must be overseen by the Town to assure compliance with the approved plans and specifications and with good construction practice, in a manner acceptable to the Board.
  - iv. Provision that the Applicant shall be responsible to schedule and pay for the physical construction of its Building Sewer, House Connection, and if necessary, the extension of the System, unless explicitly provided otherwise by the Board.
  - v. Provision for revocation by the action of the Board upon the discovery of any misrepresentation by the Applicant or any failure of the Applicant to fulfill requirements of the Final Approval.
  - vi. Provision that any Final Approval and Capacity Allocation in conjunction with issuance of a zoning permit by the Town of Londonderry shall revert to the Town if the Applicant has failed to initiate construction within two (2) years of the date of the Final Approval and Capacity Allocation, as further set forth under Section 10.8.c, below.

#### **8. Expiration and Extension of Final Approval and Capacity Allocation**

- a. Unless otherwise amended or extended by the Board pursuant to this Ordinance, a Final Approval and Capacity Allocation shall expire three (3) years from the date of issuance if the Development for which the Final Approval was obtained has not connected to, or is not yet discharging Sewage into, the System.
- b. The Board may extend the expiration date of the Final Approval and Capacity Allocation, upon written request of the request of the Applicant, for a period of up to one (1) additional year, provided such request is received by the Town no less than thirty (30) days in advance of the expiration of the Final Approval and Capacity Allocation. The maximum length of time per extension is one (1) year, with a maximum cumulative total of two (2) years, i.e. a maximum of two (2), one-year extensions, during which the Final Approval and Capacity Allocation shall be valid

before re-application is required. Each extension shall require payment of an additional fee as set forth in the most current Schedule of Rates and Fees .

- c. Notwithstanding the foregoing, the Board may extend the expiration date of the Final Approval and Capacity Allocation for a longer period upon written findings that this action is in the best interest of the Town. Such extensions may be granted based on factors and circumstances including, but not limited to, an appeal of the Development Review Board or other land use permit necessary for construction of the associated project, the amount of capacity requested, the timing of construction, the amount of Uncommitted Reserve Capacity available, and the benefit of the Development to the Town.
  - d. If a Final Approval and Capacity Allocation expires after three (3) years, or after any extension of time approved by the Board, whichever is longer, the unused portion of the Capacity Allocation at the time of expiration shall revert to the Town and become part of the Uncommitted Reserve Capacity, and there shall be no refund of allocation, permit, or other fees paid.
9. **Allowance for financial hardship.** The payment of fees pursuant to Sections 10.5.a, 10.7.b, or 10.8.b may be extended or waived by the Board if the Owner demonstrates an inability to pay the associated fees. The Applicant may file its request in writing to the Board for Board consideration and action. However, all fees as set forth in the most current Schedule of Rates and Fees shall be paid by the Owner prior to connection to the System.

**10. Amendment of Preliminary or Final Capacity Allocation and Approval**

- a. Any Applicant may, at any time, make an application to the Board to issue a revised Preliminary or Final Approval and Capacity Allocation. Any such revised applications shall be made in conjunction with an application for approval or amendment of an approval under all applicable local, State, and Federal bylaws and regulations, subject to the following limitations:
  - i. Requested modifications generally shall be in keeping with the nature of the proposed uses and intensity of development in the original application, and shall not involve materially significant changes.
  - ii. Any request to increase the Capacity Allocation by more than the greater of five percent (5%) or two hundred forty-five (245) gpd shall require a new application.
- b. The Board may, at its sole and absolute discretion, determine that an application for revision constitutes a materially changed application, and require the Applicant to submit a new application for Preliminary Approval and Capacity Allocation. Such determination shall not invalidate a pending or issued Preliminary or Final Approval unless the underlying application is withdrawn by the Applicant.
- c. If the Board approves a revised Preliminary or Final Approval and Capacity Allocation, the Board may issue a revised Capacity Allocation with a reduced or increased capacity allocation determined in accordance with the procedures set forth in this Ordinance. Where a reduced Capacity Allocation is granted, any unused capacity from the original approval shall revert to ownership by the Town and become part of the Uncommitted

Reserve Capacity.

**11. Recording of Approval.**

A Final Approval and Capacity Allocation shall be recorded in the land records of the Town, along with evidence or a statement from the Town indicating all fees have paid, and with reference to the location where approved plans and specifications are filed.

**SECTION 11. TRANSFER OF CAPACITY ALLOCATION; SUBDIVISIONS**

**1. Preliminary and Final Approval and Capacity Allocations non-transferable.** Except as provided under Section 11.2 and Section 11.3 below, Preliminary or Final Capacity Allocation shall not be transferable to any other person, property or project. Transfer of a Capacity Allocation shall require submittal of a new application and approval by the Board.

**2. Final Approval and Capacity Allocation transfer in Subdivisions.**

- a. Any Applicant for a Final Approval and Capacity Allocation for a Subdivision must indicate the Development planned for each lot and the permits to be issued by the Town of Londonderry therefor.
- b. If all prerequisites defined for Final Approval and Capacity Allocation herein are met, approval shall be issued to the Subdivision Owner for each lot, and a specific Capacity Allocation shall be associated with the proposed Development.
- c. In the event a lot in a Subdivision benefited by a Final Approval and Capacity Allocation is sold or transferred, the portion of the Final Approval and Capacity Allocation attributable to the lot shall transfer when the property transfers. At such time, the Owner of said lot becomes bound to comply with all permits issued and the plans and specifications for connecting to the System.
- d. Any Final Approval and Capacity Allocation so transferred shall be considered a new Final Approval and Capacity Allocation, and it shall be deemed to be issued on the date of the property transfer or sale.

Such Final Approval and Capacity Allocation shall expire three (3) years from the date of issuance unless the Applicant has sold or otherwise conveyed the lot for Development or has completed construction in accordance with the approved plan. If the Applicant has sold or otherwise conveyed the lot for Development, then the Final Approval for that lot shall expire two (2) years after the date of sale or conveyance to the first new owner other than the Applicant, assuming the Final Approval and Capacity Allocation has still not been used by the subdivided lot that was originally allocated the capacity.

**3. Expiration; capacity reverts to Town upon expiration.**

- a. The expiration of a Final Capacity Allocation at three (3) years from the original date of issuance shall not be modified by any revisions to the Subdivision or Development plan subsequent to the Preliminary Approval.
- b. Any reserve capacity allotted to lots that are unsold or on which building construction has not been completed at the time of expiration shall revert to the Town, without refund

of any fees paid, and become part of the Uncommitted Reserve Capacity.

## **ARTICLE 4 - USER CHARGES and FUND MANAGEMENT**

### **SECTION 12. USER CHARGES and FEES**

- 1. Authority to Establish User Charges and Fees**
  - a. The Board shall have the authority to establish reasonable charges (also known as rents, rates, or sewage disposal charges) through a User Charge System for the purpose of producing adequate revenues to cover the costs of construction, operation, and maintenance of the Sewers and the System.
  - b. The Board also shall have the authority to establish a schedule of fees, including but not limited to fees for applications for System Connection and Capacity Allocation; application for extension or revision; application for transfer of capacity allocation; and connection to the municipal wastewater system.
  - c. A Schedule of User Charges and Fees shall be adopted by Resolution of the Board. User Charges and Fees may be adjusted from time to time by Resolution of the Board.
- 2. Sewer Connection Fee.**
  - a. For new connections to the System, the Board may set a Sewer Connection Fee in an amount determined by Resolution from time to time. Any such fee shall be included in the Schedule of Fees and shall be paid in full prior to any new connection to the System.
  - b. Properties connecting to the System at the time of the System's initial construction shall be exempt from payment of a Sewer Connection Fee.
  - c. Upon receipt of a written request, the Board shall have the authority to reduce or waive the Sewer Connection Fee for affordable housing as defined in 24 VSA §4303, and for any other use for which the Board determines that reduction or waiver of the Sewer Connection Fee is in the public interest, including consideration of such factors, such as, the amount of fee waiver or reduction requested, the timing of connection, and the benefit of connection to the Town.
- 3. Basis for User Charges.**
  - a. The User Charge shall be based on an annual estimate by the Board of the projected annual cost of operations and maintenance, and repayment of any bonded indebtedness related to construction of the System, as further described under Section 12.5.
  - b. Adjustments for additions and/or omissions, or other changes, shall be made by the Board to the User Charge System as necessary to ensure that charges remain equitable and sufficient to cover such costs, either during a year or from year to year.
- 4. Determination of User Charges for Allocated Capacity**
  - a. The User Charge System shall impose a charge per gallon of Allocated Capacity assigned to each System user per the user's individual Final Approval and Capacity Allocation, as determined in Section 10.7 of this Ordinance and maintained by the Town, or as set forth in a Preliminary Approval and Capacity Allocation.
  - b. The **total Allocated Capacity** of the System shall be the sum of all specifically Allocated Capacity, including allocations granted through:
    - i. Permits issued to connected users of the System; and

- ii. Capacity reserved through issuance of a Preliminary Approval and Capacity Allocation for one (1) year or more; and
  - iii. Capacity reserved through issuance of a Final Approval and Capacity Allocation.
5. **Capital Construction and Operations and Maintenance Charges.** The User Charge System may consist of two components: a capital construction charge, and an operations and maintenance charge.
- a. Capital Construction Charge
    - i. The Capital Construction Charge shall be based on the share of the cost of total Sewer indebtedness which is due within the fiscal period as set forth in the Schedule of User Charges and Fees.
  - b. Operations and Maintenance Charge.
    - i. The Operations and Maintenance Charge shall be based on the share of the costs to operate and maintain the system.
    - ii. The Operations and Maintenance Charge shall be based on a yearly estimate by the Board of the projected annual costs to operate and maintain the System, including but not limited to costs for contract operations, permit compliance, regular maintenance, utilities, materials, inspections, or legal and professional services.
    - iii. If a Dedicated Fund has been established pursuant to Section 13 below, the Board may at its discretion allocate all or a portion of an annual contribution to the Dedicated Fund to the total annual estimated cost on which the Operations and Maintenance Charge is based.

#### SECTION 13. DEDICATED FUND FOR MAJOR EXPENSES

1. **Dedicated fund authorized.** A separate dedicated fund and associated accounts (i.e., a reserve fund) is authorized and may be utilized for major rehabilitation, major maintenance, emergency repairs, upgrade expenditures associated with the System, and/or other purposes as identified by the Board (the “Dedicated Fund”). The establishment of such a Dedicated Fund and associated accounts shall be done through a written policy adopted by the Board, and any such fund shall be established and maintained in accordance with 24 V.S.A. § 3616.
2. **Required content of a dedicated fund policy.** Prior to depositing funds in any Dedicated Fund, the Board shall enact a policy, which shall contain at least the following:
  - a. identification of the major rehabilitation, major maintenance, upgrading needs anticipated, and/or other purpose as identified by the Board;
  - b. estimated expenditures and estimated year of expenditure,
  - c. the type of account used to accumulate the dedicated funds,
  - d. estimated payment amount(s) and sources of funding, and
  - e. estimated time payments are to stop.
3. **Authority of the Board.** The Board shall have the authority to increase, decrease, stop and / or maintain regular deposits to the Dedicated Fund.
4. **Withdrawals from the Dedicated Fund.** The Board shall have the authority to withdraw amounts from the Dedicated Fund only for a purpose for which the fund was established.

**Commented [JK9]:** This appears to spell out the creation of a “Capital Improvement Fund”; it may be beneficial to set up other reserve fund accounts (such as a reserve fund to cover debt service if O&M Costs are extraordinarily high in a given year (sometimes referred to as a Loan Loss Reserve Fund), and/or an Emergency Reserve Fund to cover expenses related to emergency repairs. Should verify if the language here would be suitable to set up these different “account types” within this Dedicated Fund

However, when Dedicated Fund assets are not disbursed fully for the expenditures for which the fund was established, excess money shall remain available in the Dedicated Fund for other future related expenditures similar in nature.

## SECTION 14 APPLICABILITY OF CHARGES; BILLING

### 1. Applicability of Charges.

- a. The User Charges shall be applicable to:
  - i. All connected users of the System.
  - ii. All properties owned and operated by the Town that are connected to the System shall be subject to the User Charges established in this Ordinance.
- b. The Capital Construction Charge portion of the User Charge shall be applicable to:
  - i. All holders of a Preliminary Approval and Capacity Allocation for one (1) year or more, as of the date of approval, per Section 10.5.a.3 of this Ordinance.
  - ii. All holders of a Final Approval and Capacity Allocation, as of the date of approval, per Section 10.7.b of this Ordinance.
- c. The Town shall be responsible for payment of the User Charges applicable to:
  - i. Properties owned and operated by the Town connected to the System, based on the properties' Allocated Capacity;
  - ii. Town Reserve Capacity;
  - iii. Capacity reserved through issuance of a Preliminary Approval and Capacity Allocation for a period of less than one (1) year; and
  - iv. Uncommitted Reserve Capacity.
- d. In the event the Board has waived or modified User Charges applicable to a Preliminary or Final Approval and Capacity Allocation under Section 10.9, the Town shall be responsible for payment of the unpaid share of User Charges associated therewith.

### 2. Surcharges for High Strength Waste

- a. Users that discharge any toxic pollutants, high strength wastes (i.e., regular, meaning at least three days in a seven-day period, discharge of Sewage of greater than 200 mg/L of BOD<sub>5</sub>)<sup>5</sup> or other detrimental or potentially damaging Sewage to the System shall be required to pay a surcharge directly related to the anticipated costs to be incurred by the Town to manage the abnormal wastes including management of both the liquid effluent and wasted sludge portions of such high strength wastes.
- b. This section shall not be construed as to create a right to such discharge.
- c. The Selectboard shall adopt a surcharge system and policy for handling abnormal wastes at such time as the need develops. The surcharge system shall use the parameter of 200 mg/L of BOD<sub>5</sub> of as a comparative base.
- d. Nothing in this section shall exempt a user from compliance with other conditions or requirements for use of the System imposed pursuant to this Ordinance.

