

Town of Londonderry, Vermont
Selectboard Special Meeting Agenda
Monday, September 29, 2025 – 6:00 PM
100 Old School Street, South Londonderry, VT 05155

1. Call Regular Meeting to Order
2. Additions or Deletions to the Agenda [\[1 V.S.A. 312\(d\)\(3\)\(A\)\]](#)
3. Minutes Approval – Meeting(s) of 09/08/2025 and 09/25/2025
4. Selectboard Pay Orders
5. Announcements/Correspondence
6. Visitors and Concerned Citizens
 - a. Meg Staloff –Annual BDDC update
 - b. GMP Easement Request (Scott Ross)
 - c. Ben Sargent – Short Term Rental
7. Town Officials Business
 - a. Zoning Administrator
 - i. Discuss Roads and Bridges Standards (Road Widths)
 - ii. Application form updates and fee changes
 - b. Conservation Commission
 - i. Discuss forming a Regional Watershed Management Task Force
 - c. Recreation Director
 - i. Mowing Memo
 - ii. Facility Use Agreement—Town Hall Haunted House
8. Transfer Station/Solid Waste Management
 - a. Updates
9. Roads and Bridges
 - a. Updates
 - b. Review and Approve Hell’s Peak Tree Removal Proposal
10. Old Business
 - a. GNAT-TV Hybrid Estimates
 - b. Ratify 09/08/2025 Beautification Bench Request decision
11. New Business
 - a. Thompsonburg Road Closure for Halloween
 - b. Review and Adopt Personnel Policy
 - c. Warn Town Plan Hearing and Adoption (30 days from September 29th)
 - d. Review and Approve Londonderry’s Participation in the National Opioid Settlement
 - e. Approve Itinerant Vendor (Workhorse Sandwich Stop)
12. Executive Session 1 V.S.A. § 313 (a)(1)(F) Confidential attorney-client communications made for the purpose of providing professional legal services to the body.

13. Adjourn

Posted and distributed on September 26, 2025

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

Live video of meetings available at:

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

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

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**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, September 8, 2025, 6 PM
100 Old School Street, South Londonderry, VT 05155

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

Board members absent: None.

Town Officials: Aileen Tulloch, Town Administrator; Tina Labeau, Town Treasurer; Allison Marino, Town Clerk; Sally Hespe, Selectboard Note Taker; John Hurd, Recycling Coordinator; and Pamela Spaulding, Planning Commission.

Others in Attendance: Chrissy Haskins, Dufresne Group; Paul Hendler; George Legace, Center Merrill; Joyce Mathews; A.J. Paige and Monali King, Staff from Ruck-Up Vet's Outpost; and Amanda Fouda, GNAT Videographer.

1. Village Wastewater Project FONSI Hearing Call to Order

Tom Cavanagh called to order FONSI Hearing at 6:00 p.m.

The purpose of the hearing is to comply with Public Law surrounding Finding of No Significant Impact (FONSI) with regards to the South Londonderry Village Community Wastewater Project.

Chrissy Haskins, Dufresne Group, reported results from the environmental review process in several categories:

- Environmental Justice Considerations: No impact.
- Cultural, Historic and Archaeological Resources: Report is in review with Division of Historical Preservation and no impacts are anticipated.
- Land Use: No impact.
- Wetlands, Floodplains, Coastal Zones, Wild and Scenic Rivers: There are wetlands adjacent to the proposed project area, but any impact will be within road prisms. Work within a road prism is not considered an impact to a wetland buffer, and construction within the 100+ floodplain will be limited to buried pipes.
- Fish and Wildlife and Endangered Species: Project might affect 4 protected animal species. Tree cutting will be limited to November – February and road work will only occur within road shoulders in habitat areas.
- Drinking Water and Groundwater Protection: There are 2 hazardous waste sites in or adjacent to the project area. These are underground storage tanks that are not in close proximity to work areas, and soil testing will be conducted.
- Air Quality, Noise and Emissions: Dust from construction will be temporary.

a. Comments and Concerns from the Public

There were no comments.

b. Adjourn Hearing

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Jim Ameden moved to adjourn the hearing at 6:09 p.m., seconded by Martha Dale. The motion passed unanimously.

2. Call Regular Meeting to Order

Chair Tom Cavanagh called the Selectboard meeting to order at 6:09 p.m.

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

Taylor Prouty moved to add Item 8.g.i. "Approve Bench Request" to Towns Official Business, seconded by Martha Dale. The motion passed unanimously.

4. Minutes Approval – Meeting(s) of 8/18/2025

Martha Dale moved to approve the minutes of the Selectboard meeting of 8/18/2025, seconded by Taylor Prouty. The motion passed unanimously.

5. Selectboard Pay Orders

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

6. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- FYI received Ski Magic LLC Event permit request.
- Town Hall Renovation Committee had kickoff meeting with Anand Fedele, Project Manager, Municipal Energy Resilience Program (MERP).
- Awarded Ready Grant for \$15,000 to cover cost of grant writer for the 3 CBDG-DR grant applications due September 30th.
- Town staff and Road Foreman met with Bonny Johnson from Beautification Committee to determine placement of outdoor bench.
- Radar Feedback Sign on Route 11 has been installed and programmed.

The following correspondence can be found in the meeting packet:

- Windham County Sheriff's Office will hold a Regional Policing Public Meeting on September 22nd at the Windam County Courthouse in Newfane and online.
- Letter from Londonderry Rescue Squad to Selectboard urging the closing of the Magic View Motel as a homeless shelter.

Other announcements:

- The Planning Commission has submitted a letter in support of letter drafted by Tom Simmons, Neighborhood Connections, regarding Magic View Motel.
- Town office meeting room shades will be installed tomorrow.
- Clerk's and Treasurer's offices will be closed the 15th and 16th for training.
- Moving forward with signs for meeting rooms.

7. Visitors and Concerned Citizens

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None.

8. Town Officials Business

a. Town Clerk

i. Town Office Open House 10/24/2025

Allison Marino proposed an open house to be held on 10/24/2025 from 3- 6 p.m. for town members to view new renovations and “Meet and Greet” various committee members and the architect.

Martha Dale moved to hold a Town Office Open House on 10/24/2025 from 3 – 6 p.m., seconded by Jim Fleming. The motion pass unanimously.

ii. Okemo Chamber of Commerce – continued membership

Allison Marino recommends not renewing. The Okemo Chamber is not in the Town’s geography and benefits to the municipality are not worth the annual membership.

Jim Fleming moved to discontinue the Town of Londonderry’s membership in the Okemo Chamber of Commerce, seconded by Taylor Prouty. The motion passed unanimously.

b. Town Treasurer

i. Review and Approve Auditor Engagement

Tina Labeau reported a new Auditor engagement letter is needed as the Town has received over the \$750,000 threshold in federal funds. The cost is estimated to be \$5,000 over budget, but Tulloch thinks some could be reimbursed as the audit is a grant requirement.

Martha Dale moved to 1) approve the engagement of Sullivan, Powers and Company for auditing services for fiscal year 2025 and 2) authorize the Town Administrator to sign any and all documents necessary on behalf of the Town, seconded by Taylor Prouty. The motion passed unanimously.

c. Village Wastewater Committee

i. Discuss and Approve Phase I Connections Recommendations

The Wastewater Committee was requested to prioritize the “non-priority” service connections in advance of receiving bid documents.

At their September 5, 2025 meeting the Committee passed a motion to recommend that the Selectboard accept the following order of prioritization of “non-priority” properties: 1) Infill Development; 2) Middletown Road Extension; 3) Main Street Extension; and 4) Old School Street Extension.

Martha Dale commented on the committee’s thoughtful process and recommended the Selectboard accept the priorities in this order.

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Martha Dale moved to approve the order of prioritization of service connections and extensions in addition to the core properties, as provided in a September 5th memo prepared by the Windham Regional Commission, as follows:

- *Option 1- Infill Development*
- *Option 2 - Middletown Road Extension*
- *Option 3 - Main Street Extension*
- *Option 4 - Old School Street Extension*

seconded by Jim Fleming. The motion passed unanimously.

d. Recycling Coordinator

i. Review and Approve Solid Waste Implementation Plan

The new Recycling Coordinator, John Hurd, presented the Plan to the Selectboard for approval. The Plan covers all aspects of the role of the coordinator and follows the format that the State provides. A public hearing was held at which no one showed up. Hurd indicated that his predecessor drafted the plan and he has no concerns. The next step will be to send to State for approval for next 4 years.

Taylor Prouty moved to adopt the 2025 Solid Waste Implementation Plan, seconded by Martha Dale. The motion passed unanimously.

e. Housing Commission

i. Review and Approve Charge change

The Housing Commission proposed a change to the Membership clause of the Charge to make the liaison from the Selectboard a nonvoting member.

Martha Dale moved to move to change the Membership clause of the Housing Commission's charge as follows: The Commission membership shall consist of seven (7) members, including one from the Planning Commission, who shall have a vote on the Commission, and a liaison from the Selectboard, who will be a nonvoting member. Members shall be appointed by the Selectboard and may include residents of other communities. All members shall serve on a voluntary basis, seconded by Jim Fleming. The motion passed unanimously.

f. Recreation Director

i. Appoint Troy Caraway to Parks Board

Jim Fleming moved to appoint Troy Caraway as a Representative to the Parks Board for a term of 3 year(s), seconded by James Ameden. The motion passed unanimously.

g. Beautification Committee

i. Review and Approve Bench Request

Bonny Johnson and other members of the Beautification Committee met with Town administrative staff and the Road Foreman to review location of proposed new bench. It

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was decided to place in the front of the Town Office under one of the birch trees out of the way of the plow.

Jim Fleming moved to approve the purchase of a bench in the amount of \$257.39 for use at the Town Office, seconded by Taylor Prouty. The motion passed unanimously.

9. Transfer Station/Solid Waste Management

a. Updates

None.

10. Roads and Bridges

a. Updates

Taylor Prouty reported on the following projects:

- Culverts replacement on Winhall Station Road is ongoing.
- Winhall Hollow Road culverts have been replaced and paving will start shortly.
- Landgrove Road culvert work is in progress and paving and chip sealing will be done in the coming months.
- Work is ongoing on Edge Hill.

b. Review and Approve Edge Striping Overage

A mistake was made by the contractor in the bid estimate which necessitated a revision. This cost will be paid by a grant and the increase is within the funding available.

Jim Fleming moved to approve payment in the amount of \$10,721.34 to Green Mountain Line Striping LLC., seconded by Taylor Prouty. The motion passed unanimously.

c. Discuss Boynton Road/Hells Peak Road Tree Removal

Tree work estimate from Save-a-Tree is \$9,500, \$2,000 over the budget of \$7,500. To stay within budget, options are to do \$7,500 of tree work at Boynton Road or do entire project on Hells Peak Road for under \$5,000. Trees on Hells Peak are already dead, so it was decided to remove those trees first to mitigate future hazards. Taylor Prouty will request that Save-a-Tree identify ash trees, as that removal is covered by funding.

d. Review and Approve Overweight Permit

Martha Dale moved to approve the excess weight permit(s) for: McElwain Contracting, LLC. and authorize the Town Administrator to execute the permit(s) on behalf of the Town., seconded by James Ameden. The motion passed unanimously.

e. Discuss Route 100 Sidewalk in South Londonderry

Chrissy Haskins, Dufresne Group, reported that sections of sidewalk on Route 100 and Main Street will be disturbed during Wastewater construction project and need to be replaced to meet State standards. Replacement will be complicated as required setbacks will make it

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necessary to move some existing retaining walls. The board decided to hold off on replacement now and wait for Town Revitalization Plan.

11. Old Business

a. Approve Public Hearing Notice on 9/25/2025 at 5:00 p.m. for CDBG-DR Funding

The CDBG-DR grant application requires a Public Hearing.

Martha Dale moved to Warn a Public Hearing Notice on 9/25/2025 at 5:00pm at the Town Office, for the purpose of hearing public comment on the Town's intent to apply for CDBG-DR grant funding, such notice to be warned at least 15 days prior to the hearing, seconded by James Ameden. The motion passed unanimously.

12. New Business

a. Discuss using Economic Fund to fund Flood Protection Study

Warften Engineering has submitted a proposal for a Feasibility Study to examine floodproofing solutions for six businesses located on North Main Street in Londonderry. The engineer will donate some of their time, bringing the estimated cost to \$6,545. The cost would be split by the Town and businesses owners. The Town would pay half and property owners would divide the remainder. Center Merrill indicated he is willing to pay for 2 businesses bringing the cost for remaining businesses to \$500.

Jim Fleming moved to approve expending the amount of \$3,545 for the purposes of funding a portion of a proposed Feasibility Study Flood Protection and Mitigation, North Main Street, Londonderry VT, seconded by Martha Dale. The motion passed unanimously.

b. Review and Approve Town Office Chimney Rebuild Proposal

GPI, the contractor who renovated the Town Office noted the chimney needed a new liner, but it was later determined that the whole chimney needs to be rebuilt. The estimate received is in line with market price. Funds from the Building Reserve will be used.

Jim Fleming moved move to accept the proposal from Black Magic Chimney Sweeps to provide services relating to chimney repair, estimated to cost \$20,205.00 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to conduct the necessary work, seconded by James Ameden. The motion passed unanimously.

c. Discuss Selectboard Meeting Schedule and Public Hearings

The Planning Commission needs to move forward with Town Plan, which expires October 2nd. The Plan needs to be current to apply for CDBG-DR funding. The next Selectboard Meeting will be moved to September 29th, at which time the Selectboard will accept the plan and issue warning as required.

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Taylor Prouty moved to move the next Selectboard Meeting on September 22 to September 29th, seconded by Jim Fleming. The motion passed unanimously.

d. Approve Ruck-up Coin Drop

A.J. Paige, of Ruck-up Veteran's Project requested permission to hold a coin drop fundraiser in October. For the past several years, this fundraiser raised an average of \$2,300 for the organization, which is distributed to veterans and their families across New England.

Jim Fleming moved move to approve the request from Ruck Up, Inc. to hold a coin drop fundraiser on VT Route 11 in the vicinity of Hell's Peak Road on October 18, 2025, with a rain date of October 19, 2025, subject to provision prior to the event of acceptable written proof of adequate liability insurance and written proof of authority to conduct the event from the State of Vermont Agency of Transportation, seconded by James Ameden. The motion passed unanimously.

e. Approve Town Hall Facility Use (Weston Theatre)

The Weston Theatre lost their rehearsal space and requested use of Town Hall.

Martha Dale moved to authorize the use of the Town Hall for rehearsals between September 6 through the 21st, and to authorize the Town Administrator to sign the facility use agreement on behalf of the Town, seconded by James Ameden. The motion passed unanimously.

f. Approve Town Office Facility Use (PVR) for 09/08/2025

Taylor Prouty moved to authorize the use of the Town Office for the Regional Assessment Districts' Stakeholder meeting on 09/08/2025, and to authorize the Town Administrator to sign the facility use agreement on behalf of the Town, seconded by James Ameden. The motion passed unanimously.

g. Discussion on presentation from Todd Menees on Williams Dam

Todd Menees, River Management Engineer of the Vermont Department of Environmental Conservation, would like to make a presentation mid-October on options for the dam. All agreed it is important to keep this conversation going.

13. Adjourn

Jim Fleming moved to adjourn the meeting, seconded by Taylor Prouty. The motion passed unanimously.

The meeting adjourned at 7:26 PM.

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Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

**Town of Londonderry, Vermont
Selectboard**

DRAFT

Meeting Minutes

Thursday September 25, 2025 – 5:00 PM

100 Old School Street, South Londonderry, VT 05155

Board members present: Thomas Cavanagh, Jim Fleming and Taylor Prouty.

Board members absent: James Ameden, Jr, Martha Dale

Town Officials: Aileen Tulloch, Town Administrator, Pamela Spaulding, Planning Commission, Jen Greenfield, Planning Commission

Others in Attendance: Karen Geraghty, KG Consulting (online), Keegan Douglas, GNAT-TV (online)

1. Open Public Hearing on Community Development Block Grant - Disaster Recovery (CDBG-DR) grant applications

Tom Cavanagh called the Public Hearing on Community Block Grant – Disaster Recovery applications to order at 5:00 pm.

a. Presentation on Expand Wastewater System Grant (07110-DR-IG-2025-Londonderr-13)

Karen Geraghty of KG Consulting VT explained that The Vermont Agency of commerce and Community Development has received \$67,845,000 from US Department of Housing and Urban Development (HUD) in Community Development Block Grant- Disaster Recovery (CDBG-DR) funds in response to Vermont's July 2023 floods FEMA Disaster Declaration 4720. These funds will help communities with the necessary expenses related to disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization in the most impacted and distressed areas receiving major disaster declarations, for CDBG-DR eligible activities and addressed a national objective of benefitting low and moderate income people and addressing an urgent need. The Federal Register mandates \$54,276,000 must be used to serve communities in HUD-Identified MID areas (Most Impacted and Distressed Area). The remaining \$13,569,000 may be used to address unmet needs in the State-Identified MID areas (Caledonia, Orleans, Rutland, Windham, and Windsor Counties).

She then went on to explain the first application for expanding the Wastewater system:

The Town has been awarded a \$4,143,300 ARPA grant from the State of Vermont for the design and construction of a community wastewater system for the village of South Londonderry. This funding included design engineering for a future expansion of the system, but not sufficient funding to cover the entire cost of construction of the expansion. The initial phase will be completed in 2026 and will provide treatment for up to 6,480 gallons of wastewater per day. The proposed expansion would increase capacity by an additional 6,480 gallons per day, for a total of 12,960 gallons.

CDBG-DR Grant Fund Amount Requested: \$1,050,000

i. Concerns and Questions from the Selectboard

Jim Fleming asked where the funds were held and whether they were guaranteed.

Answer: They are currently being held by HUD and we haven't submitted the grant application or been awarded anything yet, so nothing is guaranteed.

ii. Concerns and Questions from the Public

Pam Spaulding asked if the requested funding was for Phase I of the project or for Phase II.

Answer: This would be for Phase II.

b. Presentation on Replace Culverts Grant Application (07110-DR-IG-2025-Londonderr-34)

Geraghty explained that this application was for two culvert replacements.

- Windy Rise Lane West Culvert # 2 – The Town received a Highways Structures grant for \$200,000 for a total estimated cost of \$450,000 in July of 2025 to replace the culvert. If fully funded the project could go out to bid in Spring 2026, with engineering and bidding costs being completed Summer 2026 and bids for construction going out in Fall of 2026. Construction would be completed late summer/early fall 2027.
- Barker Road Culvert #18 -- The Barker Road Culvert sits below the Rinehart road Culvert, which is being replaced with a box culvert in summer/fall 2025 (funded by FEMA). Both the previous Rinehart culvert and the Barker Road culvert were repeatedly washed out in the floods of 2023, and it is presumed that with a larger box culvert upstream, Barker Road will be even more vulnerable to flood damage.

CDBG-DR Grant Fund Amount Requested: \$750,000.00

i. Concerns and Questions from the Selectboard

Taylor Prouty asked whether the deadline for the Structures grant for the Windy Rise Lane West Culvert works with the timeline for the CDBG-DR grant.

Answer: Yes, the Structures grant has a deadline of 12/31/2027.

ii. Concerns and Questions from the Public

None.

c. Presentation on Flood Proofing Feasibility and Cobble Ridge Bridge Engineering Studies CDBG-DR Application (07110-DR-PG-2025-Londonderr-33)

Geraghty moved on to the last application which is a planning grant application for:

- North Village Flood Proofing Feasibility Scoping Study --The North Village Flood Proofing Feasibility Scoping Study would identify ways in which the North Village businesses could prevent loss of property and revenue during flooding events and other natural disasters, lessening or eliminating the need for economic recovery, which would provide for the North Villages economic sustainability, and retain local jobs.
- The Cobble Ridge Road Bridge replacement study--would fund engineering for replacing the existing Cobble Ridge Road Bridge, which was badly damaged during the July 2023 flood event with a new bridge of at least 68 feet, would be bid out in Fall of 2025. The engineering could

conclude by Spring of 2026. At a cost estimated at about 5 million, the engineering study could help the Town receive funding for the construction phase of the project, which the Town would start seeking at the conclusion of the engineering phase.

CDBG-DR Grant Fund Amount Requested: \$300,000

i. Concerns and Questions from the Selectboard

None.

ii. Concerns and Questions from the Public

None.

2. Adjourn Public Hearing

Tom Cavanagh moved to adjourn the public hearing at 5:16pm, seconded by Jim Fleming. The motion passed unanimously.

3. Call Regular Meeting to Order

Chair Tom Cavanagh called the Special Selectboard meeting to order at 5:17 pm.

4. Additions or Deletions to the Agenda

[\[1 V.S.A. 312\(d\)\(3\)\(A\)\]](#)

None.

5. New Business

a. Vote to Adopt 07110-DR-IG-2025-Londonderr-13 Expand Wastewater System Grant Funding Resolution

Cavanagh read out the following resolution:

Single Applicant 07110-DR-IG-2025-Londonderr-13 (Wastewater System Expansion)

WHEREAS, the Town of Londonderry, Vermont (hereinafter "Applicant") is applying for a Grant under the Vermont Community Development Program CDBG-DR; and

WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Vermont.

Now, THEREFORE, BE IT RESOLVED as follows:

1. that Applicant possesses the legal authority as defined in the State Act [10 VSA §683(8)] to apply for the grant and to administer the program; and

2. that Applicant apply for a grant under the terms and conditions of said program and agree hereby to enter into Certifications and Assurances there of; and

3. the Applicant has a duly adopted and current Municipal Plan 10/02/2017 (Date Adopted) and that the project is consistent with said plan; and

4. the Applicant has received documentation from the Regional Planning Commission that the project is consistent with the "Regional Plan; and

5. that is hereby authorized to be Contact Person and as such to Aileen Tulloch, Town Administrator provide, on behalf of Applicant, all documents and information necessary for the completion of said application and to provide such coordination as may be necessary for said application; and

6. that Aileen Tulloch, Town Administrator who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal Authorizing Official (MAO) for the Grants Management On-line System, Intelligrants; and

7. that it is understood that, if the application is funded, the receipt of CDBG funds, as federal funds passed through the State of Vermont, may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that CDBG funds may be used to fund only a limited portion of the audit cost.

Jim Fleming moved to 1) Adopt the 07110-DR-IG-2025-Londonderr-13 Expand Wastewater System Grant Funding Resolution as read, and 2) to authorize the Town Administrator to execute any and all documentation necessary to secure and execute the grant, seconded by Taylor Prouty. The motion passed unanimously.

b. Vote to Adopt 07110-DR-IG-2025-Londonderr-34 Replace Culverts Grant Funding Resolution

Cavanagh read out the following resolution:

Single Applicant 07110-DR-IG-2025-Londonderr-34 (Replace Culverts)

WHEREAS, the Town of Londonderry, Vermont (hereinafter "Applicant") is applying for a Grant under the Vermont Community Development Program CDBG-DR; and

WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Vermont.

Now, THEREFORE, BE IT RESOLVED as follows:

1. that Applicant possesses the legal authority as defined in the State Act [10 VSA §683(8)] to apply for the grant and to administer the program; and
2. that Applicant apply for a grant under the terms and conditions of said program and agree hereby to enter into Certifications and Assurances there of; and
3. the Applicant has a duly adopted and current Municipal Plan 10/02/2017 (Date Adopted) and that the project is consistent with said plan; and
4. the Applicant has received documentation from the Regional Planning Commission that the project is consistent with the "Regional Plan; and
5. that is hereby authorized to be Contact Person and as such to Aileen Tulloch, Town Administrator provide, on behalf of Applicant, all documents and information necessary for the completion of said application and to provide such coordination as may be necessary for said application; and
6. that Aileen Tulloch, Town Administrator who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal Authorizing Official (MAO) for the Grants Management On-line System, Intelligrants; and
7. that it is understood that, if the application is funded, the receipt of CDBG funds, as federal funds passed through the State of Vermont, may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that CDBG funds may be used to fund only a limited portion of the audit cost.

Taylor Prouty moved to 1) Adopt the 07110-DR-IG-2025-Londonderr-34 Replace Culverts Resolution as read, and 2) to authorize the Town Administrator to execute any and all documentation necessary to secure and execute the grant, seconded by Jim Fleming. The motion passed unanimously.

c. **Vote to Adopt 07110-DR-PG-2025-Londonderr-33 Flood Proofing Feasibility and Cobble Ridge Bridge Engineering Studies**

Cavanagh read out the following resolution:

Single Applicant 07110-DR-IG-2025-Londonderr-33 (Flood Proofing Feasibility and Cobble Ridge Bridge Engineering Studies)

WHEREAS, the Town of Londonderry, Vermont (hereinafter "Applicant") is applying for a Grant under the Vermont Community Development Program CDBG-DR; and

WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Vermont.

Now, THEREFORE, BE IT RESOLVED as follows:

1. that Applicant possesses the legal authority as defined in the State Act [10 VSA §683(8)] to apply for the grant and to administer the program; and
2. that Applicant apply for a grant under the terms and conditions of said program and agree hereby to enter into Certifications and Assurances there of; and
3. the Applicant has a duly adopted and current Municipal Plan 10/02/2017 (Date Adopted) and that the project is consistent with said plan; and
4. the Applicant has received documentation from the Regional Planning Commission that the project is consistent with the "Regional Plan; and
5. that is hereby authorized to be Contact Person and as such to Aileen Tulloch, Town Administrator provide, on behalf of Applicant, all documents and information necessary for the completion of said application and to provide such coordination as may be necessary for said application; and
6. that Aileen Tulloch, Town Administrator who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal Authorizing Official (MAO) for the Grants Management On-line System, Intelligrants; and
7. that it is understood that, if the application is funded, the receipt of CDBG funds, as federal funds passed through the State of Vermont, may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that CDBG funds may be used to fund only a limited portion of the audit cost.

- d. *Jim Fleming moved to 1) Adopt the 07110-DR-IG-2025-Londonderr- Flood Proofing Feasibility and Cobble Ridge Bridge Engineering Studies Grant Funding Resolution as read, and 2) to authorize the Town Administrator to execute any and all documentation necessary to secure and execute the grant, seconded by Taylor Prouty. The motion passed unanimously.*

6. Adjourn

Taylor Prouty moved to adjourn the meeting, seconded by Jim Fleming. The motion passed unanimously.

The meeting adjourned at 5:24 pm.

Respectfully Submitted,

Town of Londonderry, Vermont
Selectboard Meeting Minutes - September 25, 2025

Respectfully Submitted,

Aileen Tulloch, Town Administrator

Approved
LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

2025 BDCC/SeVEDS Select Board Visit Overview

- Our staff attends at least one Selectboard meeting a year in your town. We are always happy to come back or visit other committees to talk about specific programs, projects or services.
- The Annual Report is a succinct way to learn about what we've worked on the past year. View current and past reports at: <https://brattleborodevelopment.com/bdcc-seveds-annual-reports/>
- Our newly updated website is a great way to learn about our work: <https://brattleborodevelopment.com/>
- The [Windham Region Economic Data Dashboard](#) is an interactive tool developed by BDCC that provides real-time, localized economic data for the Windham Region of Vermont. <https://tinyurl.com/52syevwp>
- SeVEDS and BDCC partner with Bennington County on a regional public process to develop a Comprehensive Economic Development Strategy (CEDs) that defines the region's longer term (5 year) strategy. More information at: <https://www.vermontzone.com/ceds>.
- This year, we are asking Select Board members to fill out a short survey to help BDCC understand the opportunities and priorities of your town, communicate our work effectively, and align our efforts with shared regional priorities. This can be filled out digitally here: <https://tinyurl.com/yc7jxnt4>, or you received a copy via email you can print out and fill out as a hard copy.

Planning, Programs and Services – Recent Updates

- **Southern Vermont Economy Project** - SVEP helps build regional capacity to support important local economic and community development projects. This includes gatherings for municipal leaders as well as board development training and network gatherings to support local nonprofits and community projects. SVEP also programs the annual Southern Vermont Economy Summit: <https://www.vermontzone.com/25-summit-recap>
- **Business Technical Assistance & Lending** - BDCC supports businesses at all stages, from potential startup to succession planning and transitions. BDCC has multiple flexible lending products to meet small business needs, and are running new LaunchPad Cohorts and BizConnect meetups around the region. Find out more via this link to their programming: <https://brattleborodevelopment.com/what-we-do/business-assistance/>
- **Business Recovery and Resilience** - BDCC is on frontlines, working with municipalities and business owners significantly impacted by adverse events (like the 2011 and 2024 floods or the 2020 COVID-19 pandemic), starting with administering donated funds and technical assistance to businesses to support recovery.
- **Comprehensive Economic Development Strategy (CEDs) update** - The 2024-2020 SoVT Zone CEDs was completed in 2024 and approved in June of 2025 by the EDA. Read the report at: www.vermontzone.com/ceds
- **CEDs Projects and Priority Projects** - BDCC collects information annually about key local projects, both public and private sector efforts. These annual CEDs updates are ranked to find “vital projects”, and used by regional partners including the regional commission to identify projects that fit state program priorities.
- The **Pipelines and Pathways Program (P3)** - We want Windham County students to graduate with a solid plan for success, whether college or workforce-bound. From Annual ‘Reality Fairs’ and ‘Fearless Futures’ events to Senior Survival and Wings classes, P3 helps 700 students each year chart a course for the future.
- **Southern Vermont Young Professionals** helps young adults in their 20's-40's advance their careers and deepen their connections in the region. Combining socializing and recreation, professional development, networking, and community engagement. Find events at <https://brattleborodevelopment.com/sovtyps/>
- **Welcoming Communities** is working to create a thriving and welcoming region. We help employers welcome newcomers from across the country and across the globe. Read more about this program and partnerships here: <https://www.welcomingcommunitiesvt.com/>
- **Workforce Center of Excellence** - Thanks to funding from the Northern Borders Regional Commission, BDCC has been offering programming to meet the needs of working adults ready for new career opportunities. Contact jspanierman@brattleborodevelopment.com to learn more about upcoming classes.