### 3. Use of Excess Revenues. Excess Operations and Maintenance Charge or Capital Construction Charge revenues, or other excess income, may be placed into the Dedicated Fund, or otherwise applied to reduce the Capital Construction Charge or Operations and Maintenance Charge, as determined by the Board.

<sup>5</sup> <https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/337-107.pdf>

**Commented [JK10]:** I assume this is okay as a process if it's laid out here in the ordinance, but might need to verify with VLCT or the Town's attorney - not sure if there may need to be a Town vote to move funds to/from a "Restricted or Dedicated" fund for capital improvements;

#### 4. **Payment of Charges; delinquency; billing**

- a. **Billing frequency.** User Charges shall be invoiced no less than quarterly by the Town. User Charges shall be payable on or before the thirtieth (30<sup>th</sup>) day following the date of the invoice, or a later date as shown on the invoice.
- b. **Penalty for late payment.** In the event that such charge is not paid when due, a penalty of one percent (1%) per month for the first three (3) months and one and one half percent (1½%) per month thereafter shall be added to the total amount due.
- c. **Delinquency.**
  - i. If any account remains delinquent after thirty days, the Board may take any action that is consistent with the provisions of 24 V.S.A. Chapter 129, Uniform Water and Sewer Disconnect, as presently constituted and as amended from time to time, to obtain payment of delinquent charges or to discontinue service.
  - ii. Such charges shall be a lien upon the real estate under 32 V.S.A. § 5061 and may be enforceable and collected in the same manner and to the same effect as taxes are a lien on real estate are collected as provided in 24 V.S.A. § 3614 and 5151
- d. **User Charges for new connections.** New sewer connections made during a billing period shall be billed on the following basis:
  - i. Capital Construction Charges for the entire billing period in which the connection occurs, regardless of date of hookup within the period;
  - ii. Operations and Maintenance Charges pro-rated for the period from the date of hookup to the end of the billing period.
- e. **Owners responsibility for payment; assignment of billing.** All User Charges and other applicable fees will be billed to the owner of record of the building or buildings served by the System, unless the owner of record provides written documentation to the Town accepting responsibility for payment but identifying other person(s) for receipt of billings.

### ARTICLE 5 - USE OF THE PUBLIC SEWER

#### SECTION 15. **WASTE RESTRICTIONS**

1. **Prohibited discharges to sanitary sewers.** No person shall discharge or cause or allow to be discharged any Stormwater, surface water, ground water, roof runoff, subsurface drainage, uncontaminated cooling water, or industrial waste to any Sanitary Sewer.
2. **Dilution prohibited.** It shall be illegal to meet requirements of this Sewer Ordinance by diluting wastes in lieu of proper pretreatment.
3. **Discharge of certain waters or wastes prohibited.** No person shall discharge or cause or allow to be discharged any of the following described waters or wastes to any public sewer(s) or sewage works:



- a. Any gasoline, benzene, naptha, fuel oil, or other flammable or explosive liquid, solid, or gas.
  - b. Any waters or wastes containing toxic or poisonous solids, liquids, or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any waste treatment process, constitute a hazard to humans or animals, create a public nuisance, create any hazard in the receiving waters of the System.
  - c. Any waters or wastes having a pH lower than five point five (5.5) or higher than nine (9), or having any corrosive property capable of causing damage or hazards to structures, equipment, or personnel operating or maintaining the System.
  - d. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in Sewers, or other interference with the proper operation of the sewage works such as, but not limited to, ashes, bones, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, garbage, whole blood, paunch manure, hair and fleshings, entrails, flushable wipes, paper dishes, cups, or milk containers, either whole or ground by garbage grinders.
  - e. Any wastewater containing toxic pollutants in sufficient quantity, either single or by interaction with other pollutants, to injure, pass through, or cause interference with any sewage treatment process, constitute a hazard to humans or animals, or create a toxic effect in the receiving waters of the System.
  - f. Any noxious or malodorous liquids, gases, or solids which either singly or by interaction with other wastes are sufficient to create a public nuisance or hazard to life or sufficient to prevent entry into the Sewers for maintenance and repair. For the purposes of this paragraph, an odor shall be considered as creating a public nuisance when it exists at a sufficient intensity or duration to cause residents within 500 feet of the source of the odor to file complaints to the Town.
  - g. Any substance which will cause the System to violate its State Disposal System Permit or the receiving water quality standards.
  - h. Water sufficiently hot to cause the influent at the Sewers to exceed one hundred four (104) degrees F (forty (40) degrees C) or cause inhibition of the System.
  - i. Quantities of flow, concentrations or both constitute a "Slug" as defined herein.
  - j. Any wastewater containing any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Town in compliance with applicable State or Federal regulations.
  - k. Any wastewater which causes a hazard to human life as defined by the Environmental Protection Agency, or which creates a public nuisance
  - l. Wastes from the preparation, cooking, and dispensing of food that have been shredded. The installation of any garbage grinder shall not be permitted.
4. **Discharge of certain substances prohibited.** The following described substances, materials, waters or waste shall be limited in discharges to the Sewers to concentrations or qualities which will not harm either the Sewers, the System and its sewage treatment process or equipment, will not have an adverse effect on the receiving waters and/or will not otherwise endanger lives, limb, public property or constitute a nuisance. The Board may set limitations lower than the limitation established in these regulations if more active limitations are necessary to meet the above objectives. In determining such limitations, the Board will give consideration to such factors as the quantity of subject waste in relation to flows and velocities in the Sewers, materials and construction of the System and its sewage works, degree of treatability of the waste in the System, prevailing State and Federal regulations, and other pertinent factors. The limitation or restrictions on materials or

characteristics of substances, materials, waters, waste or wastewaters discharged into the Sanitary Sewers which shall not be violated without approval of the Board are as follows:

- a. Any liquid or vapor having a temperature higher than one hundred fifty (150) degrees F (sixty-five (65) degrees C).
  - b. Any water or wastes containing fats, wax, grease, or oils whether emulsified or not, in excess of twenty-five (25) mg/l or containing substances which may solidify or become viscous at temperatures between thirty-two (32) and one hundred fifty (150) degrees F (zero (0) and sixty-five (65) degrees C).
  - c. Any waters or wastes containing strong acid iron pickling wastes, or concentrated plating solutions whether neutralized or not.
  - d. Any waters or wastes containing iron, chromium, copper, zinc, and similar objectionable toxic substances, or wastes exerting an excessive chlorine requirement, to such degree that any such material received in the composite Sewage at the System's disposal field exceeds the limits established by the Board for such materials
  - e. Any waters or wastes containing phenols or other taste or odor producing substances, in such concentrations exceeding limits which may be established by the Board as necessary, after treatment of the composite sewage to meet the requirements of the State, Federal, or other public agencies having jurisdiction for such discharge to the receiving waters.
  - f. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Board in compliance with applicable State or Federal regulations.
  - g. Any waters or wastes having a pH in excess of 9.0.
  - h. Materials which exert or cause:
    - i. Unusual concentrations of inert suspended solids (such as, but not limited to, Fullers earth, lime slurries, and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate).
    - ii. Excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions).
    - iii. Unusual BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the System, or that cause provisions of the discharge permit to be exceeded.
    - iv. Unusual volume of flow or concentration of wastes constituting "Slugs" as defined herein.
  - i. Waters or wastes containing substances which are not amenable to treatment or reduction by the sewage treatment process employed, or which are amenable to treatment only to such degree that the System effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.
5. **Authority of Board to reject wastes or impose additional controls.** If any waters or wastes are discharged, or are proposed to be discharged to the System, which waters contain the substances or possess the characteristics enumerated in (3) or (4) above, and which in the judgment of the Board or its designee, may have a deleterious effect upon the Sewers, System, or receiving waters, which otherwise create a hazard to life, health or constitute a public nuisance, the Board may:
- a. Reject the wastes;
  - b. Require pretreatment to an acceptable condition for discharge to the System; and/or
  - c. Require control over the quantities and rates of discharge.

## SECTION 16. PRE-TREATMENT and FLOW EQUALIZATION

1. **Pre-treatment and flow equalization installations.** If the Town permits the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the Board, and subject to the requirements of all applicable codes, ordinances, and laws and to all applicable permits governing the System. Such pretreatment installations must be consistent with the requirements of any state pre-treatment permit issued to the industry.
2. **Interceptors may be required.** Grease, oil, hair, and sand interceptors shall be provided when, in the opinion of the Board, these are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, large particulate matter greater than one-half (1/2) inch (1.27 centimeters) in diameter, sand and other harmful ingredients. All interceptors shall be of a type and capacity approved by the Board and shall be located as to be readily and easily accessible for cleaning, maintenance, repair, replacement and inspection.
3. **Construction of interceptors.** Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. Interceptors shall be of substantial construction, watertight and equipped with easily removable covers which, when bolted in place, shall be gastight and watertight.
4. **Owners responsible for maintenance of interceptors and pre-treatment.**
  - a. Where installed, all grease, oil, hair, and sand interceptors shall be maintained by the Owner, at the Owner's sole cost, expense and risk, in continuously efficient operation at all times. Materials collected shall not be reintroduced into the System. The Owner shall provide the Town with records of cleaning, maintenance, and inspection as deemed necessary by the Board or its designee.
  - b. Where preliminary treatment or flow equalizing facilities are provided for any waters or wastes, such facilities shall be maintained continuously in satisfactory and effective operation by the Owner at the Owner's sole cost, expense and risk.

## SECTION 17. MONITORING and TESTING

1. **Access for monitoring of wastes.** Authorized representatives of the Town shall, upon provision of reasonable notice to the Owner, be permitted to enter into, upon, or through the premises of any property discharging into the System to have access to and copy any record, to inspect any monitoring equipment or method, and to sample any discharge into the System.
2. **Control manholes.**
  - a. When required by the Board, the Owner of any property serviced by a Building Sewer carrying non-residential wastes shall install a suitable control manhole together with such necessary meters, and other appurtenances in the Building Sewer to facilitate observation, sampling and measurement of the wastes.
  - b. Such manhole, when required, shall be accessible and safely located, and shall be constructed in accordance with plans approved at the Owner's cost, expense and risk,

**Commented [JK11]:** This may be the section to demarcate the operation and maintenance responsibilities of the Town and property owner - pumping of the septic tank, maintenance of the pump system, electrical costs, necessary repairs (line breaks, damage to access covers, etc.)

Would need to find other decentralized ordinances as examples

and shall be maintained by the Owner so as to be safe and accessible at all times.

**3. Monitoring of discharges; record keeping.**

- a. All non-residential discharging into the System shall perform such monitoring of their discharges as the Board or its designee may reasonably require, including installation, use and maintenance of monitoring equipment, keeping records and reporting the results of such monitoring to the Board.
- b. Such records shall be made available, upon request, by the Board, to other agencies having jurisdiction over the System.
- c. Where pretreatment permits are issued by the State of Vermont, monitoring records must also be submitted to the Secretary in accordance with such permit.

**4. Methods for measurements, tests, and analyses.**

- a. All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in this chapter shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association, and shall be determined at the control manhole provided, or upon suitable samples taken at such control manhole. In the event no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the System to the point at which the Building Sewer is connected.
- b. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the Sewers and System and to determine the existence of hazards to life, limb, and property.

**SECTION 18. ACCEPTANCE OF HIGH-STRENGTH WASTE**

Nothing in this Ordinance shall be construed as prohibiting any special agreement between the Town and any Owner through which an industrial waste of unusual strength or character may be accepted by the Town for treatment, subject to payment by the Owner, provided that such agreements do not contravene any requirements of existing federal and state laws and regulations and sound engineering practice, and are compatible with any user charge and cost recovery system in effect.

**ARTICLE 6 - ADDITIONAL PROVISIONS**

**SECTION 19. PROTECTION FROM DAMAGE**

No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is part of the System. Any person violating this provision shall be subject to immediate arrest under the charge of unlawful mischief as set forth in Title 13, Section 3701 of the Vermont State Statutes Annotated. Any person violating this Article on conviction thereof shall be fined and/ or shall owe a penalty in an amount not less than One Hundred Dollars (\$100.00) per day for each violation with each day counting as a separate violation.

## SECTION 20. POWERS AND AUTHORITY OF INSPECTORS

### 1. **Right of Entry.**

- a. The Health Officer and other duly authorized employees, agents or representatives of the Town bearing proper credentials and identification shall be allowed to enter all properties for the purposes of inspection, observation, measurement, sampling and testing in accordance with the provisions of this Ordinance.
- b. The Health Officer or the Board's designee shall have no authority to inquire into any processes including metallurgical, chemical, oil, refining, ceramic, paper, or other industries beyond that point having a direct bearing on the kind and source of discharge to the Sewers or waterways or the System.
- c. Delays by the Owner in providing reasonable access to duly authorized employees, agents or representatives of the Town enforcing the provisions of this Ordinance may be considered a violation of this Ordinance, subject to penalties outlined in Section 21 of this Ordinance.

### 2. **Liability and Indemnification.** While performing necessary work on private properties referred to in (1), the Health Officer and duly authorized employees, agents or representatives of the Town shall observe all safety rules applicable to the premises established by any company operating on a premises inspected; and the individual or entity shall be held harmless for injury or death to the Town employees, agents or representatives, and to the extent provided by law, the Town shall indemnify the individual or entity against liability claims and demands for injury or property damage asserted against the individual or entity arising from the gauging and sampling operation, except as such may be caused by negligence or failure of the individual or entity to maintain safe premises or conditions, including conduct of agents or employees of the company.