BDCC Selectboard Engagement Survey

Dear Windham Region Town:

This short survey helps BDCC understand the opportunities and priorities of your town, communicate our work effectively, and align our efforts with shared regional priorities. Your input will inform our annual planning and ensure that BDCC's resources best support the collective goals of local governments across the region. There are three options to complete:

1. Online at: <https://tinyurl.com/yc7jxnt4>
2. Fill out by hand then scan and email to Meg Staloff at BDCC:
mstaloff@brattleborodevelopment.com
3. Or return a hard copy to the BDCC staff person who attends your selectboard meeting.

In addition, when we meet with your board, we would like to ask you to tell us about:

- Biggest opportunities or challenges your town is working through
 - Any recent changes or trends we should know about
 - How storms or flooding are affecting your community
 - Where regional collaboration or support could be most helpful
-

Section 1: Your Role & Context (request to be filled out by each member)

☐ Your Name (Optional): _____

☐ Your Town: _____

☐ How long have you served on your Selectboard?

- ☐ Less than 1 year
- ☐ 1–3 years
- ☐ 4–6 years
- ☐ 7+ years

How familiar are you with the work of BDCC?

- ☐ Very Familiar
- ☐ Somewhat familiar
- ☐ Not very familiar
- ☐ Not at all familiar

Section 2: Municipal Opportunities & Economic Priorities

- ☐ Which areas of economic development present the greatest opportunities or challenges for your municipality? Please select up to three. If your town's opportunity or challenge (s) are not on this list, please add under other.

- ☐ Sufficient number of businesses that can support living wages
- ☐ Broadband access or affordability
- ☐ Housing availability
- ☐ Workforce or labor force issues
- ☐ Public transportation
- ☐ Transportation infrastructure (roads, bridges, culverts)
- ☐ Childcare access
- ☐ Population decline
- ☐ Flooding
- ☐ Water/wastewater
- ☐ Education
- ☐ Healthcare
- ☐ Other: _____

- ☐ What are the top ways your town contributes to the broader regional economy? (examples: workforce commuting, shared schools, healthcare, recreation)

- ☐ What services does your town rely on the broader regional economy for? (examples: workforce commuting, shared schools, healthcare, recreation)

- ☐ What regional collaboration would benefit your community most? (examples: joint infrastructure, shared services, marketing the region, etc.)

- ☐ What are your municipality's top 1–2 priorities for the coming year that could benefit from regional support?
-
-

Section 3: BDCC Partnership & Communication

- ☐ What BDCC programs or services have been most valuable to your community?
(Check all that apply or leave blank if unsure)

- ☐ Community Facilities Technical Assistance
- ☐ Business Assistance (Startup, Expansion)
- ☐ Workforce/Internship Programs (P3, Reality Fair etc.)
- ☐ Town Meeting Presentations
- ☐ Southern Vermont Economy Summit
- ☐ Southern Vermont Economy Project (Municipal Leader Network, Get on Board, Webinars, Grant Training Workshops)
- ☐ CEDS Development (Economic Development Strategy)
- ☐ Town Bulletins
- ☐ Young Professionals Events
- ☐ Other: _____
- ☐ Not sure

- ☐ How would you prefer to receive regional economic and community development updates from BDCC? (Select all that apply)

- ☐ Emailed updates or newsletters
- ☐ Mailed updates or newsletters
- ☐ In-person presentations
- ☐ Zoom briefings (could be scheduled regularly)
- ☐ Updates to our website www.BrattleboroDevelopment.com
- ☐ Other: _____

Section 4: Looking Ahead

1. What suggestions do you have for how BDCC could better serve your municipality?
(examples: joint infrastructure, shared services, marketing the region, etc.)

2. Would you or members of your board/staff be interested in peer-to-peer learning with other towns?

Thank You!

Your input supports our shared goal of strengthening the economy and quality of life across the region. If you'd like to follow up with us or request assistance directly, please contact Meg Staloff at mstaloff@brattleborodevelopment.com.

Fw: Scott Ross Electric to 2486 vt rt 11 - via town pole next door - request green mt power

From Will Goodwin <ZONINGADMIN@londonderryvt.org>

Date Thu 9/18/2025 2:18 PM

To Aileen Tulloch <townadmin@londonderryvt.org>; Mercedes Ross <benzifast@gmail.com>

 1 attachment (2 MB)

Ross.png;

Mr Ross on Rt 11 would like to run power through the town owned lot next door.

Will

From: Scot Ross <scotkross@gmail.com>

Sent: Thursday, September 18, 2025 10:43 AM

To: Will Goodwin <ZONINGADMIN@londonderryvt.org>; benzifast <benzifast@gmail.com>; Scot Ross <scotkross@gmail.com>

Subject: Scott Ross Electric to 2486 vt rt 11 - via town pole next door - request green mt power

Hi Will,

Thank you in advance. I also left you a voicemail to follow up on this email.

Scott has been informed by Green Mountain Power that they would like to use the utility pole on town property, next to his property, to bring electricity to his home. The pole is out in the field, and Scott would bring the line underground from that pole to his property—if the town allows it.

I'm really hoping the town can approve this, as the process since the flood has been difficult, and we're trying to get Scott back in his home before winter.

I'm available anytime at 303-618-6233 if you'd like to discuss.

Thank you so much,

Mercedes

**TOWN ROAD AND BRIDGE STANDARDS
LONDONDERRY, VERMONT
Adopted 9/9/13**

The Town of Londonderry hereby adopts the following Town Road and Bridge Standards which shall apply to the construction, repair, and maintenance of all town roads and bridges.

The standards listed here are considered minimum and apply to construction projects and repair and maintenance activities. The standards include management practices and are designed to: ensure the safety of the traveling public, minimize damage to road infrastructure during flood events and enhanced water quality protections by minimizing sediment delivery to surface waters and/or wetlands.

The selectboard reserves the right to modify the standards for a particular project or repair or maintenance activities where, because of unique physical circumstances or conditions, there is no possibility that the project or activities can be completed in strict conformance with these provisions. Any modifications to the standards must be done in a manner that serves the underlying intent of the management practice, be it public safety, flood hazard avoidance, or water quality protection. Fiscal reasons are not a basis for modification of the standards. Questions about modifications to the standards should be directed to the VTrans District Office.

Municipalities must comply with all applicable state and federal approvals, permits and duly adopted standards when undertaking road and bridge activities and projects.

Any new road regulated by and/or to be conveyed to the municipality shall be constructed according to the minimums of these standards. If any federal and/or state funding is involved in a project, the VTrans district office must be notified prior to any field changes taking place that would alter the original scope of work.

Roadways

- All new or substantially reconstructed gravel roads shall have at least a 12-inch thick processed gravel sub-base, with an additional 6 inches (minimum) top course of crushed gravel.
- All new or substantially reconstructed paved roads shall have at least 15 inches thick processed gravel sub-base.
- All roadways shall be graded so water does not remain on the road surface. For roadways that are not super-elevated, this generally means a 2-4% (1/4" – 1/2" per ft) crown for gravel roads and a 1-2% (1/8" – 1/4" per ft) crown for paved roads to promote sheeting of water.
- Proper grading techniques for gravel roadways must be used to avoid creating a ridge or berm between the crown and the ditch.
- Any berm along the roadway shoulder that prevents the proper sheeting of water must be removed.

Ditches and Slopes

Soil exposed during the ditch and slope construction, repair or maintenance must be treated immediately following the operation and temporary erosion prevention and sediment control practices must be installed and maintained during construction activities and until the ditch or slope is permanently stabilized.

The following are minimum erosion control measures. Careful attention must be given to areas vulnerable to erosion and immediately adjacent or discharging to surface waters and/or roadway drainage facilities:

- Seed and mulch all ditches with grades less than 5% when undertaking projects or repairs or maintenance activities that result in exposed soil. Vegetation must be established and monitored. If vegetation is not established within 10 days placement, install biodegradable non-welded matting with seed.
- Stone line all new or reconstructed ditches or whenever soils are disturbed by maintenance activities with grades equal to and greater than 5%; alternatively, install stone check dams. The check dams must meet criteria outlined in the *"Standards and Specifications for Check Dams,"* from the *Vermont Standards and Specifications for Erosion Prevention and Sediment Control*. Specifically, dams must be placed so that the crest of the downstream check dam is at the same elevation as the base of the upstream dam.
- Create parabolic (wide "U" shaped) ditches when constructing new or substantially reconstructing ditches, rather than narrow "V" shaped ditches wherever lateral space allows. Ditches with gradual side slopes (maximum of 1:2, vertical to horizontal ration) and a wide bottom (at least 2 feet) are preferred. Use biodegradable, non-welded matting to stabilize side-slopes where slopes are greater than 1:2 and less than 1:1 ½; apply seed and mulch to any raw or exposed side-slope if slopes are less than 1:2.
- All ditches must be turned out to avoid direct outlet into surface waters. There must be adequate outlet protection at the end of the turnout, either a structural (rock) or vegetative filtering area.
- If in the best professional engineering judgment of the VTrans Operations Division, there is a cost effective ditch treatment that will meet the intent of the management practices described above, but represents a departure from these standards, the municipality may implement the more cost effective ditch treatment alternative with the professional recommendation submitted in written form by VTrans prior to the municipality executing the work.
- When constructing new or substantially reconstructing side slopes, use appropriately sized stone armament on slopes that are 1:1 ½ or greater. If perennial streams are affected by the toe of slope the project must conform to the statewide Stream Alteration standards.

Culverts and Bridges

- Replacement of existing culverts and any new culvert must have a minimum culvert diameter of 18 inches.

- Replacement of existing bridges and culverts and any new bridges and culverts must be designed in accordance with the VTrans Hydraulic Manual, and, in the case of perennial streams, conform to the Stream Alteration standards.
- All new driveway culverts must have a minimum diameter of 15 inches.
- When installing or replacing culverts, use appropriate techniques such as headwalls and wingwalls, where there is erosion or undermining or where it is expected to occur.
- Install a splash pad or plunge pool at the outlet of new or repaired drainage culverts where there is erosion or where erosion may occur. Splash pads and plunge pools are not appropriate for use in streams supporting aquatic life.

Guardrails

When roadway, culvert, bridge, or retaining wall construction or reconstruction projects result in hazards such as foreslopes, drop offs, or fixed obstacles within the designated clear-zone, a roadside barrier such as guardrail must be installed. The most current version of the AASHTO Roadside Design Guide will govern the analysis of the hazard and the subsequent treatment of that hazard.

Access Management

The town must have a process in place, formal or informal, to review all new drive accesses and development roads where they intersect Town roads, as authorized under 19 V.S.A. Section 1111. Towns may reference VTrans A-76 Standards for Town & Development Roads and B-71 Standards for Residential and Commercial Drives; and the VTrans Access Management Program Guidelines for other design standards and specifications.

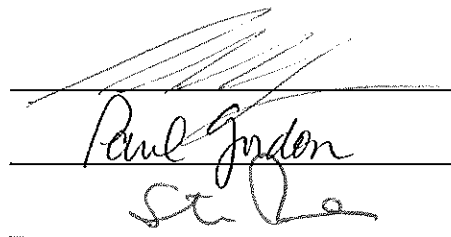
Training

Town highway maintenance crews must collectively attend a minimum total of 6 hours of training per year on best road management practices. The town must keep documentation of their attendance for a period of three years.

Passed and adopted by the Selectboard of the Town of Londonderry, State of Vermont on 9/9, 2013.

Selectboard:




Paul Gordon
St. La

534 Magic Circle
Londonderry, VT 05148
August 20, 2025

Dear Londonderry Selectboard,

At the conclusion of the Londonderry Resilience Project, it was determined that the Londonderry Conservation Commission would undertake the project of forming a regional watershed management task force. The purpose of this task force is to evaluate management solutions recommended by the Regional Watershed Study conducted by the state to improve our resilience to flooding and to work with stakeholders for implementation. To that end, we request that the Town of Londonderry form such a task force with Helen Hamman and one other person from Londonderry to be nominated by the Selectboard. We request that the Londonderry Selectboard contact the selectboards in both Weston and Landgrove and request that they nominate two of their town residents to also join the task force, resulting in 6 members. The Regional Watershed Study conducted by the state had 36 possible projects on the West River, with 19 projects in Londonderry and 17 in Weston. It also earmarked 10 locations on the Utley Brook between Londonderry and Landgrove.

Thank you for your consideration,

Sincerely,



Helen Hamman
hchamman@gmail.com
Londonderry Conservation Commission

Londonderry Mowing Document

The Londonderry Parks Board & the Mountain Towns Recreation Director would like to be on record that they have and will continue to mow & trim the Londonderry Parks and official town properties listed below.

- Pingree Park
- Memorial Park
- Williams Park
- Buxton Park
- Town Office property
- Town Hall property
- Prouty property – front section
- Aiken's Corner

While other duties such as landscaping and facilities maintenance are also under our responsibility for the 4 parks, mowing and trimming is the extent of the responsibilities for the other town properties (Town Office, Town Hall, Prouty Property, Aikens Corner). If it becomes necessary for alteration to the roles and responsibilities, budgetary adjustments may be necessary.

FOR FURTHER CONVERSATION:

	Mow/Trim	Landscape	Plowing	Shoveling
Pingree Park	Parks	Parks	Road Crew	X
Memorial Park	Parks	Parks	Road Crew	X
Williams Park	Parks	Parks	X	X
Buxton Park	Parks	Parks	X	X
Town Office	Parks	Beautification Committee	Road Crew?	??
Town Hall	Parks	X	Contract?	??
Prouty Land	Parks	X	Road Crew	X
Aiken's Corner	Parks	Lawrence / Beautification Committee	X	X

TOWN OF LONDONDERRY
FACILITY USE POLICY AND AGREEMENT
Approved as amended January 4, 2016

The Town of Londonderry has a number of facilities that are available for use by Londonderry residents, taxpayers and their guests. It is the intent of the Town to have the facilities used as frequently as possible, but it is the obligation of the Town to ensure that its facilities are maintained in good condition and their use and maintenance do not impose an undue financial cost on the Town's residents. This policy is intended to help ensure that the Town's facilities will be well maintained, enjoyable, accommodating, will provide a safe environment and that the Town will be fair and consistent with all parties wishing to use its facilities.

This policy applies to these facilities: Londonderry Town Hall, Twitchell Building (Town Office Building), Pingree Park Pavilion, and the Memorial Park Pavilion.

The Town of Londonderry will make these facilities available on a first come, first serve basis for individuals, groups and organizations during times when the facilities are not being utilized for Town of Londonderry programs or by Town staff, boards, commissions and committees, or Town of Londonderry sponsored events.

Smoking is prohibited at all Town facilities. Responsible use of alcohol is permitted by attendees of legal age.

A variety of low impact uses are acceptable, providing the use is legal and orderly, and doesn't exert undue impact or wear and tear on the buildings. In general, commercial use or functions for private profit are not offered but will be considered by the Select Board on a case by case basis.

In the case of use by school or other under aged groups, there must be adult supervision on the premises at all times.

FACILITY USE AGREEMENT

Social service and community service groups, individuals, businesses, and non-profit groups wishing to use the facilities are required to complete a Facility Rental Agreement for each event.

Users must return the facilities in a neat, orderly and clean condition after their use. Users will be responsible for, and liable to, the Town for all repairs to the facilities required as a result of damage caused by users.

There will be a \$50 refundable security deposit required for use which can be used for cleanup (if required). Additional charges for cleanup may be imposed.

For usage of the Town Office/Twitchell Building, the \$50 refundable security deposit required can be used for cleanup (if required) and for the key necessary to access the building. Users are required to contact the Town Office at least 48 hours prior to an event in order to receive a security access code, and key.

Due to insurance restrictions, the following are requirements for use of town facilities:

- Small, informal events such as birthday and anniversary parties do not need to provide liability insurance.
- Larger events such as a wedding reception with alcohol, theatrical event charging admission, etc., are required to carry liability insurance. The user can go online with PACIF and pick up a "TULIP" (temporary use liability insurance policy). Please see the town office for more information.
- Any business using the facilities for profit must carry liability insurance. For businesses and organizations that already carry insurance, the Town of Londonderry is to be named as "additional insured".
- It is highly recommended that any event where alcohol is served use a licensed caterer and/or have a liability insurance policy.
- When an insurance policy is required, documentation must be furnished before this document is signed and use of facilities is approved.

This Agreement, dated September 22, 20 25 is between the Town of Londonderry and Mountain Towns Recreation. The parties agree to the conditions as listed in this document.

FACILITY: TOWN HALL

EVENT: HAUNTED HOUSE

DATE: 10/31/25

A copy of liability insurance will be attached to this agreement when required.

Town of Londonderry: By _____ (Authorized Agent)

User LIAM ELIO

Address: 100 OLD SCHOOL ST Town South Londonderry St VT Zip 05155

Phone: 802.824.6996

MTR - TOL (Organization, if applicable)



Carr Tree - SavATree
828 VT Route 30
Jamaica, VT 05343

Proposal - Tree Removal Project - Day Rate

Date: 9/22/2025

Prepared for:

Taylor Prouty, Town of Londonderry

100 Old School St, South Londonderry, VT 05155

Account Key: 8873257

Service Location: Hells Peak Road, Londonderry VT / any other locations if designated by the Town

Objectives: Reduce tree risk/encroachment on town road

Rates: \$3950 includes tree crew/equipment/traffic control for one working day. Also includes disposal of up to one load (70 cu. yds/25k lbs) of waste wood/biomass.

Scope of Work:

- We will provide certified flaggers and signage to comply with MUTCD/OSHA. One lane will remain open to alternating traffic with the exception of several brief closures.
- Spend one working day, starting near the Humpfrey Property (1070 Hells Peak) with the removal of (2) large dead maple trees. Continue removing trees in Town ROW on Hells Peak Rd, targeting dead/dying trees, trees with obvious structural defects, ash trees (EAB), and/or as designated by the Town, with some possible incidental pruning of low-hanging branches.
- Dismantle trees as needed with bucket truck prior to felling, for safety and to prevent damage to roadway.
- Cut stumps low and level with chainsaw, to a height not to exceed the diameter of the stump, above any embedded rocks/metal/stonewall etc (if any).
- Chip/load generated debris into trucks and haul away for disposal.
- Rake/blow affected areas (limited in wooded/unmaintained areas).
- Perform any additional work (if any is requested) on a time and materials basis.

AUTHORIZATION

I authorize the work described above and agree to the standard terms and conditions available at <https://www.savatree.com/documents/terms-and-conditions.pdf>

Signed: _____

Name & Title: _____

Date: _____



Londonderry Hybrid Setup Options

Below are three hybrid setup options for Londonderry's meeting space, all at varying costs. Each one includes a map of the space with equipment placement and camera view range; a pros and cons list; and pricing of equipment.

Estimate Summaries

Option	Price	Description
Option 1 - All-In-One DIY Kit	\$1,285-\$2,065	Offers baseline recording and streaming functionality. One camera, three mics.
Option 2 - PTZ, NDI, vMix	\$14,267	High-quality recording and streaming. Two cameras, three mics. Requires an engineer to set up. Operator for use.
Option 3 - PTZ, NDI, Zoom Rooms	\$2,365-\$14,065	Mid-level quality for Zoom and some streaming capabilities. One camera with automatic zoom-in. May require an engineer to set up.

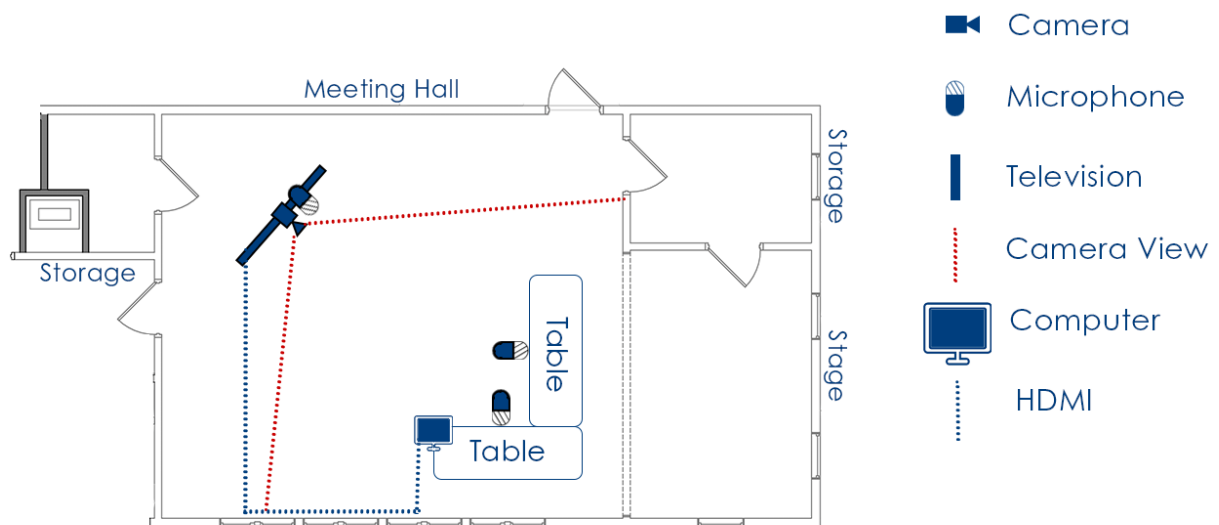
DISCLAIMER: The cost of equipment may change over time. These estimates will help the board understand the general cost vs quality of a hybrid meeting setup. These prices do not reflect price increases due to tariffs.. Included at the bottom of this document are vendors that we, GNAT-TV, have worked with. They will provide their own estimates.

Option 1 - All-In-One Kit (DIY)

The All-In-One is the most cost-effective and user-friendly. It is used by both the Sunderland Town Clerk and the Arlington Town Clerk. Only some supporting equipment is needed for maximum efficiency.

Pros	Cons
User-friendly	Lower-quality recordings
Cost effective	Some difficulty with audio
Minimal equipment needed	Only one camera angle
Automatic zoom-in function	Undetermined lifespan
No additional software needed	
Easy installation (Engineers not required)	

All-In-One Meeting Room Map



The camera is placed above the TV. The TV is placed in the far corner to capture the audience at a side angle and the Selectboard at a 75° side angle. The computer is placed at the end of the table for easy access to the board. One additional microphone is purchased for optimal audio quality.

Price and Equipment Description

Since the Londonderry Town Clerk already owns a TV, a Laptop, and a Zoom Pro subscription, those items are *italicized* and not included in the final cost. You can upgrade those items, but it is not necessary. Links are included with the item name.

Price and Equipment Breakdown

Item	Cost
<u>Logitech MeetUp with Expansion Mic</u>	\$929
<u>Logitech Meetup Expansion Mic</u>	\$280
<u>50' HDMI</u>	\$60
<u>50' Ethernet</u>	\$16
<u><i>Smart Roku 50" TV</i></u>	\$280
<u><i>Lenovo IdeaPad 3 Slim</i></u>	\$500

ESTIMATE TOTAL:

\$1,285

ESTIMATE TOTAL PLUS UPGRADES:

\$2,065

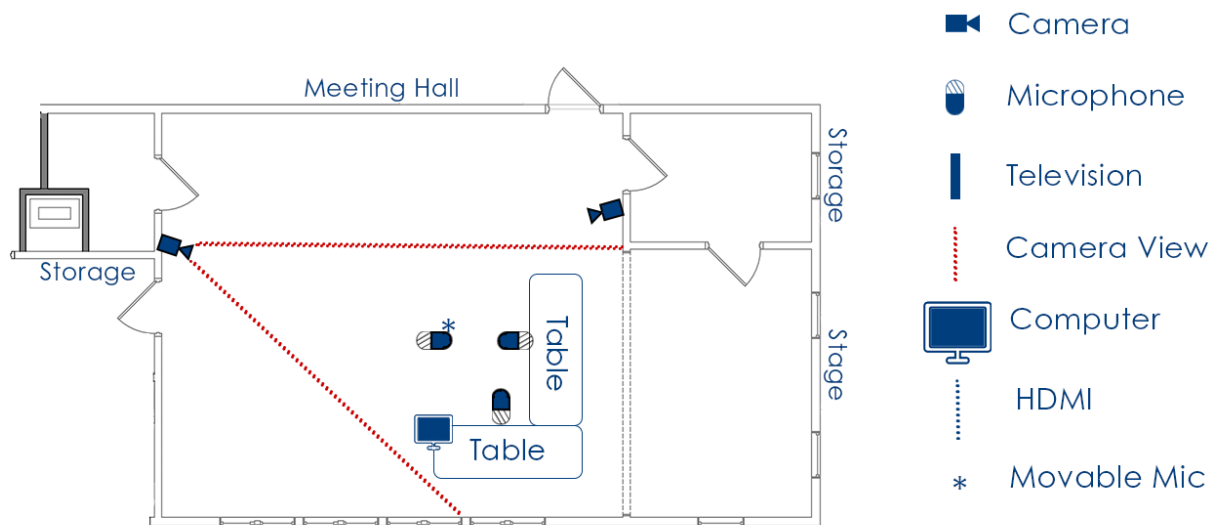
Option 2 - PTZ, NDI, and vMix

Similar to what the Manchester Town Hall uses, Option 2 is more expensive and less user-friendly. It would require an outside engineer to set it up. The meeting quality would be higher. It would require two cameras and an in-person/remote operator. It requires use of NDI (Network Device Interface), which can be complicated. The option is similar to what the Manchester Community Library Uses.

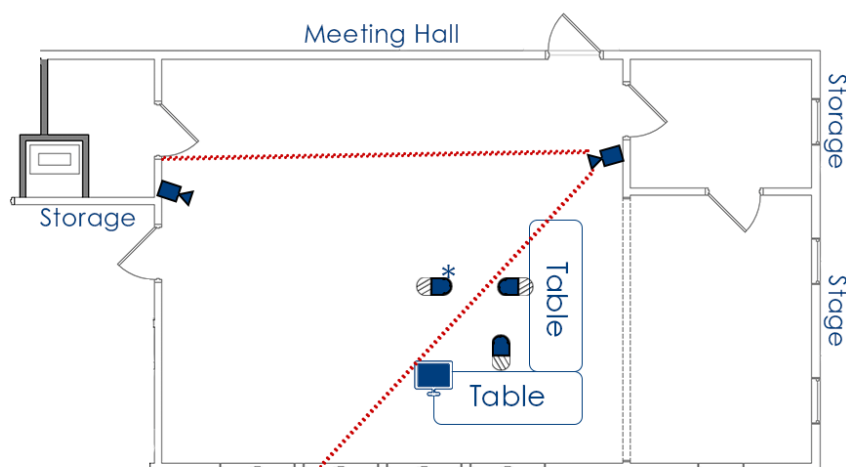
NOTE: You could, in theory, complete this setup with only one PTZ (Pan, Tilt, Zoom) camera, but the quality would be *similar to Option 1*.

Pros	Cons
Professional-quality production value	Third-party engineer set up required
Long-lasting equipment	New software required
Multi-camera recording	High-power Computer Required
	High cost

PTZ, NDI, and Zoom Rooms Map



Camera 1



Camera 2

There are two PTZ (Pan, Tilt, Zoom) cameras in this setup. Camera 1 faces the board, and Camera 2 faces the audience. There are no HDMI cords required to make this setup work, but both cameras require an Ethernet connection and NDI (Network Device Interface) support. There are still **three microphones**, but **one must be passed between audience members** so as to be heard online. TV placement is fluid.

Price and Equipment Description

As stated, this option *requires setup by a network engineer and a new computer*. Estimates for both are included. It also requires new software subscriptions.

Price and Equipment Breakdown

Item	Cost
OBSBOT Tail Air PTZ Camera	\$500
OBSBOT Tiny PTZ Camera	\$300
Lenovo ThinkPad X9 15	\$1700
vMix Lifetime License (For streaming)	\$700
Logitech Rally Mic Pod (x2)	\$700
Sennheiser Wireless Mic (For audience)	\$319
50' Ethernet Cables (x3)	\$48
Approximate Engineer Setup Cost	\$10,000
RustDesk	\$0
NDI (Network Device Interface)	\$0

ESTIMATE TOTAL

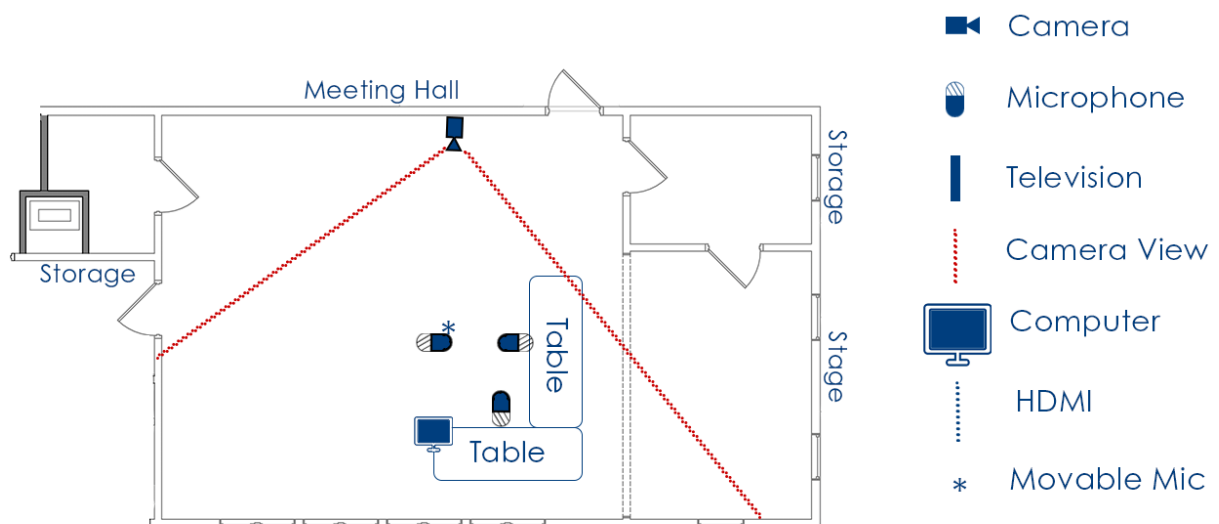
\$14,267

Option 3 - PTZ, NDI, Zoom Rooms

This option is similar to Option 2, but uses only one high-quality PTZ camera and Zoom Rooms as its primary software. It's higher in price than Option 1 but lower than Option 2, offering a mid-level production value. Manchester Town Hall has a similar setup. Option 3 also may require use of NDI.