### 3. **Access to Easements.** The Health Officer and other duly authorized employees, agents or representatives of the Town bearing proper credentials and identification shall be permitted to enter all private properties through which the Town holds a duly negotiated easement for the purpose of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance of any portion of the sewage works lying within said easement. Routine maintenance requirements on the premises of a property discharging into the system may include, but not be limited to, regular pumping of the STEP systems and maintenance of the pump system. All entry and subsequent work, if any, on said easement, shall be done in full accordance with the terms of the duly negotiated easement pertaining to the property involved.

## SECTION 21. VIOLATION; PENALTIES

1. **Notice of violation.** Any person found to be violating any provision of this Ordinance except Section 19, Protection from Damage, shall be served by the Town with written notice stating the nature of the violation and providing a time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.
2. **Violation—Penalty.**

- a. Any person who shall continue any violation beyond the time limit provided for in Section 21.1 shall be guilty of a misdemeanor, and on conviction thereof shall be fined the maximum amount allowable under 24 V.S.A. Chapter 59 for civil ordinance violations, as amended. Each day in which any such violation shall continue shall be deemed a separate offense.
  - b. In addition to any fine imposed under Section 21.2, any person violating any of the provisions of this Ordinance shall become liable to the Town for any expense, loss or damage occasioned the Town by reason of such offense, including but not limited to sampling, testing, inspection, repair, maintenance and replacement expenses.
3. **Remedies nonexclusive.** Notwithstanding any of the foregoing provisions, the Town may institute any appropriate action including injunction or other proceeding to prevent, restrain or abate violations of any provisions of this Ordinance, including termination of sewer service.

## SECTION 22. SEVERABILITY

1. All ordinances or parts of ordinances in conflict herewith are hereby repealed.
2. The invalidity of any section, clause, sentence, phrase, term or provision of this Ordinance shall not affect the validity of any other part of this Ordinance, which can be given effect without such invalid part or parts.

Adopted this XX day of XX, 20XX. Effective date: Month XX, 20XX.

TOWN OF LONDONDERRY  
SELECTBOARD

Attest: \_\_\_\_\_  
          , Clerk

**APPENDIX A: Town of Londonderry Wastewater Service Area**

*draft*

Town of Londonderry								
Annual Budget Report and Projections (with grand list support for 100% of debt service)								
January 21, 2025								
Code	Budget Line Item Name	1ST FULL YEAR FY27	FY28	FY29	FY30	FY31	PHASE 2 COMPLETE FY32	Notes
	OPERATING REVENUE							Projected revenue assumes a projected 1.5% increase in rates to match revenue needed to provide for target reserve contributions.
	User Fees	47,500	48,213	48,936	49,670	50,415	71,171	
	Transfers from Reserves							
	Other	0	0	0	0	0		
	TOTAL OPERATING REVENUE	47,500	48,213	48,936	49,670	50,415	71,171	
	OPERATING EXPENSES							Unless otherwise shown, projected expenses are assumed to increase at a rate of 3% per year.
	Operations & Maintenance (O&M)							
	Contract Operations - Standard Services	15,000	15,450	15,914	16,391	16,883	17,389	Budget includes assumption for contract operator for minimum operational requirements as required by permit condition and for general maintenance activities
	Contract Operations - Special Services							Suggest operations contract have the ability to procure services outside of normal operations as needed for emergency callouts/repairs or other special projects.
	Power	2,500	2,575	2,652	2,732	2,814	2,898	For Town-owned facilities; power for individual pump stations will be paid by connected users
	SCADA/Telemetry	1,200	1,236	1,273	1,311	1,351	1,391	Assumed service fee for control system
	Septic Tank Pumping	750	1,500	3,000	3,090	3,183	3,278	Expect all tanks will be pumped as a project cost prior to connection to system;
	Sampling/Lab Services	500	515	530	546	563	580	
	Maintenance and Repairs	2,000	2,060	2,122	2,185	2,251	2,319	Intended for recurring, routine maintenance and repairs for the system (i.e. generator testing); equipment replacement or unplanned repairs are intended to be funded with reserves
	Depreciation of Short-Term Assets/Equipment	5,000	5,000	5,000	5,000	5,000	5,000	Assume \$100K of short term assets (pumps, generator, controls), and straight line depreciation over 20 year useful life.
	Other							
	SUBTOTAL - Operations & Maintenance	26,950	28,336	30,491	31,256	32,043	32,855	
	Administration							Staff responsible for administration, billing, collections. May be stipends to existing staff or by contract.
	Administration Staff	2,000	2,060	2,122	2,185	2,251	2,319	
	Payroll Taxes/Expenses/Workers Comp	300	309	318	328	338	348	Assumes 15% of staff expenses
	Wastewater Commissioner Stipend	1,500	1,545	1,591	1,639	1,688	1,739	Optional, assumed \$300 per board member per year
	Annual Engineer's Inspection Report	3,000	3,090	3,183	3,278	3,377	3,478	Required for systems with Indirect Discharge Permit
	Office Supplies/Postage/Misc	500	515	530	546	563	580	
	Shared Services Fee- Town Facilities	400	412	424	437	450	464	for use of Town office for meeting space/file storage/equipment
	Insurance	1,000	1,030	1,061	1,093	1,126	1,159	assumes insurance through Town VLCT membership
	Audit Fees	500	515	530	546	563	580	Assumes a percentage of Town Audit costs to be charged to the Wastewater System
	Permit/Operating Fees	400	400	400	400	400	420	Fee is \$400 plus \$0.035/gal above 6,500 gpd; assumes fee required for Phase 1
	Training/Memberships	250	258	265	273	281	290	FY24 costs include service fee for Control System/Telemetry, moved to operating expense for FY25 and beyond; Vermont Rural Water Association membership;
	Other	0	0	0	0	0		
	SUBTOTAL - Administration	9,850	10,134	10,426	10,726	11,036	11,375	
	TOTAL OPERATING EXPENSES (Operations, Maintenance, and Admin)	36,800	38,470	40,917	41,982	43,080	44,230	
	NET OPERATING INCOME (OPERATING REVENUE less OPERATING EXPENSES)	10,700	9,743	8,019	7,688	7,335	26,941	



**PRELIMINARY DRAFT - SUBJECT TO CHANGE - NOT FOR DISTRIBUTION**

Town of Londonderry Annual Budget Report and Projections (with grand list support for 100% of debt service) January 21, 2025								
		1ST FULL YEAR FY27	FY28	FY29	FY30	FY31	PHASE 2 COMPLETE FY32	
Code	Budget Line Item Name							Notes
	NON-OPERATING REVENUE							
	New Connection Fees							Assumes connection fee of \$2,500 per ERU
	Grand List Revenue to Support Debt Service	26,567	26,567	26,567	26,567	26,567	26,567	Assumes Town provides 100% support debt service costs (Phase 1)
	Transfers from Reserves							
	Finance Charges							
	Interest Income	0	40	90	130	190	220	
	Special Project Revenue							
	Other							
	SUBTOTAL - NON-OPERATING REVENUE	26,567	26,607	26,657	26,697	26,757	26,787	
	NON-OPERATING EXPENSES							
	Long Term Debt - CWSRF Loan 1 (\$282K)	9,400	9,400	9,400	9,400	9,400	9,400	30 year loan @ 0%; term expires 2057
	Long Term Debt - CWSRF Loan 2 (\$515K)	17,167	17,167	17,167	17,167	17,167	17,167	30 year loan @ 0%; term expires 2057
	Long Term Debt - Phase 2 Disposal						17,900	Assume \$400K loan for 30 years @ 2%, paid by users (?)
	Interest Expense							for short-term borrowing, if needed
	Special Project Expenses							
	Other	0	0	0	0	0		
	SUBTOTAL - NON-OPERATING EXPENSES	26,567	26,567	26,567	26,567	26,567	44,467	
	NET REVENUE SUMMARY							
	Total Revenue	74,067	74,820	75,593	76,367	77,172	97,958	
	Total Expenses	63,367	65,037	67,484	68,549	69,647	88,697	
	NET REVENUE							
	(TOTAL REVENUE less TOTAL EXPENSES)	10,700	9,783	8,109	7,818	7,525	9,261	
	KEY FINANCIAL INDICATORS							
	Operating Ratio (Operating Revenue/Operating Expenses)	1.29	1.25	1.20	1.18	1.17	1.61	This is a measure of whether rates were sufficient to cover the cost of operations for the fiscal year; Benchmark: should be greater than 1.0 for water/wastewater systems, the higher the better;
	Debt Service Coverage Ratio (Operating Revenue - Operating Expenses)/Debt Payments	0.40	0.37	0.30	0.29	0.28	1.01	This is a measure of the system's ability to pay debt service with the operating revenue generated. Benchmark: should be greater than 1.0 (USDA recommends greater than 1.1) Note: This ratio should be applicable to the portion of debt service not covered by the Town Grand List.
	Total of Cash Balances on Unrestricted Accounts	20,700	30,483	38,592	46,410	53,935	63,196	Assumes Town provides initial "seed" funding of \$10K at end of FY26 for system operating account. Projections assume all Net Revenue remains unrestricted.
	Days Cash On Hand (Unrestricted Cash/(Yearly Operating Expenses/365))	205	289	344	403	457	522	A measure of the ability to continue to pay for operating expenses if there is a significant reduction in revenue; Benchmark: at the very least, enough to last a billing cycle (90 days) or another significant inflow of cash (i.e., receipt of grants)
	No. of Equivalent Residential Units (ERUs)	53	53	53	53	53	81	
	Annual User Fee per ERU	\$896	\$910	\$923	\$937	\$951	\$879	
	Grand List Assessment for Debt Service Cost for typical \$250,000 property	\$ 0.0063 \$ 16	per \$100 of assessed value per year					Assumes Grand List value of \$421,880,370 (2023).

**PRELIMINARY DRAFT - SUBJECT TO CHANGE - NOT FOR DISTRIBUTION**

**Town of Londonderry Wastewater System  
DRAFT Projections for Reserve Funds - Changes in Net Position (with grand list support for 100% of debt service)  
January 21, 2025**

<b>FY26 Reserve Funds</b>				<b>Balance on June 30, 2026</b>	<b>Notes</b>
Loan Loss Reserves				\$0.00	Target one year debt service payments, saved over 10 years (\$2,500/yr)
Operating Reserves				\$0.00	Recommend at least 3 months of Operating Expenses (25%), ; saved over 5 years (\$2,000/yr); preferably 4-6 months
Equipment Replacement Reserves				\$0.00	Target collect at least depreciation expense (\$5,000/yr), assumes connetion fees collected are added to this reserve fund; Recommend completing an Asset Management Plan to confirm target amount for replacement of short-term assets
Emergency Reserves				\$0.00	For unplanned expenses, such as force main break or equipment failures; Target \$20K saved over 10 years (\$2,000/yr)
<b>Total</b>				<b>\$0.00</b>	

<b>FY27 Reserve Funds</b>	<b>Balance on July 1, 2026</b>	<b>Projected Interest Earned</b>	<b>Projected Transfers In/(Out)</b>	<b>Projected Balance on June 30, 2027</b>	<b>Notes</b>
Loan Loss Reserves	\$0.00		\$2,500	\$2,500	
Operating Reserves	\$0.00	\$0	\$1,200	\$1,200	
Equipment Replacement Reserves	\$0.00	\$0	\$5,000	\$5,000	
Emergency Reserves	\$0.00	\$0	\$2,000	\$2,000	
<b>Total</b>	<b>\$0.00</b>	<b>\$0</b>	<b>\$10,700</b>	<b>\$10,700</b>	<b>Not including the system's operating account with min. balance of \$10,000</b>

<b>FY28 Reserve Funds</b>	<b>Projected Balance on July 1, 2027</b>	<b>Projected Interest Earned</b>	<b>Projected Transfers In/(Out)</b>	<b>Projected Balance on June 30, 2028</b>	<b>Notes</b>
Loan Loss Reserves	\$2,500	\$10	\$2,500	\$5,010	
Operating Reserves	\$1,200	\$0	\$283	\$1,483	
Equipment Replacement Reserves	\$5,000	\$20	\$5,000	\$10,020	
Emergency Reserves	\$2,000	\$10	\$2,000	\$4,010	
<b>Total</b>	<b>\$10,700</b>	<b>\$40</b>	<b>\$9,783</b>	<b>\$20,523</b>	

**PRELIMINARY DRAFT - SUBJECT TO CHANGE - NOT FOR DISTRIBUTION**

<b>FY29 Reserve Funds</b>	<b>Projected Balance on July 1, 2028</b>	<b>Projected Interest Earned</b>	<b>Projected Transfers In/(Out)</b>	<b>Projected Balance on June 30, 2029</b>	<b>Notes</b>
Loan Loss Reserves	\$5,010	\$20	\$2,500	\$7,530	
Operating Reserves	\$1,483	\$0	(\$1,391)	\$92	
Equipment Replacement Reserves	\$10,020	\$50	\$5,000	\$15,070	
Emergency Reserves	\$4,010	\$20	\$2,000	\$6,030	
<b>Total</b>	<b>\$20,523</b>	<b>\$90</b>	<b>\$8,109</b>	<b>\$28,722</b>	

<b>FY30 Reserve Funds</b>	<b>Projected Balance on July 1, 2029</b>	<b>Projected Interest Earned</b>	<b>Projected Transfers In/(Out)</b>	<b>Projected Balance on June 30, 2030</b>	<b>Notes</b>
Loan Loss Reserves	\$7,530	\$30	\$2,500	\$10,060	
Operating Reserves	\$92	\$0	(\$1,682)	(\$1,590)	
Equipment Replacement Reserves	\$15,070	\$70	\$5,000	\$20,140	
Emergency Reserves	\$6,030	\$30	\$2,000	\$8,060	
<b>Total</b>	<b>\$28,722</b>	<b>\$130</b>	<b>\$7,818</b>	<b>\$36,670</b>	

<b>FY31 Reserve Funds</b>	<b>Projected Balance on July 1, 2030</b>	<b>Projected Interest Earned</b>	<b>Projected Transfers In/(Out)</b>	<b>Projected Balance on June 30, 2031</b>	<b>Notes</b>
Loan Loss Reserves	\$10,060	\$50	\$2,500	\$12,610	
Operating Reserves	(\$1,590)	\$0	(\$1,975)	(\$3,565)	
Equipment Replacement Reserves	\$20,140	\$100	\$5,000	\$25,240	
Emergency Reserves	\$8,060	\$40	\$2,000	\$10,100	
<b>Total</b>	<b>\$36,670</b>	<b>\$190</b>	<b>\$7,525</b>	<b>\$44,385</b>	

<b>FY32 Reserve Funds</b>	<b>Projected Balance on July 1, 2031</b>	<b>Projected Interest Earned</b>	<b>Projected Transfers In/(Out)</b>	<b>Projected Balance on June 30, 2032</b>	<b>Notes</b>
Loan Loss Reserves	\$12,610	\$60	\$2,500	\$15,170	
Operating Reserves	(\$3,565)	(\$10)	(\$239)	(\$3,814)	
Equipment Replacement Reserves	\$25,240	\$120	\$5,000	\$30,360	
Emergency Reserves	\$10,100	\$50	\$2,000	\$12,150	
<b>Total</b>	<b>\$44,385</b>	<b>\$220</b>	<b>\$9,261</b>	<b>\$53,866</b>	

**Town of Londonderry, Vermont  
Municipal Wastewater System**

**Application for Wastewater Allocation and Connection for Initial Construction Phase**

The Town of Londonderry is undertaking a community wastewater project to serve properties in the villages of North Londonderry and South Londonderry. During the initial construction phase in 2025 – 2026, property owners in North Londonderry and South Londonderry will be able to apply to connect to the wastewater system at no charge using this form. After this initial construction phase, property owners seeking to connect to the system will be responsible for the costs associated with improvement to their property to connect and any applicable application and/or connection fees.

**Name of Applicant:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Name of Property Owner:** \_\_\_\_\_ ☐ Check here if same as applicant

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**For Residential Uses**

Please indicate the number of living units by type on the subject property

- Single Family Dwelling (include # of bedrooms): \_\_\_\_\_
- Two-Family or Multi-Family Dwelling (include # of bedrooms in each dwelling unit): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Non-Residential Uses**

- Provide a description of the existing/proposed use (i.e. restaurant, grocery store, office, etc.):  
\_\_\_\_\_

- Number of seats (if applicable): \_\_\_\_\_
- Number of employees (if applicable): \_\_\_\_\_
- Total square footage of building or unit: \_\_\_\_\_

**Wastewater Type and Flow Calculations and Certification**

The information below must be certified by a Vermont registered Professional Engineer or a licensed Wastewater System Designer. Certification can be provided by signing below or providing a separate certification letter from the Engineer or Wastewater System Designer. For properties applying to connect during the initial construction phase, this information will be filled out and certified at no cost to you by the Design Engineer for the project, the Dufresne Group.

1. Estimate of Daily Flow (refer to the Londonderry Wastewater Ordinance and the Vermont Environmental Protection Rules, effective April 12, 2019, Subchapter 8, §1-803, or current rules as most recently updated)

Design Flow: \_\_\_\_\_ gallons per day

Comments: \_\_\_\_\_

2. Will the strength of the waste water be typical domestic wastewater? \_\_\_\_ Yes \_\_\_\_ No

If no, explain: \_\_\_\_\_

\_\_\_\_\_

3. Will the waste water require any pre-treatment? \_\_\_\_ Yes \_\_\_\_ No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Name of Certified Engineer or Wastewater System Designer : \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Plans and Specifications:** Attach plans and specifications for the construction of building sewers and any required municipal sewer extensions required to service the proposed connection. Plans and specifications shall be prepared by a Vermont registered Professional Engineer or licensed Wastewater System Designer. For properties applying to connect during the initial construction phase, plans and specifications will be provided by the Design Engineer for the project, the Dufresne Group.

Will the existing septic system be abandoned upon connection to the municipal system (if applicable)?

\_\_\_\_ Yes \_\_\_\_ No. If no, explain: \_\_\_\_\_

\_\_\_\_\_

**Town of Londonderry, Vermont**  
**Application for Wastewater Allocation and Connection for Initial Construction Phase**

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**Easement**

In order to connect to the municipal wastewater system, the property owner is required to provide the Town with an easement at no cost for the purpose of inspection, observation, measurement, sampling, repair, and maintenance of the septic tank and sewer line connecting the tank to the main line of the system. All such entry and subsequent work shall be done in full accordance with terms of the easement pertaining to the property. For properties applying to connect during the initial construction phase, a draft easement and plan will be provided to the property owner by the Town at no cost.

☐ By checking this box, I hereby certify that I have read the above statement and agree to provide an easement on the subject property to the Town.

**Wastewater Ordinance**

The Town has developed a draft ordinance to regulate the wastewater system. The draft ordinance is based on a template that has been used by other communities in Vermont. The draft ordinance has been reviewed by the Selectboard and the Town Attorney, but would not be adopted until the system reaches the end of construction. There may be minor technical updates to the ordinance before final adoption.

☐ By checking this box, I hereby certify I have received the draft Londonderry Wastewater Ordinance and agree to abide by the terms and provisions in the Ordinance.

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**Signature of Applicant**

**Date**

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**Signature of Property Owner**

**Date**

TOWN OF LONDONDERRY  
BALANCE SHEET  
YEAR ENDED 06/30/2025

10.b

<b>ASSET</b>		1/31/2025
TD BANK ACCOUNT		1,279,222.76
TD BANK RESERVE FUNDS		314,917.21
Due From Other Funds		169,925.89
Credit Card Payments/Cash on Hand		13,231.71
Accounts Receivable		115,305.03

**Total Asset      1,892,602.60**

<b>LIABILITY</b>	
Prepaid Taxes	11,939.05
Sales & Use Tax Payable	3.92
Accounts Payable	12,960.40
Payroll Taxes payable	1,097.48
Tax Credits Prior Year	5,740.68
Marriage License Payable	405.00
Dog Licenses Payable	347.00
Due to FBAA/Park Fund (Bottles)	459.00
DUE TO EDUCATION	481,233.00

**Total Liability      514,185.53**

**Last year Fund Balance      (238,223.84)**

**Current year Fund Balance      1,616,620.91**

**Total Liability and Fund Balance      1,892,582.60**

**Other Funds Included in TD Bank Balance Above**

Highway Equipment Fund (TD Bank)	179,375.99
Highway Infrastructure Fund (TD Bank)	110,010.56
Reappraisal Fund (TD Bank)	125,768.51
Restoration Fund Balance (TD Bank)	17,282.66
Economic Reserve Fund	10,000.00
Town Buildings Reserve Fund (TD Bank)	(800,379.36)
Emerald Ash Borer Fund	12,000.00
Steve Prouty Tree Memorial	450.00

**Subtotal Included in TD Bank Balance Above      (345,491.64)**

**Other Funds Held in TD BANK RESERVE FUNDS**

**ABOVE**

Riverside Park Fund(TD Bank Escrow Account)	76,420.21
Pingree Park Fund (TD Bank Escrow Account)	8,052.05
Cemetery Funds (TD Bank Escrow Account)	188,480.73
ARPA Funds	4,700.21
Town Office Remodel Project	(131,755.66)
Memorial Park Funds (TD Bank Escrow Account)	20,012.29
Mountian Towns Rec Funds (TD Bank Escrow Account)	15,597.06

**Subtotal TD RESERVE FUNDS      181,506.89**

**Other Funds**

Timber Sale Fund (M&T BANK)	22,226.19
Mad King Quarry Escrow Account (M&T BANK)	11,133.58
Trustees of Public Funds (Town Funds & Cemetery)	7,123,751.05
Trustees of Public Funds (Cemetery)	2,318,166.67

**Restricted Conservation Funds in HFCUVT**

Conservation Comm Primary Share 01	1,402.46
Conservation Comm MM Share 30	2,499.65
Conservation Comm CD Share 50	4,026.37
Conservation Comm CD Share 51	6,862.94

**Subtotal Conservation Commission Accounts      14,791.42**

**Total All Other Funds      9,326,084.16**

Town of Londonderry - General Fund Budget Summary		
	FY25 APPROVED	FY25 ACTUAL
<b>Budgeted Cash Receipts</b>		
Taxes	167,341	2,404,999
Licenses & Fees	35,950	34,894
Transfer Station/Recycling	472,703	256,055
Other Revenues	302,266	985,646
<b>Total Budgeted Cash Receipts</b>	<b>978,260</b>	<b>3,681,593</b>
<b>Budgeted Cash Disbursements</b>		
Admin Salaries	313,550	226,368
Admin Benefits	126,913	100,388
Admin Office Expenses	81,130	63,337
Admin Other Expenses	144,993	109,622
Planning Commission	13,800	190,827
Development Review Board	37,089	15,490
Electricity	20,400	13,023
Town Buildings	38,790	43,251
Transfer Station	414,978	236,912
Recycling	182,498	90,433
Hazardous Waste	63,418	24,787
Septage	7,000	7,411
Town Parks	167,143	79,432
Insurance	36,700	33,491
Debt Service	113,866	63,866
Dispatching	40,000	39,397
Conservation Commission	6,296	512
Summer Roads	455,050	347,041
Winter Roads	472,653	246,212
Energy Coordinator	-	-
Emergency Management	1,000	-
Beautification Committee	4,000	1,665
Housing Commission	6,250	-
<b>Total Budgeted Cash Disbursements</b>	<b>2,747,517</b>	<b>1,933,464</b>
<b>Excess/(Deficiency) of Cash Receipts over Cash Disbursements/ (TAXES NEEDED TO BE RAISED BEFORE APPROPRIATIONS</b>	<b>(1,769,257)</b>	<b>1,748,129</b>
<b>Appropriations Voted Separately</b>		
Law Enforcement		-
Appropriations		125,762
Highway Equipment Fund		
Williams Dam Engineering		5,747
Infrastructure Fund		
Phoenix Fire Truck Appropriation		
Highway Improvement Fund		
Economic Reserve Fund		
Emerald Ash Borer Removal Reserve Fund		
<b>Total Appropriations Voted Separately</b>		<b>131,509</b>
<b>Total Cash Disbursements</b>	<b>2,747,516.90</b>	<b>2,064,973</b>
<b>Excess/(Deficiency) of Cash Receipts over Cash Disbursements/ (TAXES NEEDED TO BE RAISED WITH APPROPRIATIONS</b>	<b>(1,769,257)</b>	<b>1,616,620</b>



# TOWN OF LONDONDERY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 APPROVED	FY25 ACTUAL
<b>Cash Receipts</b>		
<b>Taxes:</b>		
Property Taxes Raised (Current & Delinquent)	-	2,280,800
Interest on Delinquent Taxes	50,000	10,703
Penalties on Delinquent Taxes	30,000	33,067
Education Billing Fee Retained	15,000	-
Current Use	70,000	80,429
CT River Tax Losses	2,341	-
<b>Total Taxes:</b>	<b>167,341</b>	<b>2,404,999</b>
<b>Licenses &amp; Fees:</b>		
Recording Fees	20,000	14,733
Dog Licenses	1,500	346
Marriage Licenses	200	185
Liquor Licenses/Cannabis Licenses	1,300	215
Vendor Licenses	25	-
Zoning Permits & Applications	6,000	16,400
Truck Permits	225	10
Clerk Fees	6,500	2,893
Other Fees	200	112
<b>Total Licenses &amp; Fees:</b>	<b>35,950</b>	<b>34,894</b>
<b>Transfer Station/Recycling:</b>		
Town of Landgrove	29,734	20,797
Town of Peru	73,188	-
Town of Weston	74,427	52,056
Town of Windham	44,253	-
Hazardous Waste	1,000	700
Sale of Recyclables	3,000	1,813
Transfer Station Fees (PAYT)	230,000	162,470
Compost Buckets	100	9
Annual Stickers	9,000	8,245
Transfer Station Grants	8,000	9,966
<b>Total Transfer Station/Recycling:</b>	<b>472,703</b>	<b>256,055</b>
<b>Other Revenues:</b>		
Investment Income	2,000	38,398
Highway State Aid	119,000	126,034
FEMA REIMBURSEMENT JULY 23 STORM	-	596,999
Equalization Study Grant Income	1,577	-
PILOT	17,000	17,628
Judicial	8,000	1,919
Collins Fund	3,600	4,983
South Londonderry Street Lights	7,200	7,290
Londonderry Street Lights	6,000	5,432
Lease Land	77	104
FY24 Budget Adjustment State of Vermont	-	75,000
Solar Array Income	6,300	4,590
Miscellaneous State Grant Income	20,000	58,547
Miscellaneous (Including Highway Auction Money)	2,000	309
Records Digitization	2,000	-
Weston Mountain Towns Rec Director Share	9,300	4,355
Winhall Mountain Towns Rec Director Share	17,644	8,400
Peru Mountain Towns Rec Director Share	7,926	-
Landgrove Mountain Towns Rec Director Share	2,642	2,509
Local Options Tax Revenue	30,000	-
Short Term Rental Fees	-	33,150
Transfer from Highway Equipment Fund	40,000	-
<b>Total Other Revenues:</b>	<b>302,266</b>	<b>985,646</b>
<b>Prior Year Surplus (Deficit)</b>		
<b>Total Cash Receipts</b>	<b>978,260</b>	<b>3,681,593</b>

# TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 APPROVED	FY25 ACTUAL
<b>Cash Disbursements</b>		
<b>Salaries:</b>		
Town Administrator	72,900	45,119
Admin Mitigation Project Coordinator	-	4,121
Town Clerk	60,000	37,138
Assistant Town Clerk	25,000	12,920
Town Treasurer	42,000	25,846
Listers	10,000	3,842
Town Assessor	68,000	42,504
Delinquent Tax Collector	15,000	20,961
Selectboard Stipends	6,300	-
Ballot Clerks	3,000	835
Short Term Rental Coordinator		27,692
Animal Control Officer	6,000	2,793
Recording Secretary for Boards	3,350	2,506
Records Digitization (Reimbursable)	2,000	90
<b>Total Salaries:</b>	<b>313,550</b>	<b>226,368</b>
<b>Benefits Administration - FICA/MEDI</b>		
Town Administrator	5,577	3,452
Admin Mitigation Project Coordinator	-	315
Town Clerk	4,590	2,841
Assistant Town Clerk	1,913	988
Town Treasurer	3,213	1,977
Listers	765	294
Town Assessor	5,202	3,252
Delinquent Tax Collector	1,148	1,604
Selectboard Stipends	482	-
Ballot Clerks	230	64
Short Term Rental Coordinator		2,119
Recording Secretary for Boards	256	192
Records Digitization (Reimbursable)	153	7
<b>Benefits Administration - FICA/MEDI</b>	<b>23,528</b>	<b>17,104</b>
<b>Benefits Administration - VT Municipal Retirement</b>		
Town Administrator	7,290	9,024
Town Clerk	3,300	2,043
Town Treasurer	3,135	2,744
<b>Benefits Administration - Retirement</b>	<b>13,725</b>	<b>13,810</b>
<b>Benefits - Health Insurance</b>		
Administration Health Insurance	68,000	52,032
Health Insurance Stipend	2,500	-
Administration HRA	9,000	6,860
<b>Total Benefits - Health</b>	<b>79,500</b>	<b>58,892</b>
<b>Benefits - Workers Comp/Life &amp; Disability Insurance</b>		
Administration Workers Comp	1,000	-
Administration Life & Disability Insurance & Child Care Tax	2,800	5,442
<b>Total Benefits - Workers Comp</b>	<b>3,800</b>	<b>5,442</b>
<b>Travel and Training &amp; Cell Phone</b>		
Town Administrator	2,500	1,709

# TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 APPROVED	FY25 ACTUAL
Town Clerk	750	680
Assistant Town Clerk	350	764
Town Treasurer	1,000	764
Listers	1,610	874
Selectboard	150	-
STR Travel & Cell phone		350
<b>Total Travel and Training</b>	<b>6,360</b>	<b>5,140</b>
<b>Office Expenses</b>		
Professional Auditors	10,000	11,500
Election Expense	2,000	4,131
Legal Expenses	10,000	16,663
Advertising	2,500	1,716
Office Supplies	4,500	4,440
Town Report Printing & Postage	5,000	729
Postage and Mailing	5,000	3,403
Recording Supplies	1,800	-
Town Mapping	2,750	-
GIS Mapping Online	2,080	-
<b>Total Office Expenses</b>	<b>45,630</b>	<b>42,581</b>
<b>Computer/Copier</b>		
Website	6,000	-
Copier	4,500	2,224
Software and Support	20,000	16,583
Computer Equipment	5,000	1,948
<b>Total Computer/Copier</b>	<b>35,500</b>	<b>20,755</b>
<b>Other Administrative Expenses</b>		
IDS Dog Tags	175	129
Windham County Tax	52,000	50,710
VLCT Dues	3,800	3,740
WRC Dues	5,118	5,118
Credit Card Expenses	500	229
Legal Service - Tax Sale	400	-
Listers Expenses	500	5,026
Misc. Administrative/Selectboard Misc.	7,500	2,550
Windham County Sheriff/Policing	57,000	42,120
Salary Adjustment	18,000	-
<b>Total Other Administrative Expenses</b>	<b>144,993</b>	<b>109,622</b>
<b>Planning Commission</b>		
Planning Commissioners Stipends	4,200	-
Planning Commission Training & Education	1,000	10
Water Supply and Wastewater Planning	100	180,459
Town Buildings Planning	1,000	-
Communications	3,000	-
Printing	500	189
Municipal Planning Grant Expense	3,000	10,169
Zoning Bylaw Implementation	1,000	-
<b>Total Planning Commission</b>	<b>13,800</b>	<b>190,827</b>

# TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 APPROVED	FY25 ACTUAL
<b>Housing Committee</b>		
Software/Printing and Mailing	5,750	-
Training and Education	500	-
<b>Total Housing Committee</b>	<b>6,250</b>	<b>-</b>
<b>Development Review Board</b>		
DRB Stipends	4,200	-
Zoning Administrator Salary	27,000	12,323
Zoning Administrator FICA/MEDI	2,066	943
Zoning Administrator - Child Care Tax	119	-
Zoning Adminstrator Workers Comp	125	-
Hearing Notices/Advertising	1,000	135
Printing	100	-
Travel & Training	400	10
GIS Maps/Misc.	2,080	2,079
<b>Total Development Review Board</b>	<b>37,089</b>	<b>15,490</b>
<b>Electricity</b>		
Street Lights - S. Londonderry	7,200	4,335
Street Lights - Londonderry	6,000	3,340
Town Office	3,000	2,960
Town Garage	2,800	1,268
Town Hall	900	909
Salt/Sand Shed - Prouty Property	500	211
<b>Total Electricity</b>	<b>20,400</b>	<b>13,023</b>
<b>Town Office</b>		
Repairs and Maintenance	6,000	11,791
Cleaning	6,240	3,080
Town Office Supplies	1,750	1,116
Fuel	4,500	(602)
Locks and Security	700	371
Internet	3,000	3,393
Telephone System	3,000	1,271
<b>Total Town Office</b>	<b>25,190</b>	<b>20,421</b>
<b>Town Garages</b>		
Repairs and Maintenance	3,000	2,199
Telephone & Internet	900	787
Fuel	4,500	2,216
Old Garage Upgrades	1,000	-
<b>Total Town Garages</b>	<b>9,400</b>	<b>5,203</b>
<b>Town Hall</b>		
Repairs and Maintenance	2,000	12,334
Telephone	800	1,539
Fuel	1,400	3,755
<b>Total Town Hall</b>	<b>4,200</b>	<b>17,628</b>

# TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 APPROVED	FY25 ACTUAL
<b>Transfer Station</b>		
Wages	52,900	30,380
FICA/MEDI	4,047	2,560
Vt Municipal Retirement	2,735	1,527
Health Insurance	14,000	9,675
HRA	1,500	1,128
Workers Comp Insurance & Life and Disability	4,500	-
Child Care Tax	255	-
Transfer Station Administration	5,383	3,077
Uniforms	250	-
Repairs and Maintenance	7,000	3,304
Electric Upgrade/Equipment	15,000	-
Portable Toilets	1,800	1,480
Telephone	750	689
Electricity	2,500	1,082
Fuel	2,000	-
Supplies and Misc.	3,500	9,864
Yard Maintenance	9,500	3,760
Backhoe Purchase Payment	34,159	-
Advertising	500	250
Contracted Hauling Fees	250,000	132,963
Backhoe Repairs/Purchase	2,000	35,175
Vehicle Insurance	700	-
<b>Total Transfer Station</b>	<b>414,978</b>	<b>236,912</b>
<b>Recycling</b>		
Wages	54,264	34,634
FICA/MEDI	4,151	2,359
Vt Municipal Retirement	2,494	1,922
Health Insurance	6,000	2,373
HRA	1,500	-
Workers Comp Insurance & Life and Disability	4,600	-
Uniforms	250	65
Child Care Tax	239	-
Supplies and Misc.	1,000	309
Bailing Wire	-	861
Organics	17,000	10,591
Recycle Hauling	90,000	36,179
Advertising	500	-
Educational Publications	500	1,140
<b>Total Recycling</b>	<b>182,498</b>	<b>90,433</b>
<b>Hazardous Waste</b>		
Wages	16,000	7,844
FICA/MEDI	1,224	600
Child Care Tax	70	-
Workers Comp Insurance	1,624	-
Travel & Training	2,000	27
Advertising	1,400	-
Supplies	200	-
Contractor	40,000	16,094
Membership Dues	850	222
Misc.	50	-
<b>Total Hazardous Waste</b>	<b>63,418</b>	<b>24,787</b>
<b>Septage Spreading</b>		
Groundwater Testing Services	7,000	7,411
<b>Total Septage Spreading</b>	<b>7,000</b>	<b>7,411</b>

For the Month Ending January 31, 2025

# TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 APPROVED	FY25 ACTUAL
<b>Town Parks</b>		
Grounds Maint Employee	15,000	745
FICA/MEDI	1,148	-
Mountain Towns Rec Director	57,000	33,846
FICA/MEDI	4,361	2,089
Health Insurance	12,500	8,338
VMERS	3,135	2,350
Health Reimbursement Account	2,500	645
Workers Comp/Life & Disability Insurance	3,200	-
Operating Supplies	3,000	2,009
Contracted Services	23,000	12,045
Electricity	2,300	1,452
Infrastructure Maintenance	15,000	13,974
Tennis Court Maintenance	20,000	-
Portable Toilets	5,000	1,940
<b>Total Town Parks</b>	<b>167,143</b>	<b>79,432</b>
<b>Insurance</b>		
Liability	9,000	20,159
Property	17,000	-
Bond	3,500	-
Workers Comp	1,000	12,831
Unemployment	1,200	501
Employment Practices Liability	5,000	-
<b>Total Insurance</b>	<b>36,700</b>	<b>33,491</b>
<b>Debt Service</b>		
Fire Truck Installment Phoenix	50,000	-
John Deere Tractor Installment (ends fy 2026)	28,601	28,601
2020 International Installment (ends fy 2024)	31,386	31,386
Interest on John Deere Tractor	2,931	2,931
Interest on 2020 International	948	948
<b>Total Debt Service</b>	<b>113,866</b>	<b>63,866</b>
<b>Total Dispatching</b>	<b>40,000</b>	<b>39,397</b>
<b>Conservation Commission</b>		
Salaries	1,200	-
FICA/MEDI	92	-
Workers Comp	4	-
Child Care Tax	-	-
Expense Reimbursement	550	-
Association of Vermont Conservation	250	50
Water Testing	500	-
Public Meeting Costs	3,000	-
Mail Campaign	200	-
Conservation Projects	500	462
<b>Total Conservation Commission</b>	<b>6,296</b>	<b>512</b>

# TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 APPROVED	FY25 ACTUAL
<b>Summer Roads</b>		
Wages	100,000	70,728
FICA/MEDI	7,650	5,367
Vt Municipal Retirement	5,500	2,723
Health Insurance	44,000	20,907
HRA	7,300	2,184
Child Care Tax		-
Workers Comp Insurance & Life and Disability	7,600	-
Uniforms	2,600	1,877
Travel & Meetings	800	0
<b>Total Summer Roads</b>	<b>175,450</b>	<b>103,787</b>
<b>Summer Highway Equipment Maint</b>		
Tires	8,000	4,498
Highway Equipment Maint.	50,000	87,293
Vehicle Insurance	5,000	347
<b>Total Summer Highway Equipment Maint</b>	<b>63,000</b>	<b>92,138</b>
<b>Summer Highway Construction</b>		
Signs/Cones	5,000	478
Tree Removal	5,600	-
Bridge/Guardrails	7,500	-
Operating Supplies	7,500	11,317
Fuel	30,000	24,530
Gravel	75,000	19,711
Calcium Chloride	15,000	10,886
Equipment Purchase	40,000	-
Culverts	10,000	9,698
Better Roads Grant Expense	2,000	68,447
Highway Repairs (Storm Related)	4,000	348
Contracted Services	15,000	5,700
<b>Total Summer Highway Construction</b>	<b>216,600</b>	<b>151,116</b>
<b>Winter Roads</b>		
Wages	72,000	46,946
Overtime	20,000	3,540
FICA/MEDI	7,038	3,844
Vt Municipal Retirement	5,060	2,159
Health Insurance	32,000	26,083
HRA	5,250	1,580
Child Care Tax	405	-
Workers Comp Insurance & Life and Disability	5,500	-
Uniforms	1,900	255
Travel & Meetings		600
<b>Total Winter Roads</b>	<b>149,153</b>	<b>85,006</b>
<b>Winter Highway Equipment Maint</b>		
Tires	7,000	6,071
Highway Equipment Maint.	30,000	2,854
Tire Chains	6,000	7,834
Vehicle Insurance	3,500	159
<b>Total Winter Highway Equipment Maint</b>	<b>46,500</b>	<b>16,917</b>
<b>Winter Highway Construction</b>		
Operating Supplies	7,000	6,825
Fuel	25,000	449
Salt	150,000	59,419
Winter Sand	95,000	77,597
<b>Total Winter Highway Construction</b>	<b>277,000</b>	<b>144,289</b>