Pros	Cons
Higher quality than option 1	May require an engineer setup
Long-lasting equipment	Requires new software
Easier use than option 2	May require a new computer

PTZ, NDI, Zoom Rooms Map



This option is better for Zoom. There is one camera placed on the far wall. The camera pans and zooms to the speaker automatically. Three microphones for optimal audio capture. One microphone is for the audience and can either remain in place or move between speakers.

Price and Equipment Description

Some items are similar to option 2, but the backend software is different. This option does not require a new laptop, but upgrading may be beneficial. Option 3 may require engineer setup and is included in the total.

Price and Equipment Breakdown

Item	Cost
OBSBOT Tail Air PTZ Camera	\$500
Lenovo ThinkPad X9 15	\$1700
Logitech Rally Mic Pod (x2)	\$700
Sennheiser Wireless Mic (For audience)	\$319
50' Ethernet Cables (x2)	\$48
Zoom Rooms Subscription	\$499/year
iPad (For Zoom Rooms Use)	\$299
<i>Approximate Engineer Setup Cost</i>	<i>\$10,000</i>
RustDesk	\$0
NDI (Network Device Interface)	\$0

Estimate Total

\$2,365

Estimate Total Including Engineer Setup and Laptop

\$14,065

Vendor Contacts

Key Code Media

keycodemedia.com

508-572-2224

DNR Labs

dnrlabs.com

Don Gamsjager

203.263.0003

don@dnrprod.com

Municipal Captioning

MunicipalCaptioning.com

Daniell Krawczyk

888.898.6864

dank@municipalcaptioning.com

Trunk or Treat

From Paul Hendler <phendler@gmail.com>

Date Thu 9/11/2025 9:59 AM

To Aileen Tulloch <townadmin@londonderryvt.org>

Aileen,

On behalf of the South Londonderry Fire Department, I am requesting an agenda item for the next Selectboard meeting. We are asking for a road closure from the corner of Route 100 and Main St. up to the South Londonderry Library on Friday October 31 from 4 p.m. to 7 p.m. to facilitate our Trunk or Treat evening.

thank you,

Paul Hendler
802-856-7381

Summary of Changes – Town of Londonderry Personnel Policy (Draft 10 – August 19, 2025)

General Updates

- Updated document title and adoption date to reflect 2025 draft.
- Reiterated at-will employment status throughout the document, especially in Sections 1 and 36.
- Legal commentary noted potential conflict between at-will language and progressive discipline framework.

Section-Specific Changes

Section 2: Persons Covered

- Removed elected officials and Addendum B from policy applicability per Selectboard decision.

Section 4: Probationary Period

- Clarified compliance with Vermont Sick Leave law: accrual during probation is required, usage may be restricted.

Section 6: Conflicts of Interest

- Replaced local language with reference to Vermont Municipal Code of Ethics (Chapter 60, Title 24).

Section 10: Nepotism

- Narrowed definition of 'close relative' by removing extended family members.
- Added waiver provision allowing exceptions if supervisory conflicts are resolved in writing.

Section 11: Alcohol and Drug Use

- Removed mandatory drug testing for non-CDL employees.
- Emphasized performance-based decisions and legal caution.
- Highlighted need for supervisor training and legal guidance.

Section 20: Health Benefits

- Noted \$5,000 buy-out for employees with alternate coverage as unusually high.
- Cited state discouragement of incentivizing public insurance opt-outs (e.g., Green Mountain Care).

Sections 24–25: Sick Leave & Earned Sick Time

- Recommended VLCT boilerplate language for clarity and compliance.
- Clarified carryover rules: earned sick time must carry forward unless paid out or provided in lump sum.

Section 27: Short Term Family Leave

- VLCT advised removal unless Town meets statutory employee thresholds (10+ for parental, 15+ for family leave).

Sections 34–35: Harassment & Sexual Harassment

- Added Town Treasurer as alternative reporting contact.
- Strengthened language encouraging reporting and clarified protected classes.

Section 36: Employee Discipline

- Legal counsel cautioned against mixing at-will language with progressive discipline due to implied contractual risk.

Section 37: Termination Process

- Added pre- and post-termination procedures; legal commentary noted potential requirement to prove 'just cause'.

Addendum A: Personnel Acknowledgement

- Clarified timing of signature: should occur upon receipt of policy.
- Recommended removal of language implying contractual relationship.

PERSONNEL POLICY

Town of Londonderry, Vermont

Amended September 29, 2025

Section 1: Title and Authority

This policy shall be known as the Town of Londonderry Personnel Policy. It has been adopted by the Town of Londonderry Selectboard pursuant to 24 V.S.A §§ 1121 and 1122.

This personnel policy does not constitute a contract of employment. Employment with the Town of Londonderry is at will and not for any definite period or succession of periods of time. The Town or the employee may terminate employment at any time, with or without notice. The Selectboard reserves the right to amend any of the provisions of this personnel policy for any reason and at any time. In the event changes are made to this policy, all employees will be given notice and provided with a copy of the changes.

This personnel policy will be administered by the Selectboard or its authorized representative.

Section 2: Persons Covered

This personnel policy applies to full-time and part-time employees of the Town of Londonderry. Except as stated herein, elected officers, members of Town boards and commissions, volunteers and persons who provide the Town with services on a contract basis are not covered by this policy.

For purposes of this policy, a full-time employee is an employee who works at least 35 hours per week on a regular and continuing basis. A part-time employee is an employee who works fewer than 35 hours per week on a regular and continuing basis.

Section 3: Equal Employment Opportunity

The policy of the Town of Londonderry is to provide equal opportunity to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, place of birth, marital status, pregnancy, disability, HIV status, crime victim status, genetic information, veteran's status or any other category under local, state or federal law.

Section 4: Probationary Period

Except when exempted by the Select Board, all new employees will be required to complete a six-month probationary period. The purpose of this probationary period is to determine whether the employee is suited for the job. During this period, supervisors will be required to advise the Town as to the employee's fit for the job, and an employee may be terminated at any time at the sole discretion of the Selectboard. During the probationary period, employees will not accrue or receive certain benefits that are provided to employees as specified in this Policy except as required by law. See the specific sections on employee benefits for details.

Section 5: Conduct of Employees

All employees are considered representatives of the Town and as such are expected to conduct themselves in a courteous, helpful and respectful manner in all their interactions with the public and other employees. All employees are expected to faithfully execute the duties and responsibilities of their office to the best of their ability and in compliance with the provisions of this Policy.

Section 6: Conflicts of Interest

Every employee shall comply with the State of Vermont Municipal Code of Ethics as enacted in Chapter 60 of Title 24, Vermont Statutes Annotated as may apply to the particular employee.

Section 7: Hours of Service

Regular work hours for persons employed by the Town shall be determined by the Selectboard.

Regular work hours may be changed and employees may be expected to work additional hours that may exceed their hours in a given week, as circumstances require.

All employees are expected to be in attendance during regular work hours. Employees who will be absent from work are expected to notify their supervisor in advance whenever possible.

Employees who are calling in sick are expected to notify their Supervisor as soon as possible, but no later than the hour they are due at work.

Section 8: Outside Employment

The primary occupation of all full-time employees shall be to the Town. Employees may not engage in any outside business activities during their normal working hours. Employees are prohibited from undertaking outside employment that interferes with their job performance or constitutes a conflict of interest.

Section 9: Political Activity

No employee may use his or her official authority for the purpose of interfering with or affecting the nomination or election of any candidate for public office, or demand or solicit from any individual direct or indirect participation in any political party, political organization or support of any political candidate. Employees are prohibited from using Town facilities, equipment or resources for political purposes and from pursuing political activities while working.

This personnel policy is not to be construed to prevent employees from becoming or continuing to be members of any political party or organization, from running for or holding public office, from attending political party or organization meetings or events, or from expressing their views on political matters, so long as these views are clearly articulated as being those of the individual and not of the Town, and these activities do not interfere with the individual's ability to effectively perform his or her duties and take place or are expressed during nonworking hours. Nor is this personnel policy to be construed from prohibiting, restraining or in any manner limiting an individual's right to vote with complete freedom in any election.

Section 10: Nepotism

The Town, in recognition of the potential for a conflict of interest to occur in the workplace where a close relative is responsible for supervising or evaluating the work performance of

another close relative, prohibits the hiring or transferring of relatives, when doing so will result in a close relative supervising or evaluating another close relative, or a close relative supervising or evaluating the immediate supervision of another close relative.

A close relative includes a spouse, civil union partner, romantic co-habitant, parent, stepparent, , child, stepchild, sibling, aunt or uncle, and parent-in-law.

Notwithstanding the above, the Town may make written exceptions to this anti-nepotism policy when the Town can make arrangements or provide alternatives to the supervising relative being the direct supervisor of the employee relative. If and when the Town makes an exception to the anti-nepotism policy, the Town shall do so in writing and shall set forth the alternate supervisor in writing so as to avoid conflicts in the giving of instruction, work directives and evaluations.

Section 11: Alcohol and Drug Use

Reporting to work or working under the influence of alcohol or drugs is strictly prohibited, unless the drug is prescribed and used in the manner prescribed by a duly licensed physician or dentist.

Compliance with the adopted (June 15, 2015) Town of Londonderry Drug and Alcohol Policy for Commercial Motor Vehicle (CMV) Operators, is required for all employees who will operate Commercial Motor Vehicles (CMV).

Commercial Motor Vehicle (CMV) Operators will need to remain substance-free during expected winter events, and other anticipated emergency incidents, given the likelihood that they will be called in to work and thus must be in compliance with elements of the Londonderry Drug and Alcohol Policy for CMV Operators.

1. Drug Testing: For employees who are required to have a CDL license, random drug and alcohol testing will be coordinated through an agreement with a driver consortium, administered at the registered laboratory, as required by the Department of Transportation. If a department head or supervisor has probable cause to believe an employee is using or under the influence of a drug while on the job, the department head may request or require that the employee immediately leave the workplace and go home, with transportation provided to the employee if necessary to ensure safety to the employee and the public.
2. Positive Test Results:
 - a. If a drug test registers positive, a second test will be conducted. If the medical review officer reports a positive test result on either test or both tests, the employee will be required to meet with a Substance Abuse Professional (SAP) for an initial evaluation.
 - b. The SAP will recommend a course of action and report the findings and recommended plan of action to the employee and employer. At a later date to be determined by the SAP, a follow-up evaluation will occur between the SAP and the employee. A follow-up evaluation report, containing information on completion or compliance with the initial action plan and recommendations on future drug testing, will be sent to the employer. Employee's employment with the Town may be suspended without pay during this period.

- c. The employee will then be sent for a "return to work" drug test. Upon the results of that test, a decision on whether to allow the employee to return to work will be made.
- d. Disciplinary action will occur simultaneously with the SAP process. In addition to any suspension of pay, occurring in paragraph "b", above, the employee will be subject to disciplinary action including one (1) week unpaid suspension for first offense; and termination in the event of a second offense. The employee may be required to participate in a minimum of six drug tests over the course of the next twelve (12) months. For persons with CDL's, these tests will be in addition to regular random testing.

Section 12: Tobacco Use

In recognition of the hazards that tobacco poses to the health of employees and the general public, and in accordance with 18 V.S.A § § 1421 et. Seq. and §§ 1741, the Town hereby prohibits employees use of tobacco, in any form, including electronic cigarettes, in all publicly owned buildings, offices and enclosed areas, parks or vehicles.

Furthermore, all tobacco use is prohibited at, on, or in all Town properties.

Section 13: Performance Evaluations

Employees may be provided with job performance evaluations at such times and in such manner as the Selectboard or its authorized representative deems reasonable.

The results of such evaluations will be submitted to the employee, the employee's supervisor, the Selectboard, and will become a part of the employee's personnel file.

Section 14: Personnel Records

Personnel records will be maintained for each employee of the Town. In accordance with Vermont's Public Records Law, any employee or the employee's designated representative may inspect or copy his or her personnel file at a mutually agreeable time during regular office hours. The Town reserves the right to have its representative present at the time its files are examined or copied.

Section 15: Use of Town Equipment

Except as provided in Section 17, the use of Town equipment or property for personal use is strictly prohibited. Employees should have no expectation of privacy regarding anything stored in or on Town-owned property or Town-owned equipment, including but not limited to desks, filing cabinets, lockers, and vehicles. Employees should expect that such areas may be searched at any time to retrieve work-related materials or to investigate suspected violations of workplace rules.

Section 16: Cell Phone Use

Employees are not permitted to use a cell phone, or to "text", when operating a Town vehicle that is in motion.

Use is limited to a parked vehicle off a roadway, in accordance with Vermont State Law.

Section 17: Use of Town Computers

For purposes of this section, "computer" means all computer-related components and equipment including, but not limited to, host computers, file servers, workstation terminals, laptops, software, internal or external communication networks, the world wide web (www), the Internet, commercial online services, bulletin board systems, backup systems and the internal and external e-mail systems accessed via the Town's computer equipment.

The Town's computers are to be used by employees for the purpose of conducting Town business. Employees must take necessary steps to "back up" all data on a regular basis.

Occasional, brief, and appropriate personal use of a Town computer is permitted provided it is consistent with this Policy and does not interfere with an employee's job duties and responsibilities.

Employees should have no expectation of privacy regarding anything created, sent or received on Town computers. The Town may monitor any and all computer activities, communications and transmissions to ensure compliance with this Policy and to evaluate the use of its computers. All files, documents, data and electronic messages created, received or stored on the Town computers are open to review and regulation by the Town and may be subject to the provisions of Vermont's Public Records Law, 1 V.S.A §§ 315320.

Employees may not introduce software from any outside source on the Town's computers without explicit prior authorization from their supervisor. Employees may be held responsible for any damages caused by using unauthorized software or viruses they introduce into Town computers.

Employees who have a confidential password to access the Town's computers should be aware that this does not mean the computer is for personal confidential communication, nor does it suggest that the computer is the property of that person.

Transmission of electronic messages on the Town computers shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. The following are examples of uses of the Town's computers which are prohibited:

- Communications that in any way may be construed by others as disruptive, offensive, abusive, discriminatory, harassing, or threatening
- Communications of sexually explicit images or messages
- Transmission of chain letters or solicitations for personal gain, commercial or investment ventures, religious or political causes, outside organizations, or other non-job-related solicitations during or after work hours
- Access to Internet resources, including web sites and news groups, that are inappropriate in a business setting
- Any other use that may compromise the integrity of the Town and its business in any way.

Email messages that are intended to be temporary, non-substantive communications may be routinely discarded. However, employees must recognize that emails sent, received, or stored on

the Town computers are subject to Vermont's Public Records Law and may be covered by the State of Vermont's retention schedule for municipal records.

Section 18: Personal Use of Social Media

This section applies to employees using social media in their personal, non-official capacity. Personal or non-official use of social media means day-to-day use of social media by employees that is unrelated to their official work duties. Employees' personal or non-official use of social media may occur during work or off-duty hours. Consistent with Section 17, occasional, brief, and appropriate personal use of social media is permitted during work hours provided it is consistent with this Policy, does not interfere with an employee's job duties and responsibilities, and does not have a detrimental effect on employee productivity or the Town's operations.