For the Month Ending January 31, 2025

# TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 APPROVED	FY25 ACTUAL
<b>Emergency Management</b>		
Emergency Management	1,000	-
<b>Total Emergency Management</b>	<b>1,000</b>	<b>-</b>
<b>Total Beautification Committee</b>	<b>4,000</b>	<b>1,665</b>
<b>Total Budgeted Expenses</b>	<b>2,747,517</b>	<b>1,933,464</b>
<b>Excess/(Deficiency) of Cash Receipts over Cash Disbursements/ (TAXES NEEDED TO BE RAISED BEFORE APPROPRIATIONS</b>	<b>(1,769,257)</b>	<b>1,748,129</b>
<b>Appropriations</b>		
American Red Cross	500	500
Champion Fire Company #5	20,000	20,000
Flood Brook Athletic Association	-	-
Friends of the West River Trail	1,000	1,000
Grace Cottage Foundation	1,000	1,000
Greater Northshire Access TV	2,000	2,000
Green Mountain RSVP	415	415
Green Up Vermont	100	100
Healthcare & Rehabilitation Services	1,513	1,513
Londonderry 4th of July	1,500	1,500
Londonderry Conservation Fund	500	500
Londonderry Historical Society	1,000	1,000
Londonderry Volunteer Rescue Squad	15,750	15,750
Mountain Valley Health Council	5,000	5,000
West River Montessori School	-	-
SVEDS	5,307	5,307
Senior Solutions	970	970
SEVCA	1,700	1,700
Londonderry Transport (Neighborhood Connections)	11,600	11,600
Phoenix Fire Company #6	20,000	20,000
Southeast VT Watershed Alliance	-	-
The Collaborative	1,000	1,000
Safe Place	-	-
Valley Cares	2,742	2,742
Visting Nurse Association	7,000	7,000
Vermont Rural Fire Protection	100	100
My Community Nurse	2,500	2,500
Windham County Historical Society	-	-
Windham County Humane Society	450	450
Windham County Youth Services	315	315
Womans Freedom Center	800	800
South Londonderry Library	15,000	15,000
Neighborhood Connections	6,000	6,000
<b>Total Appropriations</b>	<b>125,762</b>	<b>125,762</b>
<b>Economic Improvement Reserve Fund</b>	<b>5,000</b>	<b>-</b>
<b>Emerald Ash Borer Removal Reserve Fund</b>	<b>3,000</b>	<b>-</b>
<b>Transfer to Highway Equipment Fund</b>	<b>100,000</b>	<b>-</b>
<b>Williams Dam Engineering</b>	<b>-</b>	<b>5,747</b>
<b>Transfer to Infrastructure Fund</b>	<b>100,000</b>	<b>-</b>
<b>Phoenix Fire Company #6 Fire Truck Downpayment</b>	<b>-</b>	<b>-</b>
<b>Transfer to Highway Improvement Fund</b>	<b>300,000</b>	<b>-</b>
<b>Total Cash Disbursements</b>	<b>3,381,279</b>	<b>2,064,973</b>
<b>Excess/(Deficiency) of Cash Receipts over Cash Disbursements</b>	<b>\$ (2,403,019)</b>	<b>\$ 1,616,620</b>
<b>Taxes Needed to Balance with Appropriations</b>	<b>\$ (2,403,019)</b>	<b>\$ 1,616,620</b>



**From:** Taylor Prouty  
**Sent:** Friday, March 7, 2025 10:41 AM  
**To:** Shane O'Keefe; George Mora (Home); Emergency Management Director; Kevin Beattie; Will Goodwin; Pat Salo; Steve Twitchell  
**Cc:** Tom Cavanagh; Allison Marino  
**Subject:** Re: Annual Selectboard appointments - March 17

I'm interested in reappointment. Sounds like James Ameden might be interested in an assistant roads position if we weren't overate one. Seems like a good way to support the crew and learn the department needs.

Taylor

Get [Outlook for iOS](#)

---

**From:** Shane O'Keefe <townadmin@londonderryvt.org>  
**Sent:** Friday, March 7, 2025 8:52:30 AM  
**To:** Taylor Prouty <T.PROUTY@londonderryvt.org>; George Mora (Home) [REDACTED]; Emergency Management Director <EMD@londonderryvt.org>; Kevin Beattie <[REDACTED]>; Will Goodwin <ZONINGADMIN@londonderryvt.org>; Pat Salo <[REDACTED]>; Steve Twitchell <[REDACTED]>  
**Cc:** Tom Cavanagh <T.CAVANAGH@londonderryvt.org>; Allison Marino <TOWNCLERK@londonderryvt.org>  
**Subject:** Annual Selectboard appointments - March 17

Hi all,

In anticipation of the Selectboard's annual organizational meeting -- scheduled for March 17<sup>th</sup> this year -- I am reaching out to each of you incumbents listed below to see if you're interested in reappointment (hope so!)

- a. Road Commissioner [17 VSA 2646(16) & 2651(a)] – **Taylor Prouty**
- b. Emergency Management Director [20 VSA 6(a)] – **Rich Phelan**
- c. Windham Regional Commission Representatives (2) [24 VSA 4343(a)] – **George Mora & (VACANT)**
- d. Tree Warden [24 VSA 871(b)] – **Kevin Beattie**
- e. 911 Coordinator [30 VSA 7056(a)] – **Will Goodwin**
- f. Animal Control Officer [20 VSA 3549] – **Pat Salo**
- g. First Constable [17 VSA 2651a & 24 VSA 1936a] – **Kevin Beattie**
- h. Second Constable [17 VSA 2651a & 24 VSA 1936a] – **Steve Twitchell**

If you remain interested in serving, I ask that you please fill out and submit the attached form (only the top is necessary) and return to me before the Board meeting and I will include them in the meeting packet.

Many thanks,  
 Shane  
 Shane P. O'Keefe  
 Asst. Town Administrator/Project Coordinator  
 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).

**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 Information

Name: Richard Phelan Date: 03/07/25  
Street Address: 215 MEMORIAL DR  
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:**

EMERGENCY MANAGEMENT DIRECTOR (EMD)

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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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](mailto:townadmin@londonderryvt.org).

**From:** Will Goodwin  
**Sent:** Friday, March 7, 2025 9:54 AM  
**To:** Shane O'Keefe  
**Subject:** RE: Annual Selectboard appointments - March 17

I would like to continue as 911 coordinator.

Will

---

**From:** Shane O'Keefe <townadmin@londonderryvt.org>  
**Sent:** Friday, March 7, 2025 8:53 AM  
**To:** Taylor Prouty <T.PROUTY@londonderryvt.org>; George Mora (Home) [REDACTED]; Emergency Management Director <EMD@londonderryvt.org>; Kevin Beattie [REDACTED]; Will Goodwin <ZONINGADMIN@londonderryvt.org>; Pat Salo <[REDACTED]>; Steve Twitchell <[REDACTED]>  
**Cc:** Tom Cavanagh <T.CAVANAGH@londonderryvt.org>; Allison Marino <TOWNCLERK@londonderryvt.org>  
**Subject:** Annual Selectboard appointments - March 17

Hi all,

In anticipation of the Selectboard's annual organizational meeting -- scheduled for March 17<sup>th</sup> this year -- I am reaching out to each of you incumbents listed below to see if you're interested in reappointment (hope so!)

- a. Road Commissioner [17 VSA 2646(16) & 2651(a)] – **Taylor Prouty**
- b. Emergency Management Director [20 VSA 6(a)] – **Rich Phelan**
- c. Windham Regional Commission Representatives (2) [24 VSA 4343(a)] – **George Mora & (VACANT)**
- d. Tree Warden [24 VSA 871(b)] – **Kevin Beattie**
- e. 911 Coordinator [30 VSA 7056(a)] – **Will Goodwin**
- f. Animal Control Officer [20 VSA 3549] – **Pat Salo**
- g. First Constable [17 VSA 2651a & 24 VSA 1936a] – **Kevin Beattie**
- h. Second Constable [17 VSA 2651a & 24 VSA 1936a] – **Steve Twitchell**

If you remain interested in serving, I ask that you please fill out and submit the attached form (only the top is necessary) and return to me before the Board meeting and I will include them in the meeting packet.

Many thanks,

Shane

Shane P. O'Keefe  
Asst. Town Administrator/Project Coordinator  
Town of Londonderry, Vermont  
100 Old School Street  
South Londonderry, VT 05155  
802-824-3356, ext. 5

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**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 Information

Name: Patrick Salo Date: 3/7/2025  
 Street Address: Rte 30, Winhall  
 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:**

Town Animal Control Officer

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):

Animal Control - years

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

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

I wish to continue in my capacity as Animal Control

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

Animal Control for years

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](mailto:townadmin@londonderryvt.org).

4/22/2021



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

12.b.1

#2025-07

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:

Registrant: r.k. Miles, Inc.

Address: 618 Depot St PO Box 1125 Manchester Center VT 05255  
Street/Road City State Zip

Contact: Jeremy Baker (bakerj@rkmiles.com) Phone: 802-549-5687

Type of Vehicles	# of Axles	Product Carried	Max. Weight Requested	Max Weight Approved
	SEE	ENCLOSED	LIST	

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

CK#065577, 2/20/2025  
\$10.00

# Uniform Municipal Excess Weight Permit Fleet Listing 2025

Branch	Truck #	VIN	MFG YEAR	MAKE	BODY TYPE	FUEL	GVWR	LICENSE #	# of axles	STATE REG
Manchester	M1417	3HTGSSNT7HN748371	2017	INTL	Moffett Truck	D	65840	86D03	3	VT
Manchester	M1316	1FVHG3DV9GHHF0565	2016	FRHT	Moffett Truck	D	66000	42D56	3	VT
Manchester	B1217	3HTGSSNT3HN732314	2017	INTL	Boom Truck	D	77020	86D02	4	VT
Manchester	T1019	3HCDZAPTXXKL609540	2019	INTL	Tractor	D	90000	99D03	3	VT
Manchester	T2222	3HSDZAPT9PN327423	2023	INTL	Tractor	D	90000	31934	3	VT
Middlebury	M2012	1FVHG3DVXDHBU0173	2013	FRHT	Moffett Truck	D	55000	42D57	3	VT
Morrisville	B2215	5KKMAXDV1FPGB7593	2015	WSTR	Boom Truck	D	60000	75D35	4	VT
Middlebury	M2019	3HAESTZT3KL580540	2019	INTL	Moffett Truck	D	55000	99D35	3	VT
Middlebury	B2025	3HAEMTZT8SL456130	2025	INTL	Boom Truck	D	68000	05E89	4	VT
Middlebury	B2023	3HAEMTZTORL497538	2024	INTL	Boom Truck	D	60000	37E77	4	VT
Middlebury	M2023	3HAESTZT0PL698441	2023	INTL	Moffett Truck	D	55000	33E78	3	VT
Williamstown	B3217	3HTGSSNT4HN732306	2017	INTL	Boom Truck	D	77020	86D07	4	VT
Williamstown	M3019	3HAESTZTXKL383848	2019	INTL	Moffett Truck	D	55000	97D60	3	VT
Morrisville	M5119	1HTESTZT2KH139553	2019	INTL	Moffett Truck	D	55000	12E25	3	VT
Morrisville	B4117	1FVMG3DV7HHJB7429	2017	FRHT	Boom Truck	D	55000	33E13	4	VT
Barre	B7219	5KKHAXDV3KLKC3692	2019	WSTR	Boom Truck	D	60000	92D18	3	VT
Barre	M7021	1HTESTZT6MH160361	2021	INTL	Moffett Truck	D	55000	22E91	3	VT
Waitsfield	B10122	3HAESTZT4PL544296	2023	INTL	Boom Truck	D	60000	31E35	3	VT
St. Johnsbury	B9115	5KKMAXDV0FPGB7599	2015	WSTR	Boom Truck	D	60000	60D21	3	VT
St. Johnsbury	B2115	5KKMAXDV1FPGB7594	2015	WSTR	Boom Truck	D	60000	72D72	4	VT
Hatfield	M1215	1FVHG3DV1FHGA1355	2015	FRHT	Moffett Truck	D	55000	57D65	3	VT
Hatfield	B1116	3ALMGND64GDHF0563	2016	FRHT	Boom Truck	D	60000	85D55	4	VT
Hatfield	M4019	1FVHG3DV6KHJK5137	2019	FRHT	Moffett Truck	D	60000	55D66	3	VT





2025-09

Town of Londonderry  
(Municipality)

12.b.3

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: David Chaves Excavating, Inc.  
Address: P.O. Box 70  
Londonderry, VT 05148  
Contact: Samantha Chaves Phone# 802-824-3140

Type(s) of Vehicle(s)	# of Axles	Product Carried	Max. Weight Requested	Max Weight Approved
Dump Trks	3	All	69,000	
Dump Trks	4	All	80,000	
Tractor Trailer	6	Equipment	108,000	
Tractor Trailer	8	Crusher	149,900	
Tractor Trailer	7	Crusher	140,000	

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. 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: Effective July 1, 1994, a Vermont State permit is not required to operate on local highways and bridges.

CIC# A0029, 3/4/2025  
\$10.00



## **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

Shane O’Keefe

---

**From:** Allison Marino  
**Sent:** Wednesday, March 12, 2025 10:14 AM  
**To:** Shane O’Keefe  
**Subject:** Addition to Mondays Agenda and Packet

Morning Shane  
Attached please find the pricing quote for the shelves in the downstairs long term storage room.  
Tina and myself received this on Wednesday and after reviewing the lead times we wanted to get this order as soon as possible.  
See below for lead times

Best  
Allison

Current Lead Times:  
Manufacturing 9-11 weeks  
Shipping 1-2 weeks  
Schedule Installation 1-2 weeks

Allison Marino  
(she/her)  
Clerk  
Town of Londonderry, VT  
100 Old School Street  
S. Londonderry, VT 05155  
802-824-3356 ext 101

Office Hours:  
**Monday – Friday 8:30 am to 4:00 pm (Closed all Federal Holidays)**

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

**PLEASE NOTE: The Town of Londonderry does not bear any responsibility or liability for missing or incorrect information or documents. Documents are provided as a courtesy due to current circumstances.**



3/13/2025

Tina Labeau  
Londonderry Town Hall  
65 VT. Route 17 West  
South Londonderry, VT 05155

Dear Tina,

Thanks for the continued support and the time you spent with me discussing your storage needs for your town. We have the information for the system you requested. I am pleased to present the proposal for the system we discussed.