Employees using social media in their personal capacity are expected to be truthful, courteous, and respectful toward supervisors, co-workers, residents, customers, and other persons or entities associated with or doing business with the Town.

When posting content or commenting on Town business in their personal capacity, employees must use a disclaimer which establishes that their posted content or comments represent their own opinions and do not represent those of the Town. Employees must not attribute personal statements or opinions to the Town when engaging in the use of social media and if, through their identification or posts, any confusion as to whether their statements might be attributable to the Town arises, they must clarify that their posts are their own and not those of the Town.

Personal use of social media should not be tied to the Town's business and employees must not use their Town email account or password in conjunction with a personal social media platform.

Personal use of social media that adversely or negatively affects or impacts the workplace is prohibited. The following is a non-exhaustive list of examples, situations, or activity when personal use of social media may adversely or negatively affect an employee's duties or the workplace:

- Name calling and personal attacks or other such demeaning behavior;
- Friendships, dating or romance between co-workers;
- Cyber-bullying, stalking, or harassment;
- Release of private or confidential data;
- Unlawful activities;
- Misuse of Town social media;
- Inappropriate use of the Town's name, logo, or the employee's position or title;
- Using Town-owned computer systems or equipment for extensive personal social media use; or
- Violating federal, state, or local law.

Section 19: Public Records

Any written or recorded information that is produced or acquired by a Town employee in the course of Town business is a public record, subject to Vermont's Public Records Law and may

be covered by the State of Vermont's retention rules and disposition schedules for municipal records. Although the Town discourages the use of personal computers, devices, or accounts to conduct Town business (see Section 17, above), the use of a personal computer, device, or account does not prevent an otherwise public record from being subject to public inspection and copying. In the uncommon event that an employee uses their personal computer, device, or account to conduct Town business, the record created, sent, or received should be forwarded by the employee to the employee's Town computer system, or otherwise captured and retained as a Town record. All employees are required to respond in the manner prescribed by Vermont's Public Records Law regardless of where a Town public record may be stored. All employees must provide any Town public records stored in their personal computers, devices, or accounts that are responsive to a public records request.

Section 20: Eligibility for Benefits

1. Health Benefits

- A. The Town offers group health insurance programs for the benefit of its eligible full and part time employees. Eligible employees will be offered health insurance benefits from their date of hire. For the purposes of eligibility for health benefits an employee must work a minimum of 30 hours averaged over 26 weeks.
- B. For full-time employees the Town will provide health insurance coverage for the employee, the employee's spouse, and the employee's children*
- C. The Town may pay a sum of \$5000 of an eligible premium for full-time employees that can demonstrate that they have adequate health care insurance through a spouse or a federal government health insurance program.
- D. The Town offers a Health Reimbursement Arrangement (HRA) program for employees eligible for health insurance benefits. The payment for a newly hired employee will be for an amount prorated for the portion of the calendar year from the date of hire to the end of the year. Except when exempted by the Select Board, during an employee's probationary period, the employee is not eligible for nor will accrue amounts provided by the Town for a HRA. However, after a probationary period has been completed, an employee will receive a HRA equal to an amount prorated for the portion of the calendar year starting with the original date of hire.
- F. The Town reserves the right to change insurance carriers, or to add, delete or amend insurance benefit programs in its sole discretion. The Town also reserves the right to change the amount or percentage of its contribution to the cost of any group health insurance program. Employees will be provided with advance notice of any change in the contribution rate.

* Including stepchildren

2. Other Benefits

The Town offers additional benefits to full time employees as defined in Section 2 to include but are not limited to Holiday Leave, Vacation Leave, Personal Leave, Sick

Leave, Bereavement Leave, Parental and Family Leave, Municipal Retirement, Short Term Family Leave, Life Insurance, Short- and Long-Term Disability Insurance.

3. Retirees

If an employee works for the Town for a minimum of 8 years and retires at age 63 or older, the Town will continue to pay their existing health insurance policy until such time as the retired employee is eligible for Major Medical coverage under Medicare.

Section 21: Holiday Leave

Full time employees will receive the following paid holiday leave:

- New Year's Day (January 1)
- Martin Luther King Jr.'s Birthday (3rd Monday in January)
- Presidents Day (3rd Monday in February)
- Town Meeting Day (1st Tuesday in March, or as otherwise scheduled)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Bennington Battle Day (August 16)
- Labor Day (1st Monday in September)
- Indigenous Peoples' Day (2nd Monday in October)
- Veterans Day (November 11th)
- Thanksgiving Day (4th Thursday in November)
- Christmas Day (December 25)

Employees will receive holiday leave pay at the employee's regular rate of pay. During an employee's probationary period, the employee is eligible for holiday leave pay.

Holidays falling on a Saturday will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday. Holidays falling on a regularly scheduled day off may be observed within 7 days before or after the holiday, scheduling for which must be approved in advance by an employee's supervisor.

A non-exempt employee who is required to work on a holiday will be compensated at the rate of one and one-half times the employee's regular rate of pay.

If a non-exempt employee is not required to work on a holiday, hours paid for the holiday will not be counted as hours worked when determining overtime compensation.

Holidays that fall during an employee's vacation leave will not be charged as vacation leave.

Section 22: Vacation Leave

Full-time employees will accrue vacation at the following annual rates: Years of service Annual accrual rate

- 1st through 4th year 10 days
- 5th through 9th year 15 days

- 10th year through 19th year 16 days plus one day for each year over 10 years
- 20th and subsequent years 25 days

Full-time employees will receive vacation leave pay at the employee's regular rate of pay. Part time employees will not receive vacation leave.

Except as exempted by the Select Board, during an employee's probationary period, the employee does not accrue vacation leave pay. However, after the probationary period has ended and the employee is eligible, vacation leave pay will be considered to be accrued from the original date of hire.

Dates for vacation leave must be approved in advance by the employee's supervisor. Vacation leave approval will not be unreasonably withheld. Employees are strongly encouraged to take an annual vacation. Up to 5 days of vacation leave may be carried over from one year to the next, except as approved by the Selectboard under extenuating circumstances.

An employee who resigns from employment with the Town will be compensated for unused vacation leave, provided that the employee gives at least two weeks written notice of the resignation, and provided that the employee has worked at least three months during that calendar year. During an employee's probationary period, the employee is not eligible for compensation for unused vacation leave.

Section 23: Personal Leave

Full-time employees will receive 3 personal leave days per year. An employee may use personal leave days for any purpose.

Full-time employees will receive personal leave pay at the employee's regular rate of pay.

Unused personal leave may not be carried over to the next year.

Upon separation from employment, an employee will not be compensated for unused personal leave.

Section 24: Sick Leave

Full-time employees will receive 5 paid sick leave days per year. An employee may use sick leave for an illness or injury that prevents the employee from performing the employee's job duties. An employee may also use sick leave to attend the following appointments that cannot be held outside normal working hours:

- A medical appointment
- An appointment eligible for short-term family leave under the provisions of the Vermont Parental and Family Leave Act (21 V. SA § 472a).
- A funeral not eligible under Section 24
- A meeting with the employee's personal attorney
- An appointment for the closing, purchase, sale, or refinancing of a primary residence
- Any other appointments authorized in advance by the employee's supervisor

Full-time employees will receive sick leave pay at the employee's regular rate of pay. If an employee does not use all of the employee's sick leave in a year, the employee may carry a maximum of 3 sick leave days forward to the next year. If an employee has unused sick leave exceeding 3 days, the employee will not be compensated for that excess unused leave.

Upon separation from employment, an employee will not be compensated for unused sick leave.

Section 25: Earned Sick Time

In accordance with Vermont's Earned Sick Time Act, 21 V.S.A § 481-486, all employees will earn one (1) hour of earned sick time for every 52 hours of actual work, including overtime. An employee will be entitled to use up to 40 hours.

Earned sick time can be used with the employee, employee's child, parent, grandparent, spouse or parent-in-law is sick or injured. This includes helping a family member obtain health care or travel to an appointment related to his or her long-term care, or to address the effects of domestic violence, sexual assault or stalking. An employee may use earned sick time to care for a family member because the school or business where the family member is located is closed to the public for health or safety reasons.

Employees are expected to make a "good-faith" effort to notify their employer in advance of use of the earned sick time, to the extent possible.

Earned sick time will not be carried over from one year to the next.

Eligible employees may use earned sick time as it accrues except probationary employees who may not use their earned sick time until having completed the probationary period.

Section 26: Bereavement Leave

Full-time employees will receive up to 3 paid bereavement leave days per year. Employees may use bereavement leave for the death of a close relative or any other relative if the relative was living in the same household as the employee immediately preceding his or her death.

If additional time off is needed, or if time off is needed for the funeral of a friend or a relative who is not included above, the employee's supervisor may grant, on a case-by-case basis, the use of a reasonable amount of accrued sick leave, if available, or unpaid leave, if unavailable. The amount of such time off, if approved, will depend upon the individual circumstances such as the distance to be traveled, closeness of the employee's relationship with the person who died or the employee's family, and the employee's level of responsibility in making funeral or other arrangements.

Pay for bereavement leave will be at the employee's regular rate of pay. If an employee does not use all of the employee's bereavement leave in a year, the employee may not carry the unused leave forward to the next year. Upon separation from employment, an employee will not be compensated for unused bereavement leave.

Section 2: Parental and Family Leave

Employees shall be entitled to parental and family leave as provided by Vermont State Statute 21 V.S.A. § 472

Section 28: Short Term Family Leave

Employees shall be entitled to parental and family leave as provided by Vermont State Statute 21 V.S.A. § 472a

Section 29: Crime Victim Leave

In accordance with 21 V.S.A. § 472c, eligible employees who are crime victims may be entitled to take unpaid leave for the purpose of attending a deposition or court proceeding related to:

- a criminal proceeding when the employee has a legal right or obligation to appear at the proceeding;
- a relief from abuse, neglect, or exploitation hearing when the employee is the plaintiff; or
- hearings concerning an order against stalking or sexual assault, when the employee seeks the order as plaintiff.

A “crime victim” is a person who has:

- obtained a relief from abuse order against a family or household member;
- obtained a court order against stalking or sexual assault;
- obtained a court order against abuse of a vulnerable adult; or
- sustained physical, emotional or financial injury as the direct result of the commission or attempted commission of a crime or act of delinquency and is identified as a crime victim in an affidavit filed by law enforcement official with a prosecuting attorney. This includes the victim’s child, foster child, parent, spouse, stepchild or ward of the victim who lives with the victim, or a parent of the victim’s spouse, provided that the individual is not identified in the affidavit as the defendant.

At the option of the employee, accrued sick leave, vacation leave, or any other accrued paid leave may be used.

Section 30: Leave of Absence Without Pay

All requests for leaves of absence without pay for any reason other than those covered by federal or state law must be submitted in writing to the employee's supervisor and must set forth the purpose for which the leave is requested. All leave requests must be for a definite period of time and include a specified date of return.

If a leave of absence without pay is granted, the employee may, at the Town's sole discretion, continue the employee's group health plan coverage by paying the required premium in accordance with the payment schedule established by the Town.

Other employee benefits (e.g., sick leave, vacation, seniority, etc.) will not accrue during the unpaid leave period.

Section 31: Performance of Duties:

When an employee returns to work following absences for leaves listed in Sections 21 through 28, that employee must be able to perform his or her duties at 100% of their job description. A doctor's letter ascertaining ability to perform at 100% will/may be required to return to work.

Section 32: Military Leave

The Town will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4303 et seq., and 21 V.S.A §§ 491 et seq. Employees who take military leave subject to the provisions of these laws will be granted leave without pay. At the option of the employee, any paid leave accrued prior to the commencement of the leave may be used.

Section 33: Jury Leave

The Town will compensate employees for their service as jurors. In accordance with 24 V.S.A § 499, employees will otherwise be considered in the service of the Town for purposes of determining seniority, benefits, credit towards vacations, sick leave, and other rights, privileges, and benefits of employment. During this time, if the employee is not actually performing jury duty, the employee shall return to work for the remainder of the workday. Any payment received for jury duty shall be turned in to the Town. When Town employees are called to serve as a witness in a court proceeding due to their status as an employee of the Town, the Town will compensate the employee for the difference between their regular rate of pay and their compensation as a witness. The Town will pay the difference only when the employee's regular rate of pay exceeds their compensation as a witness.

Section 34: Overtime and Compensatory Time Off

In accordance with the Fair Labor Standards Act, the Town compensates all nonexempt employees at the rate of one and one-half hours for each hour actually worked in excess of forty hours in any workweek. Employees employed in executive, administrative or professional capacities as defined by the FLSA are exempt from this requirement.

In lieu of overtime pay, nonexempt employees may accrue compensatory time off ("comp time") subject to the following conditions:

- Comp time is earned at a rate of one and one half hours for each hour worked in excess of forty hours in any workweek.
- Except when exempted by the Select Board, an employee may accrue a maximum of forty hours of comp time (40 hours of comp time represents 26.67 hours of actual overtime work). An employee who has accrued 40 hours of comp time will be paid overtime compensation for additional overtime hours of work.
- An employee may, at the Town's discretion, be paid in cash in lieu of compensatory time off.

- An employee receiving payment for accrued comp time will be paid at the regular rate of pay earned by the employee at the time the employee receives such payment.
- Upon termination from employment, an employee will be paid for unused comp time at a rate not less than the average regular rate of pay received by the employee during the last three years of employment or the employee's final regular rate of pay, whichever is higher.

An employee who has accrued comp time and requested use of comp time will be permitted to use such time off within a reasonable period after making the request, if such use does not unduly disrupt the Town's operations. Requests for use of comp time must be submitted to the employee's supervisor, who will have sole discretion to grant or deny the request. Requests for use of comp time will not unreasonably be withheld. Comp time used will not count toward hours worked for purposes of calculating overtime.

Section 35: Employment Harassment and Discrimination

The Town is committed in all areas to providing a work environment that is free from unlawful harassment and discrimination. Vermont and federal law prohibit employment discrimination or retaliation based on race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim or veteran status, any other category of person protected under federal or state law, or against a qualified individual with a disability with respect to all employment practices. Vermont law also prohibits discrimination based on sexual orientation, ancestry, HIV status, and place of birth. It is unlawful to retaliate against employees or applicants who have alleged employment discrimination.

Examples of harassment include the following: insulting comments or references based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, health coverage status, crime victim or veteran status, disability, sexual orientation, ancestry, HIV status, place of birth; aggressive bullying behaviors; inappropriate physical contact or gestures; physical assaults or contact that substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment; retaliation against an employee for complaining about the behaviors described above or for participating in an investigation of a complaint of harassment. Petty slights, annoyances, and isolated incidents (unless serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

The Town will not tolerate unlawful harassment based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim or veteran status, disability, sexual orientation, ancestry, HIV status, place of birth, or membership in a classification protected by law. Likewise, the Town will not tolerate retaliation against an employee for filing a complaint of harassment or for cooperating in an investigation of harassment.