Please see the pricing detail for the equipment we will be supplying your town:

Shelving System

Row 1 Shelving (5) units @ 42" Long x 32" Deep x 76" High (6 openings)  
Row 2 Shelving (5) units @ 42" Long x 32" Deep x 76" High (6 openings)

Project Price: \$13,750.00

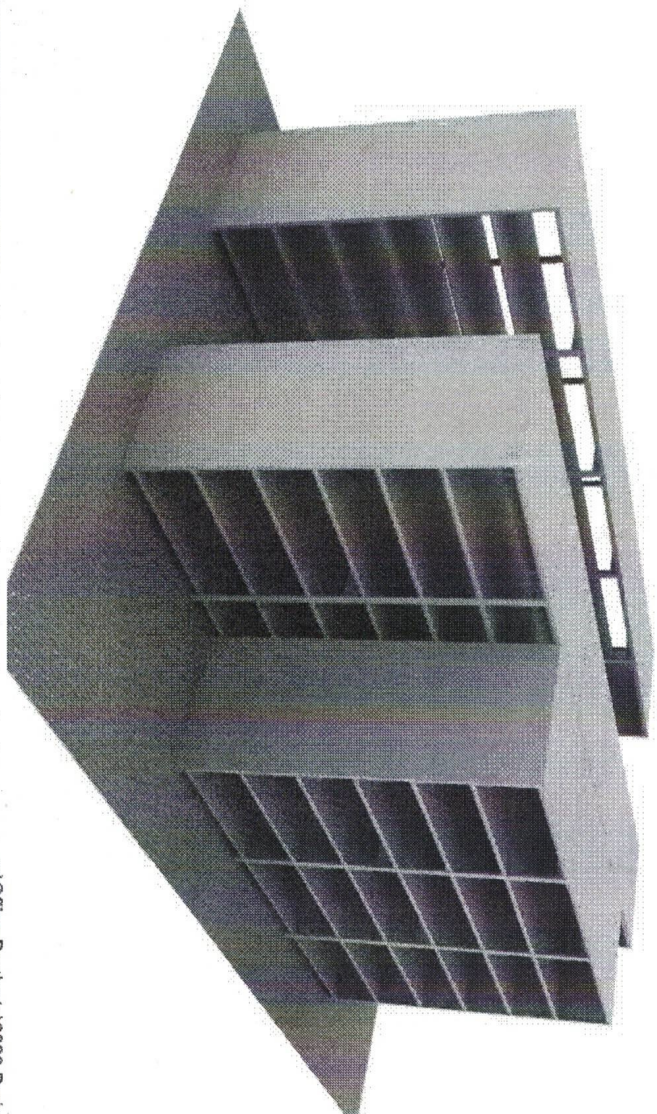
Color: Pebble Tan

Prices include equipment, freight, delivery and assembly. Work to be done during normal working hours.

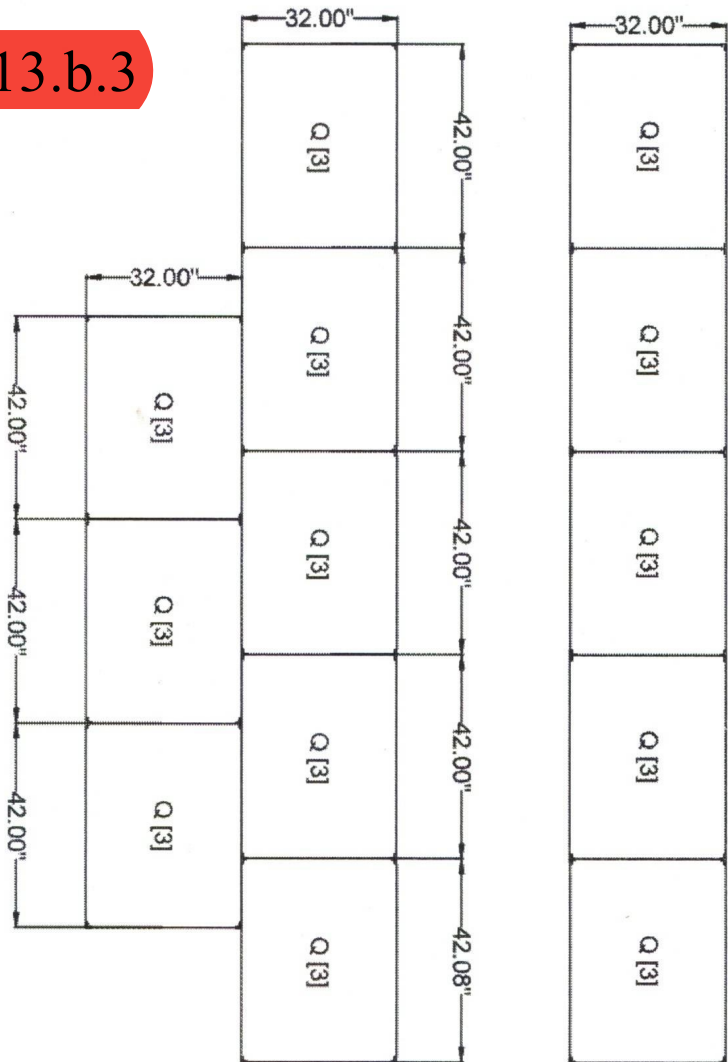
We look forward to working with you on this project and servicing all your storage needs. Please contact me @ 203-206-1958 at any time.

Sincerely,

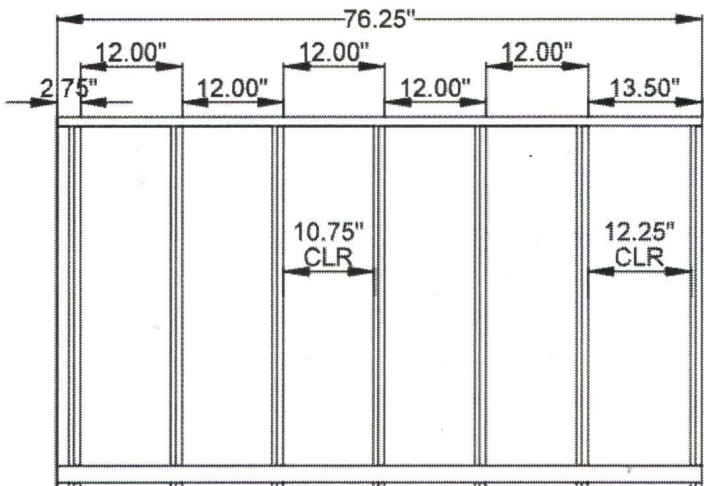
Ronald Keith  
Dupont Storage Systems



13.b.3



- Aurora 4-Post Shelving
- Shelves Adjustable in 1-1/2" Increments
- 32" Deep Non-Slotted Shelves
- 6 Openings Per Section
- Finish:
- Eco-Friendly Gloss-Tek
- 28 Standard Colors Available
- Plus 3 Metallic Finishes Available at Upcharge



## Potential Change Order

<b>PROJECT</b> Londonderry Town Office 100 Old School Street South Londonderry, VT 05155	Potential Change Order No: 42 Date: 3/10/25	<input checked="" type="checkbox"/> Owner  <input checked="" type="checkbox"/> Architect  <input checked="" type="checkbox"/> Contractor  <input type="checkbox"/> Field  <input checked="" type="checkbox"/> Clerk of the Works
<b>CONTRACTOR</b> GPI Construction Inc. 436 Canal Street Suite 101 Brattleboro, VT 0530	<b>PROJECT NUMBER: 20074</b> Contract Date: 7/23/2024 Contract for: Renovations	

THE CONTRACT IS CHANGED AS FOLLOWS:

Replace plumbing fixtures to remain: Pressure tank, 5 circulator pumps, air separator,		
expansion tank, 5 zone relay panel	\$	4,500.00
GPI Markup	\$	675
Total Change Request	\$	<u>5,175</u>
The Contract Time will be (increased) (decreased) (unchanged) by		0
Note: This Change Order does not include changes in the Contract Sum, Contract Time, or Guaranteed Maximum Price that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.		

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR, AND OWNER.

<b>Architect</b> JA Saccoccio Workshop, PLLC 139 Main St Brattleboro, VT 05301	<b>CONTRACTOR</b> GPI Construction 436 Canal St, Ste 101 Brattleboro, VT 05301	<b>OWNER</b> Town of Londonderry 100 Old School St S. Londonderry, VT 05155
BY	BY	BY
Jon Saccoccio	Anthony Girard	Shane O'Keefe
DATE	DATE	DATE



13.c.2

## **Black River Mechanical Services**

143 Nichols Road  
Belmont, Vermont 05730  
802-259-7810 Fax 259-7811

[bret@blackrivermech.com](mailto:bret@blackrivermech.com)

### **GPI Construction Inc.**

436 Canal Street  
Brattleboro, Vermont 05301  
ATTN: Anthony Girard

Date – March 7, 2025

Ref. – Londonderry Town Office

Dear Anthony:

We propose to amend our contract to reflect the following changes in scope:

1. Provide a new well tank w/ T, 5 new circulators, 1 new air separator, 1 new expansion tank, and 1 new 5 zone relay panel. Add \$4,500.00

We exclude power wiring to the panel and overtime.

This consists for \$3,544 for materials and \$956 for labor. Please call if you have any questions.

*Bret Harlow*

President



**From:** Anthony Girard <anthony@gpivt.com>  
**Sent:** Wednesday, February 26, 2025 11:13 AM  
**To:** Jon Saccoccio; Chris Cole; Shane O'Keefe; Tom Cavanagh; Nester Beckwith  
**Subject:** Plumbing and heating recommendation  
**Attachments:** IMG\_6629.jpg; IMG\_6630.jpg; IMG\_6633.jpg; IMG\_6631.jpg; IMG\_6632.jpg; IMG\_6634.jpg

Good morning,

While visiting the jobsite this morning I observed that the plumber was reinstalling the existing well pressure tank, as well as the heating circulator pumps, check valves, and expansion tank. This is per the construction documents. I had not picked up on this equipment being reused. Attached are pictures and below recommendations, I have reached out to Black River Mechanical for pricing.

Well pressure tank: 13 years old, bladder will fail, should be replaced with new  
Circulator pumps and check valves: Age indeterminate, recommend replacing  
Expansion tank: Age unknown, bladder will fail at some point, recommend replacement

--

Anthony Girard  
Vice President



436 Canal Street, Suite 101 | Brattleboro, VT 05301  
Cell: 802-779-4899 | Office: 802-257-7839 x14

[www.gpivt.com](http://www.gpivt.com)





**BOARD OF DIRECTORS**

Deborah Winters, Chair  
Mary Alice McKenzie, Director  
John McSoley, Director  
Mark Foley, Director

March 6, 2025

2025-1 Winter Loan Pool Borrower

Re: Bond and Loan Closings

**Ex-Officio Member**

Mike Pieciak, State Treasurer

Dear Borrower:

**ADMINISTRATION**

Michael Gaughan  
Executive Director &  
Secretary

The Vermont Bond Bank closed the 2025 Series 1 bonds on March 6, 2025. Proceeds for each loan are released into each borrower account held with the Disbursement Agent (U.S. Bank) at closing.

The following pages will provide further information on the following topics:

1. Authorized Representatives for interaction with Disbursement Agent
2. Requisition process
3. Investing loan proceeds
4. Post-closing responsibilities
5. Repayment schedule— will also be available on the website at <https://vtbondbank.org/loan-search>

Some forms discussed in this notice are available on the Bond Bank's website at <https://vtbondbank.org/borrowers>.

Thank you for participating in the Bond Bank's Pooled Loan Program. We are always available to answer more specific questions or provide clarification on any of the enclosed information.

Sincerely,

Michael Gaughan  
Executive Director

Cc: Melissa Vallera, U.S. Bank  
Charles Goodmundson, U.S. Bank



## **AUTHORIZED REPRESENTATIVES FOR INTERACTION WITH DISBURSEMENT AGENT**

In its role as Disbursement Agent, U.S. Bank will need to verify who is able to interact with each borrower account. Authorized Representatives are verified via the form on the following page.

Please use this form to designate which official(s) may authorize investment decisions and disbursements from your loan proceeds account.

This form will need to be filed with U.S. Bank via the contact shown below.

Melissa Vallera  
860-241-6835  
[Melissa.Vallera@USBank.com](mailto:Melissa.Vallera@USBank.com)

AUTHORIZED SIGNER(S) CERTIFICATE

I, \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_,  
a Vermont \_\_\_\_\_, do hereby certify that the following has/have been appointed  
as (an) Authorized Signer(s), at the date hereof, and are authorized to act on behalf of the above Institution  
in matters relating to all current and future outstanding Vermont Bond Bank loans held by US Bank.

I also certify that the signatures opposite their names are the signatures of such individuals.

Name (First, middle [as applicable], last)	Title (list multiple titles if applicable)	Contact Information (phone and email)	Specimen Signature

Call Back Designee(s) Only, if applicable (To be called first for any required payment instruction verification):

Name (First, middle [as applicable], last)	Title (list multiple titles if applicable)	Contact Information (phone and email)

Witness my signature on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Signature of Authorizing Person)

(Note: If there are multiple individuals identified as Authorized Signers, one of those same individuals may execute the form as the “Authorizing Person”. If there is a single individual named as an Authorized Signer, the “Authorizing Person” must be an individual that is not the named Authorized Signer.)

BANK USE ONLY	
Notification Type:	<input type="checkbox"/> Origination / Onboarding <input type="checkbox"/> Certificate Update
Name and Phone Number used for Call Back:	Name: _____ Phone Number: _____
Source of On File Phone Number used:	Source: _____
Date and Time Call Back Completed:	Date: _____ Time: _____
Name of Employee Receiving Request:	Name: _____
Name of Employee Completing Call Back: (other than recipient of request)	Name: _____

## REQUISITION PROCESS

Borrowers may gain access to your loan proceeds by filing a Vermont Bond Bank Loan Requisition Form with the Disbursement Agent. The Requisition form can be downloaded from the “Borrowers” section of the Bond Bank website (<https://vtbondbank.org/borrowers>).