All employees, including supervisors and other management personnel, are expected and required to abide by this Policy. Employees who are found to have engaged in harassment may

face disciplinary action up to and including termination. Any employee who believes that they have been the target of this type of harassment, or who believes they have been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Any employee who wishes to report harassment should file a complaint with one or both of the following:

Chair, Londonderry Selectboard
100 Old School Street
South Londonderry, VT 05155
Town Office: 802-824-3356

Town Treasurer
100 Old School Street
South Londonderry, VT 05155
Town Office: 802-824-3356

A prompt, thorough, and impartial investigation will be conducted, and confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town as a result of bringing a complaint of unlawful harassment.

Complaints of harassment or retaliation may also be filed with the following agencies:

Civil Rights Unit
Vermont Attorney General's Office
109 State Street
Montpelier, VT 05609-1001
Tel: (802) 828-3657 (voice)
(888) 745-9195 (Toll Free VT)
(802) 828-3665 (TTY)
Fax: (802) 828-2154
Email: ago.civilrights@vermont.gov
Online: <http://ago.vermont.gov/about-the-attorney-generals-office/divisions/civil-rights/>

Equal Employment Opportunity Commission
JFK Federal Building
475 Government Center
Boston, MA 02203
Tel: 1 (800) 669-4000 (voice)
1 (800) 669-6820 (TTY)
1 (844) 234-5122 (ASL Video)
Fax: 617-565-3196
Email: info@eeoc.gov
Online: www.eeoc.gov

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe unlawful harassment occurred, they may take a case to court.

Section 36: Sexual Harassment

Sexual harassment in the workplace is illegal under federal and Vermont law and is strictly prohibited. The Town is committed to providing a workplace free from this unlawful conduct.

All employees have the right to work without being subjected to insulting, degrading or exploitative treatment on the basis of their sex, sexual orientation, or gender identity. It is against the policies of the Town for any individual, male or female, to sexually harass another individual in the workplace. In accordance with 21 V.S.A. § 495 and 495h, the Town has adopted the following sexual harassment policy. All employees are required to read this policy before signing the employee acknowledgement form.

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to that conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to, the following when such instances or behavior come within one of the above definitions:

- either explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of an individual's body;
- touching or grabbing any part of an individual's body after that party has indicated, or it is known, that such physical contact was unwelcome;
- continuing to ask an individual to socialize when off duty when that person has indicated he/she is not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons or posters if it is known or should be known that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;

- retaliating in any way for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment etc.);
- derogatory or provoking remarks about or relating to an employee's sex;
- harassing acts or behavior directed against a person on the basis of his or her sex; off-duty conduct which falls within the above definition and affects the work environment.

It is also unlawful to retaliate against employees for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

Any individual who believes that she or he has been the target of sexual harassment or who believes she or he has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Any employee who wishes to report sexual harassment is encouraged to contact one or both of the following:

Chair, Londonderry Selectboard
100 Old School Street
South Londonderry, VT 05155
Town Office: 802-824-3356

Town Treasurer
100 Old School Street
South Londonderry, VT 05155
Town Office: 802-824-3356

Once the Town receives a complaint of sexual harassment, it will take all necessary steps to ensure that the matter is promptly and impartially investigated and addressed, and confidentiality will be protected to the extent possible. If sexual harassment is found to have occurred, the Town will take immediate and appropriate action, ranging from a verbal warning up to and including dismissal. Complaints of sexual harassment or retaliation may also be filed with the following agencies:

Vermont Attorney General's Office
Civil Rights Unit
109 State Street
Montpelier, VT 05609-1 001
Tel: (802) 828-3171 (voice/TODD)

Equal Employment Opportunity Commission
1 Congress Street
Boston, MA 02114
Tel: (617) 565-3200 (voice), (617) 565-3204 (TODD)

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe sexual harassment occurred, they may take a case to court.

Section 37: Employee Discipline

The Town of Londonderry is an at will employer. The following Employee Discipline policy is merely a guide for the Town to use at its discretion. This Policy is neither a requirement for the Town or a right of a Town employee. Moreover, no act or omission to act by the Town shall

explicitly or implicitly create such requirement or right. Nothing in this Policy shall limit the Town's right to terminate any employee without notice or cause.

The Town of Londonderry's progressive discipline process is a model for identifying and addressing employee and employment related problems. The Town's progressive discipline process may be applied to any and all employee conduct that the Town, at its sole discretion, determines must be addressed by this discipline policy.

The progressive discipline process does not apply to elected officers and their statutory assistants. However, an elected officer may choose to follow the requirements of this Policy for discipline and termination of his or her statutory assistants. A statutory assistant means an individual appointed to his or her position by an elected officer of the Town having express statutory authority to appoint an assistant. Statutory assistants include the assistant clerk and the assistant treasurer.

Under the Town's progressive discipline process, an employee may be subject to disciplinary action, up to and including termination, for violation of the provisions of this personnel policy and/or failure to maintain an acceptable level of performance. The Town may take prior disciplinary action into consideration when disciplining or terminating an employee. Violations of different rules may be treated as repeated violations of the same rule for purposes of progressive discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance, or violation of the Town's policies, practices, or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. The Town also reserves the right to impose discipline for off-duty conduct that adversely impacts the legitimate interests of the Town. The Town reserves the right in its sole discretion to bypass progressive discipline and to take whatever action it deems necessary to address the issue at hand. This means that more or less severe discipline, up to and including termination, may be imposed in a given situation at the Town's sole discretion.

The Town also retains the right to unilaterally eliminate positions or reduce the work hours of a position or positions due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, reorganization or reclassification of positions resulting in the elimination of a position or for other related reasons.

The Town will normally adhere to the following progressive disciplinary process, but reserves the right to bypass any or all steps of progressive discipline when it determines, in its sole discretion, that deviation from the process is warranted:

1. verbal warning;
2. written warning;
3. suspension;
4. termination.

Employees are prohibited from engaging in conduct listed below and may receive discipline, up to and including termination, for doing so. This list has been established to provide examples of

behavior that could warrant a range of disciplinary sanctions. Appropriate levels of discipline may be based on the severity of employee conduct. This list is not exhaustive.

- Refusing to do assigned work or failing to carry out the reasonable assignments of a Supervisor or the Selectboard.
- Being inattentive to duty, including sleeping on the job.
- Falsifying a time card, job application or other record or giving false information to anyone whose duty is to make such record.
- Being repeatedly or continuously absent or late, being absent without notice or satisfactory reason or leaving one's work assignment without appropriate authorization.
- Conducting oneself in any manner that is offensive, abusive or contrary to reasonable community standards and expectations of public employees.
- Engaging in any form of harassment including sexual harassment.
- Misusing, misappropriating, or willfully neglecting Town property, funds, materials, equipment or supplies.
- Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or drugs when on the job or subject to duty.
- Fighting, engaging in horseplay, or acting in any manner which endangers the safety of oneself or others. This includes acts of violence as well as threats of violence.
- Stealing or possessing without authority any equipment, tools, materials or other property of the Town or attempting to remove them from the premises without approval or permission from the appropriate authority.
- Marking or defacing walls, fixtures, equipment, tools, materials or other Town property, or willfully damaging or destroying property in any way.
- Willful violation of Town rules or policies.

Section 38: Employee Termination Process

The Town has adopted an employment termination process.

Probationary employees are not subject to the Town's termination process. Notwithstanding any other provision of this Policy, an employee terminated during the probationary period will have no right to these procedures including no right to appeal such termination.

An employee being considered for termination will be provided with written notice. The notice will contain a brief statement of the reasons termination is being considered and the date, time and place of a pre-termination meeting with Town representatives. At the pre-termination meeting, the employee will be afforded an opportunity to present the employee's response to the reason(s) termination is being considered. If the employee declines to attend the pre-termination meeting, the employee may submit a written response to the pre-termination notice not later than the scheduled date of the meeting.

Within seven calendar days of the date of the meeting, which time period may be extended if necessary, the Town will provide the employee with a written notice informing the employee whether they have been terminated. If the employee has been terminated, the notice will provide the general reasons therefore and will also inform the employee of the opportunity to request a post-termination hearing before the selectboard by giving written notice to the indicated Town representative within seven calendar days. The employee will be informed that the employee's failure to make a timely request for a post-termination hearing will result in such hearing being waived.

If a request for a post-termination hearing is made, the Selectboard will provide the employee with a notice informing the employee of the date, time, and place of the post-termination hearing before the selectboard. The notice will inform the employee of their right to be represented by counsel and of the hearing process described below.

The Selectboard may hold the post-termination hearing in executive session, but the employee can elect for the hearing to be held in open session. A Town representative will present the evidence and grounds supporting termination, and the employee or their attorney may cross-examine witnesses presented by the Town. The employee or their counsel may then present the employee's witnesses and evidence, subject to cross-examination by the Town. Opening and/or closing statements will be accepted. The Selectboard will decide any evidentiary objections or disputes. After the hearing and Selectboard meeting are adjourned, the Selectboard, under the authority granted by 1 V.S.A. § 312(e), will deliberate over matters presented in the hearing.

The Selectboard will render a written decision within fourteen calendar days after close of the hearing, which time period may be extended if necessary.

The Town also retains the right to unilaterally eliminate a position and thus terminate employment or reduce the work hours for some or all employees due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, and/or reorganization or reclassification of positions resulting in the elimination of a position or for other related reasons. In such cases, this termination process does not apply.

ADOPTED this **29** day of **September 2025** by the Londonderry Selectboard. The policies stated herein supersede any previously dated policies.

Town of Londonderry, Selectboard

Thomas Cavanagh, Chair

James Fleming, Vice Chair

Taylor Prouty

James Ameden JR, Vice Chair

Martha Dale

Personnel Acknowledgement

I, _____, acknowledge that:
Employee Name

- A. I received a copy of the Town's Personnel Policy on _____ and it is my responsibility to familiarize myself with its contents;
- B. I understand that it is my responsibility to ask questions if there is anything in the Policy that I do not understand;
- B.
- C. I understand that the language used in this Personnel Policy is not intended to create, nor should it be construed to create, a contract or agreement for employment between myself and the Town;
- D. I acknowledge that this Policy replaces any and all prior versions and that the Town reserves the right to add, amend or discontinue any of the provisions of this policy for any reason or none at all, in whole or in part, at any time. In the event changes are made to this policy, all employees will be given notice and provided with a copy of the changes.
- F. I understand that this signed addendum will be on file in the Town Office for all current employees.

Employee's Signature: _____

Date: _____

LONDONDERRY SELECTBOARD

NOTICE OF PUBLIC HEARING

The Londonderry Selectboard will hold a public hearing regarding the proposed update to the Town Plan on 10/29/2025 at 5:00 pm in the Londonderry Town Office, located at 100 Old School Street. The Selectboard Commission solicits public comment on the proposed update, as well as comment from the Planning Commissions of abutting municipalities and from the Regional Planning Commission with respect to the compatibility of their respective plans with the proposed Londonderry Town Plan.

The Plan pertains to all of the Town of Londonderry. The Table of Contents includes:

- **Introduction**
- **History**
- **Land Use**
- **Economy**
- **Natural Resources and Conservation**
- **Community Resources**
- **Flood Resilience**
- **Transportation**
- **Housing**
- **Energy**
- **Compatibility with Other Plans**
- **Maps**
- **Appendices**

A full copy of the proposed Town Plan is available for public review and can be found in the Londonderry Town Office, Londonderry Vermont, and on the town's website at:

<https://www.londonderryvt.org/>.

This public notice was duly warned at their 09/29/2025 Special Selectboard meeting.

***TO LOCAL POLITICAL SUBDIVISIONS:
THIS NOTICE CONTAINS IMPORTANT INFORMATION ABOUT A NEW
NATIONAL OPIOID SETTLEMENT.***

PURDUE PHARMA L.P. & SACKLER FAMILY SETTLEMENT OVERVIEW

A proposed nationwide settlement agreement has been reached with Purdue (and certain of its affiliates) and the Sackler family concerning alleged misconduct related to opioids.

The proposed settlement is being implemented in connection with Purdue's bankruptcy proceedings, and consists of, among other things, a settlement of Purdue's claims against the Sacklers and certain other parties (referred to as the "Estate Settlement"), and a settlement of direct claims against the Sacklers held by States, local governments and other creditors (the "Direct Settlement", and together with the Estate Settlement, the "Settlement"). The Settlement contemplates that the Sacklers will be paying an aggregate of \$6.5 billion in 16 payments over 15 years, including \$1.5 billion on the settlement's Effective Date (expected to be in 2026), though some amounts are subject to discounted prepayments. These amounts are in addition to amounts available from the Purdue estate including amounts available on the Effective Date (expected to be around \$900 million) and amounts that may be paid in the future.

The Settlement also contains injunctive relief governing opioid dispensing practices and requires the successor-in-interest of Purdue Pharma L.P. to implement safeguards to prevent diversion of prescription opioids, and also restrict certain Sacklers from directly or indirectly engaging in the manufacturing or sale of opioids, as detailed in the Settlement.

The proposed settlement has two key participation steps now that **all eligible states and territories elected to participate in the Direct Settlement.**

First, eligible subdivisions within each participating state decide whether to participate in the Direct Settlement. The Direct Settlement is documented in the Governmental Entity and Shareholder Direct Settlement Agreement, which is commonly referred to as the "GESA". The more subdivisions that participate, the more funds flow to that state and its subdivisions. Any subdivision that does not participate cannot directly share in any of the Direct Settlement funds, even if the subdivision's state is settling and other participating subdivisions are sharing in settlement funds.

YOU MUST PARTICIPATE IN THE DIRECT SETTLEMENT BY RETURNING YOUR PARTICIPATION FORM IN ORDER TO RECEIVE THE BENEFITS OF THE SETTLEMENT.

Second, concurrently with the solicitation of eligible subdivisions to participate in the Direct Settlement, votes will be solicited for approval of Purdue Pharma L.P.'s bankruptcy plan, which plan will provide distributions in respect of the Estate Settlement. NOT ALL SUBDIVISIONS ELIGIBLE TO PARTICIPATE IN THE SETTLEMENT WILL RECEIVE PACKAGES TO VOTE ON THE PLAN.

Please note that this is NOT a solicitation or a request for subdivisions to submit votes on the Purdue bankruptcy plan. This settlement package only pertains to a decision to participate in the Direct Settlement with the Sacklers.

If you receive a package to vote on the plan you should follow the applicable instructions for voting. PLEASE NOTE THAT VOTING ON THE PLAN IS SEPARATE FROM PARTICIPATION IN THE DIRECT SETTLEMENT. **IT IS NOT NECESSARY TO VOTE ON THE PLAN IN ORDER TO RECEIVE THE BENEFITS OF THE SETTLEMENT.**

WHO IS RUBRIS INC. AND WHAT IS THE IMPLEMENTATION ADMINISTRATOR?

The Direct Settlement provides that an Implementation Administrator will provide notice and manage the collection of participation forms. Rubris Inc. is the Implementation Administrator for the Direct Settlement and was also retained for the prior national opioid settlements.

WHY IS YOUR SUBDIVISION RECEIVING THIS NOTICE?

Your state has elected to participate in the Settlement, and therefore your subdivision may participate in the Direct Settlement. This notice is also being sent directly to counsel for such subdivisions if the Implementation Administrator has their information.