Please be sure to include copies of all invoices for which you are requesting reimbursement when submitting a Requisition. The Disbursement Agent will mail a check unless wire instructions are provided.

An in-house expense tracking report may substitute for the Expense Payment Summary on page 3 of the Requisition Form.

Requisition Forms should be filed with Charles Goodmundson at U.S. Bank.

Charles Goodmundson  
651-466-6235  
[Charles.Goodmundson@USBank.com](mailto:Charles.Goodmundson@USBank.com)

The Requisition Form can be filed as either an advance or a reimbursement. If as an advance, the Disbursement Agent will still need copies of unpaid invoices or other documents supporting the advance request. Please file advances separately from reimbursements

Loan proceeds that will be applied to the payoff of a Bond Anticipation Note (“BAN”) or other interim finance also require use of the Requisition Form. The BAN lender can provide wiring instructions and payoff amount for the date of the payment.

Requisitions may be filed electronically or by mail. Once received, the Disbursement Agent processes requisitions in a timely manner. Barring extraordinary events, a one-day turnaround is the expected timeline for receipt of funds.

Completed electronic requests that include required signatures are the fastest way to receive funds.

## POST-CLOSING RESPONSIBILITIES

Borrowers have several documents that will need to be filed with the Bond Bank and the Disbursement Agent in the months and years following closing.

- **One Time** - Certificate of Project Completion form at the time of substantial completion of the project. The Completion form can be found in the “Borrower Reporting” section of the VBB website:  
<https://vtbondbank.org/borrower-reporting>
  - This form should be signed by the borrower’s governing board and distributed to:  
  

Upload via the website portal (preferred) <a href="https://vtbondbank.org/borrower-reporting">https://vtbondbank.org/borrower-reporting</a> or emailed to Vermont Bond Bank <a href="mailto:ken@vtbondagency.org">ken@vtbondagency.org</a>	Melissa Vallera U.S. Bank <a href="mailto:Melissa.Vallera@USBank.com">Melissa.Vallera@USBank.com</a>
---	--
- **On-going** – Annually and until the loan is repaid in full, the “project manager” must complete the Post-Issuance Tax Compliance Certificate.
  - The Certificate is a checklist of items that is used to help the project manager understand the borrower’s ongoing compliance responsibilities while the loan is outstanding. This form is required as part of the Loan Agreement.
  - The PIC certification can be found in the “Borrower Reporting” section of the VBB website:  
<https://vtbondbank.org/borrower-reporting>
- **On-going** – Annually and until the loan is repaid in full, provide the Bond Bank with completed financial statements at the completion of the borrower’s fiscal year. The annual audit can be uploaded at the “Borrower Reporting” section of the VBB website: <https://vtbondbank.org/borrower-reporting>

## BOND DEBT SERVICE

Vermont Bond Bank  
Town of Londonderry (252)  
FINAL

New Money Loans: Supplemental Coupon = 0.30%

Dated Date 03/06/2025  
Delivery Date 03/06/2025

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
05/01/2025			12,753.54	12,753.54	
11/01/2025			27,007.50	27,007.50	39,761.04
05/01/2026			27,007.50	27,007.50	
11/01/2026	65,000	4.155%	27,007.50	92,007.50	119,015.00
05/01/2027			25,657.13	25,657.13	
11/01/2027	65,000	4.155%	25,657.13	90,657.13	116,314.26
05/01/2028			24,306.75	24,306.75	
11/01/2028	65,000	4.155%	24,306.75	89,306.75	113,613.50
05/01/2029			22,956.38	22,956.38	
11/01/2029	65,000	4.155%	22,956.38	87,956.38	110,912.76
05/01/2030			21,606.00	21,606.00	
11/01/2030	65,000	4.155%	21,606.00	86,606.00	108,212.00
05/01/2031			20,255.63	20,255.63	
11/01/2031	65,000	4.155%	20,255.63	85,255.63	105,511.26
05/01/2032			18,905.25	18,905.25	
11/01/2032	65,000	4.155%	18,905.25	83,905.25	102,810.50
05/01/2033			17,554.88	17,554.88	
11/01/2033	65,000	4.155%	17,554.88	82,554.88	100,109.76
05/01/2034			16,204.50	16,204.50	
11/01/2034	65,000	4.155%	16,204.50	81,204.50	97,409.00
05/01/2035			14,854.13	14,854.13	
11/01/2035	65,000	4.155%	14,854.13	79,854.13	94,708.26
05/01/2036			13,503.75	13,503.75	
11/01/2036	65,000	4.155%	13,503.75	78,503.75	92,007.50
05/01/2037			12,153.38	12,153.38	
11/01/2037	65,000	4.155%	12,153.38	77,153.38	89,306.76
05/01/2038			10,803.00	10,803.00	
11/01/2038	65,000	4.155%	10,803.00	75,803.00	86,606.00
05/01/2039			9,452.63	9,452.63	
11/01/2039	65,000	4.155%	9,452.63	74,452.63	83,905.26
05/01/2040			8,102.25	8,102.25	
11/01/2040	65,000	4.155%	8,102.25	73,102.25	81,204.50
05/01/2041			6,751.88	6,751.88	
11/01/2041	65,000	4.155%	6,751.88	71,751.88	78,503.76
05/01/2042			5,401.50	5,401.50	
11/01/2042	65,000	4.155%	5,401.50	70,401.50	75,803.00
05/01/2043			4,051.13	4,051.13	
11/01/2043	65,000	4.155%	4,051.13	69,051.13	73,102.26
05/01/2044			2,700.75	2,700.75	
11/01/2044	65,000	4.155%	2,700.75	67,700.75	70,401.50
05/01/2045			1,350.38	1,350.38	
11/01/2045	65,000	4.155%	1,350.38	66,350.38	67,700.76
	1,300,000		606,918.64	1,906,918.64	1,906,918.64

## 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 Information

Name: Pamela J. Spaulding Date: 02/23/2025

Street Address: 239 Rowley Lane, South Londonderry, VT 05155-0126

Mailing Address (if different): P.O. Box 126, South Londonderry, VT 05155-0126

Preferred Phone: [REDACTED] Alternate Phone: [REDACTED]

Email address: [REDACTED] (this is a change)

**Indicate board/commission/committee or officer position in which you are interested in being appointed:**Planning Commission

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):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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](mailto:townadmin@londonderryvt.org).



**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 Information

Name: Martha Dale Date: 3.6.25  
 Street Address: 215 Parsons Lane, S. Londonderry 05155  
 Mailing Address (if different): PO Box 905, Londonderry 05148  
 Preferred Phone: [REDACTED] Alternate Phone: \_\_\_\_\_  
 Email address: [REDACTED]

**Indicate board/commission/committee or officer position in which you are interested in being appointed:**

Beautification 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):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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](mailto:townadmin@londonderryvt.org).

4/22/2021



## 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 Information

Name: Gale Kuhlberg Date: 3/5/2025

Street Address: 494 ADAMS DRIVE

Mailing Address (if different): \_\_\_\_\_

Preferred Phone: [REDACTED] Alternate Phone: [REDACTED]

Email address: [REDACTED]

Indicate board/commission/committee or officer position in which you are interested in being appointed:

Beautification 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):

Presently a Trustee at our SLFL -

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

I am presently on the board/committee to which I am applying.

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

I enjoy working in the gardens around town to make our presence look as beautiful as possible.

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

I am a master gardener.

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](mailto:townadmin@londonderryvt.org).

4/22/2021

Report ID	Deputy	Entity	Start	End	Total Hours
#34276	David Gaillardetz	Londonderry	02/26/2025 09:00	02/26/2025 13:30	4.5
Roads Patrolled: Rte 100N, Rte 100S, Thompsonburg Rd, Middletown Rd, Rte 11, Magic Mountain Access Rd, Main St,					
Actions: Patrolled and Monitored above roads for motor vehicle violations					
Case Numbers & Brief Description:					
Weather: Cloudy/Cold					
#34235	David Gaillardetz	Londonderry	02/20/2025 09:00	02/20/2025 13:00	4
Roads Patrolled: Magic Mountain access rd, Rte 11, Rte 100N, Rte 100s, Middletown Rd, Thompsonburg Rd, Main St,					
Actions: Patrolled and Monitored above roads for motor vehicle violations					
Case Numbers & Brief Description:					
25WHC000956-Assist Agency EMS					
Weather: Sunny/Cold					
#34179	David Gaillardetz	Londonderry	02/13/2025 13:30	02/13/2025 17:30	4
Roads Patrolled: Rte 11, Rte 100N, Rte 100S, Middletown Rd, Thompsonburgh Rd, Magic Mtn Access Rd,					
Actions: Patrolled and Monitored above roads for motor vehicle violations					
Case Numbers & Brief Description:					
Weather: Cold					
#34164	Ian Gallup	Londonderry	02/13/2025 08:30	02/13/2025 12:30	4
Roads Patrolled: route 11, Route 100, route 121, Main St., North and south, School Street, Thompsonberg Road, middletown Rd., Hells Peak Rd., Pingree Park, Landgrove Road, town, office, Memorial Park, Derry Woods Road, goodalville road , no name Road, Spring Hill					
Actions: patrol, mental health issue, follow up on citizen assist/possible theft, ongoing issue at Mountain View Motel					
Case Numbers & Brief Description:					
25-812 citizen says follow up					
25-866 mental health issue					
Weather: cold and snowing road conditions horrendous					
#34152	David Gaillardetz	Londonderry	02/12/2025 09:00	02/12/2025 13:00	4
Roads Patrolled: Rte 100N, Rte 100S, Rte 11, Middletown Rd, Thompsonburg Rd, Main St, Magic Mtn Access Rd					
Actions: Patrolled and Monitored above roads for motor vehicle violations					
Case Numbers & Brief Description:					
Weather: Cold					
#34158	Ian Gallup	Londonderry	02/12/2025 08:30	02/12/2025 14:30	6
Roads Patrolled: Rte 11, Rte 121, Rte 100 NandS, LTH, Magic View Motel, Thompsonburg Rd, Middle Town, Main St,					
-----					
Tickets issued: 2 Warnings issued: 2 Fine total: \$ 256 Arrests: 1					
# of entries	12	Totals			

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

Actions: Patrol most of the shift revolved around repeated visits to the Magic View Motel regarding a poss theft and mental health

Case Numbers & Brief Description:

25-812 Citizen assist (poss Theft)

25-825 Welfare check that turned into a double mental health situation

Weather: cold and cloudy

#34156	Ian Gallup	Londonderry	02/11/2025 08:00	02/11/2025 14:00	6
--------	------------	-------------	------------------	------------------	---

Roads Patrolled: Rte 11, Rte 100, Thompsonburg Rd, Middle town Rd, Magic Mtn, Howard Hill, Mansfield Rd, Goodaleville Rd, Flood Brook S, Hells Peak, Derry Woods, Little Pond Rd, LTH, Landgrove Rd

Actions: Patrol, served RFA, while at the Magic view found several issues and a case started for poss theft/mental health.

Case Numbers & Brief Description:

25-806 Directed patrol

25-796 RFA service

25-808 Motor vehicle compl

25-797, 796 Directed patrol pingree and magic

25-812 Citizen assist (poss theft) ongoing

Weather: cold and cloudy

#34119	Dana Shepard	Londonderry	02/07/2025 16:00	02/07/2025 17:15	1.25
--------	--------------	-------------	------------------	------------------	------

Roads Patrolled:

Rt 11, Magic Circle, Snow Drift Lane

Actions:

Located a subject with a Vermont active arrest want. Took into custody without incident and transported to

Southern State Correctional Facility

Case Numbers & Brief Description:

Weather: clear

#34113	Ian Gallup	Londonderry	02/07/2025 11:00	02/07/2025 15:00	4
--------	------------	-------------	------------------	------------------	---

Roads Patrolled:

Rte 11, Rte 100 N&S, Goodaleville Rd, School St, Winhall Hollow rd, Pingree Park, Hells Peak Rd, Thompsonburg Rd.

Actions: Patrol, served RFA and seized 2 firearms and secured in the Bratt Office

Case Numbers & Brief Description:

25-696 Directed patrol Pingree park

25-688 RFA service and seized firearms took and locked at the office

Weather: Cold and cloudy

#34117	David Gaillardetz	Londonderry	02/05/2025 09:00	02/05/2025 15:00	6
--------	-------------------	-------------	------------------	------------------	---

Roads Patrolled: Rte 11, Rte 100N, Rte 100S, Middletown Rd, Thompsonburg Rd, Magic Mtn Access Rd, Magic Circle, Hells Peak Rd

Actions: Patrolled above roads for motor vehicle violations

Case Numbers & Brief Description:

25WHC000659-Suspicious Event

25WHC000661-Assist Agency EMS

25WHC000412-Assist Agency

Weather: Cold

-----  
Tickets issued: 2 Warnings issued: 2 Fine total: \$ 256 Arrests: 1

# of entries

12

Totals

50.25 hrs

Report ID	Deputy	Entity	Start	End	Total Hours
-----					
#34086	David Gaillardetz	Londonderry	02/04/2025 09:00	02/04/2025 14:00	5
Roads Patrolled: Rte 11, Rte 100 N, Rte 100 S, Main St, Thompsonburg Rd, Middletown Rd, Magic Mtn access Rd.					
Actions: Patrolled above roads for motor vehicle violations					
Case Numbers & Brief Description: 25WHC000638-Assist Agency EMS 25WHC000648-Residential Alarm					
Weather: Cold/Windy					
-----					
#34068	Ian Gallup	Londonderry	02/03/2025 09:30	02/03/2025 11:00	1.5
Worked on case number 25WHC000290 2 car MVA on Rte 11 Accident report.					
-----					
-----					
Tickets issued: 2 Warnings issued: 2 Fine total: \$ 256 Arrests: 1					
# of entries	12	Totals			50.25 hrs