If you are represented by an attorney with respect to opioid claims, please contact them. **Subdivisions can participate in the Settlement whether or not they filed a lawsuit or are represented.**

WHERE CAN YOU FIND MORE INFORMATION?

Detailed information about the Settlement, including each settlement agreement, may be found at: <https://nationalopioidsettlement.com/purdue-sacklers-settlements/>. This website will be updated to include information about how the Settlement is being implemented in most states and how funds will be allocated within your state.

You are encouraged to review the terms of the settlement agreements and discuss the terms and benefits with your counsel, your Attorney General's Office, and other contacts within your state.

Your subdivision will need to decide whether to participate in the proposed Settlement, and subdivisions are encouraged to work through this process before the **September 30, 2025** deadline.

HOW DO YOU PARTICIPATE IN THE SETTLEMENT?

The Settlement requires that you take affirmative steps to "opt in" to the Settlement.

In the next few weeks, you will receive documentation and instructions from the Implementation Administrator. In order to participate in the settlement, a subdivision must sign and return the required documentation.

Please add the following email addresses to your "safe" list so emails do not go to spam / junk folders: dse_na3@docusign.net and opioidsparticipation@rubris.com. Please monitor your email for the Participation Form and instructions.

All required documentation must be signed and returned on or before **September 30, 2025**.

New National Opioids Settlement: Secondary Manufacturers
Opioids Implementation Administrator
opioidsparticipation@rubris.com

LONDONDERRY TOWN, VT
Reference Number: CL-1775179

TO LOCAL POLITICAL SUBDIVISIONS:

THIS PACKAGE CONTAINS DOCUMENTATION TO PARTICIPATE IN THE NEW NATIONAL OPIOIDS SECONDARY MANUFACTURERS SETTLEMENTS. YOU MUST TAKE ACTION IN ORDER TO PARTICIPATE.

Deadline: October 8, 2025

A new proposed national opioids settlement ("*Secondary Manufacturers Settlements*") has been reached with eight opioids manufacturers: Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus ("*Settling Defendants*"). This *Combined Participation Package* is a follow-up communication to the *Notice of National Opioids Settlement* recently received electronically by your subdivision.

You are receiving this *Combined Participation Package* because Vermont is participating in the Secondary Manufacturers Settlements.

If a state is not eligible to or does not participate in the settlement with a particular manufacturer, the subdivisions in that state are not eligible to participate in that manufacturer's settlement.

This electronic envelope contains:

- A *Combined Participation Form* for the *Secondary Manufacturers Settlements* that your subdivision is eligible to join, including a release of any claims.
- The *Combined Participation Form Addendum to Reallocate Payment to the Vermont Abatement Account Fund*

The *Combined Participation Form* must be executed, without alteration, and submitted on or before October 8, 2025, in order for your subdivision to be considered for initial participation calculations and payment eligibility under the *Secondary Manufacturers Settlement*.

If you prefer to allocate your share of the settlement fund to the Vermont Opioid Abatement Account Fund, you must sign both the enclosed Participation Form and the Participation Form Addendum.

Based upon *Combined Participation Forms* received on or before October 8, 2025, the subdivision participation rate will be used to determine whether participation is sufficient for each settlement to move forward and whether a state earns its maximum potential payment under each settlement. If a settlement moves forward,

your release will become effective. If a settlement does not move forward, that release will not become effective.

Any subdivision that does not participate cannot directly share in the settlement funds, even if the subdivision's state is settling and other participating subdivisions are sharing in settlement funds. Any subdivision that does not participate may also reduce the amount of money for programs to remediate the opioid crisis in its state. Please note, a subdivision will not necessarily directly receive settlement funds by participating; decisions on how settlement funds will be allocated within a state are subject to intrastate agreements or state statutes.

You are encouraged to discuss the terms and benefits of the *Secondary Manufacturers Settlements* with your counsel, your Attorney General's Office, and other contacts within your state. Many states are implementing and allocating funds for this new settlement the same as they did for the prior opioids settlements but states may choose to treat this settlement differently.

Information and documents regarding the *Secondary Manufacturers Settlements*, implementation in your state, and how funds will be allocated within your state can be found on the national settlement website at <https://nationalopioidsettlement.com/>. This website will be supplemented as additional documents are created.

This *Participation Packet* is different than the participation packet you recently received from Rubris concerning a settlement with Purdue Pharma, L.P, and the Sackler Family. The *Secondary Manufacturers Settlements* discussed in this *Participation Packet* are different than the settlement with Purdue and the Sacklers, and you may participate in the *Secondary Manufacturers Settlements* regardless of whether you join the Purdue and Sackler settlement.

How to return signed forms:

There are three methods for returning the executed *Combined Participation Form* and any supporting documentation to the Implementation Administrator:

- (1) *Electronic Signature via DocuSign*: Executing the *Combined Participation Form* electronically through DocuSign will return the signed form to the Implementation Administrator and associate your form with your subdivision's records. Electronic signature is the most efficient method for returning the *Combined Participation Form*, allowing for more timely participation and the potential to meet higher settlement payment thresholds, and is therefore strongly encouraged.
- (2) *Manual Signature returned via DocuSign*: DocuSign allows forms to be downloaded, signed manually, then uploaded to DocuSign and returned automatically to the Implementation Administrator. Please be sure to complete all fields. As with electronic signature, returning a manually signed *Combined*

Participation Form via DocuSign will associate your signed forms with your subdivision's records.

(3) *Manual Signature returned via electronic mail*: If your subdivision is unable to return an executed *Combined Participation Form* using DocuSign, the signed *Combined Participation Form* may be returned via electronic mail to opioidsparticipation@rubris.com. Please include the name, state, and reference ID of your subdivision in the body of the email and use the subject line Combined Settlement Participation Form – [Subdivision Name, Subdivision State] – [Reference ID].

Detailed instructions on how to sign and return the *Combined Participation Form*, including changing the authorized signer, can be found at <https://nationalopioidsettlement.com/additional-settlements/>. You may also contact opioidsparticipation@rubris.com.

The sign-on period for subdivisions ends on October 8, 2025.

If you have any questions about executing the *Combined Participation Form*, please contact your counsel, the Implementation Administrator at opioidsparticipation@rubris.com, or Jill S. Abrams at the Vermont Attorney General's Office at jill.abrams@vermont.gov.

Thank you,

Secondary Manufacturers Settlements Implementation Administrator

The Implementation Administrator is retained to provide the settlement notice required by the Secondary Manufacturers Settlements and to manage the collection of the Combined Participation Form.

EXHIBIT K**Secondary Manufacturers' Combined Subdivision Participation and Release Form**
("Combined Participation Form")

Governmental Entity: LONDONDERRY TOWN	State: VT
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to each of the settlements which are listed in paragraph 1 below (each a "Secondary Manufacturer's Settlement" and collectively, "the Secondary Manufacturers' Settlements"), and acting through the undersigned authorized official, hereby elects to participate in each of the Secondary Manufacturers' Settlements, release all Released Claims against all Released Entities in each of the Secondary Manufacturers' Settlements, and agrees as follows.

1. The Participating Entity hereby elects to participate in each of the following Secondary Manufacturers' Settlements as a Participating Entity:
 - a. Settlement Agreement for Alvogen, Inc. dated April 4, 2025.
 - b. Settlement Agreement for Apotex Corp. dated April 4, 2025.
 - c. Settlement Agreement for Amneal Pharmaceuticals LLC dated April 4, 2025.
 - d. Settlement Agreement for Hikma Pharmaceuticals USA Inc. dated April 4, 2025.
 - e. Settlement Agreement for Indivior Inc. dated April 4, 2025.
 - f. Settlement Agreement for Viatris Inc. ("Mylan") dated April 4, 2025.
 - g. Settlement Agreement for Sun Pharmaceutical Industries, Inc. dated April 4, 2025.
 - h. Settlement Agreement for Zydus Pharmaceuticals (USA) Inc. dated April 4, 2025.
2. The Governmental Entity is aware of and has reviewed each of the Secondary Manufacturers' Settlements, understands that all capitalized terms not defined in this Combined Participation Form have the meanings defined in each of the Secondary Manufacturers' Settlements, and agrees that by executing this Combined Participation Form, the Governmental Entity elects to participate in each of the Secondary Manufacturers' Settlements and become a Participating Subdivision as provided in each of the Secondary Manufacturers' Settlements.
3. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed against any Released Entity in each of the Secondary Manufacturers' Settlements. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity



authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice for each of the manufacturers listed in paragraph 1 above substantially in the form found at <https://nationalopioidsettlement.com/additional-settlements/>.

4. The Governmental Entity agrees to the terms of each of the Secondary Manufacturers' Settlements pertaining to Participating Subdivisions as defined therein.
5. By agreeing to the terms of each of the Secondary Manufacturers' Settlements and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
6. The Governmental Entity agrees to use any monies it receives through each of the Secondary Manufacturers' Settlements solely for the purposes provided therein.
7. The Governmental Entity submits to the jurisdiction of the court and agrees to follow the process for resolving any disputes related to each Secondary Manufacturer's Settlement as described in each of the Secondary Manufacturers' Settlements.¹
8. The Governmental Entity has the right to enforce each of the Secondary Manufacturers' Settlements as provided therein.
9. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in each of the Secondary Manufacturers' Settlements, including without limitation all provisions related to release of any claims,² and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in each of the Secondary Manufacturers' Settlements in any forum whatsoever. The releases provided for in each of the Secondary Manufacturers' Settlements are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities in each of the Secondary Manufacturers' Settlements the broadest possible bar against any liability relating in any way to Released

¹ See Settlement Agreement for Alvogen, Inc. Section VII.F.2; Settlement Agreement for Apotex Corp. Section VII.F.2; Settlement Agreement for Amneal Pharmaceuticals LLC Section VII.F.2; Settlement Agreement for Hikma Pharmaceuticals USA Inc. Section VII.F.2; Settlement Agreement for Indivior Section VI.F.2; Settlement Agreement for Mylan Section VI.F.2; Settlement Agreement for Sun Pharmaceutical Industries, Inc. Section VII.F.2; Settlement Agreement for Zydus Pharmaceuticals (USA) Inc. Section VII.F.2.

² See Settlement Agreement for Alvogen, Inc. Section XI; Settlement Agreement for Amneal Pharmaceuticals LLC Section X; Settlement Agreement for Apotex Corp. Section XI; Settlement Agreement for Hikma Pharmaceuticals USA Inc. Section XI; Settlement Agreement for Indivior Section X; Settlement Agreement for Mylan Section X; Settlement Agreement for Sun Pharmaceutical Industries, Inc. Section XI; Settlement Agreement for Zydus Pharmaceuticals (USA) Inc. Section XI.



Claims and extend to the full extent of the power of the Governmental Entity to release claims. Each of the Secondary Manufacturers' Settlements shall be a complete bar to any Released Claim against that manufacturer's Released Entities.

10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in each of the Secondary Manufacturers' Settlements.
11. In connection with the releases provided for in each of the Secondary Manufacturers' Settlements, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims in each of the Secondary Manufacturers' Settlements, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in each of the Secondary Manufacturers' Settlements.

12. The Governmental Entity understands and acknowledges that each of the Secondary Manufacturers' Settlements is an independent agreement with its own terms and conditions. Nothing herein is intended to modify in any way the terms of any of the Secondary Manufacturers' Settlements, to which Governmental Entity hereby agrees, aside from the exceptions in paragraph 13 below. To the extent this Combined Participation Form is interpreted differently from any of the Secondary Manufacturers' Settlements in any respect, the individual Secondary Manufacturer's Settlement controls.
13. For the avoidance of doubt, in the event that some but not all of the Secondary Manufacturers' Settlements proceed past their respective Reference Dates, all releases and other commitments or obligations shall become void **only as to** those Secondary Manufacturers' Settlements that fail to proceed past their Reference Dates. All releases and other commitments or obligations (including those contained in this Combined Participation Form) shall remain in full effect as to each Secondary Manufacturer's Settlement that proceeds past its Reference Date, and this Combined Participation Form need not be modified, returned, or destroyed as long as any Secondary Manufacturer's Settlement proceeds past its Reference Date.



I have all necessary power and authorization to execute this Combined Participation Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____



VERMONT
EXHIBIT K-1
Vermont Governmental Entity
Agreement to Reallocate Payment to
Vermont Abatement Account Fund

Governmental Entity: LONDONDERRY TOWN	State: VT
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The Governmental Entity identified above, having signed Exhibit K (the Subdivision Participation and Release Form), agrees as follows.

1. That all monies to which the Governmental Entity is entitled as its portion of the Secondary Manufacturers' Settlement Agreement shall be apportioned to Vermont's Abatement Account Fund rather than to the Governmental Entity;
2. Said reapportioned monies shall be paid by the Settlement Fund Administrator directly into the Vermont Abatement Account; and
3. Said monies shall be distributed consistent with the Secondary Manufacturers' Settlement Agreement.



I/we have all necessary power and authorization to execute this document on behalf of the county.

Signature: _____

Name: _____

Title: _____

Date: _____



DLL

From Allison Marino <TOWNCLERK@londonderryvt.org>

Date Wed 9/24/2025 11:03 AM

To Aileen Tulloch <townadmin@londonderryvt.org>

Morning

We have 2 cater permits for FYI for the selectboard

9/13 - Haystack Catering LLC

10/11 – Ski Magic, LLC

Thanks

-A

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.



September 12, 2025

Town of Londonderry
Tom Cavanagh, Selectboard Chair
100 Old School Street
South Londonderry, VT 05155

Dear Mr. Cavanagh,

Act 181 was passed in June 2024 and overhauls Vermont's framework for coordinating state, regional, and municipal land use planning. The Windham Regional Commission will be working with towns beginning this fall to provide more information on the statute changes and updates to the Windham Regional Plan required by Act 181. Please find enclosed a summary of the Act 181 legislation that provides additional background information. WRC also hosted a workshop for towns on Act 181 in June and a recording of the presentation can be viewed on WRC's website: www.windhamregional.org.

Included as an attachment is a draft of the Regional Future Land Use Map to address the Act 181 requirements for the Town of Londonderry. A description of the land use districts shown on the map are provided as an attachment to the map. WRC staff will work with your town to review and revise the future land use map based on input from your community. Please contact Matt Bachler, Senior Planner, at mbachler@windhamregional.org or 802-257-4547, ext. 112 to discuss how your town would like to manage this process. We anticipate completing a draft of the Regional Plan update by Summer 2026.

WRC is also required to assign a housing target range for each municipality to reach the overall housing targets for our region provided by the Vermont Housing Finance Agency. We will review draft housing targets with Londonderry when reviewing the future land use map. The purpose of the housing targets is to set a goal for the region and towns to provide much-needed housing. There are no requirements that these targets be met.

We look forward to working with Londonderry to address the new Act 181 requirements. Please feel free to contact me should you have any questions.

Sincerely,

Matt Bachler
Senior Planner



Windham Regional Commission Act 181 Regional Plan Update Overview for Municipalities September 2025

Overview

Act 181 was passed into law in June 2024 and overhauls Vermont's framework for coordinating state, regional, and municipal land use planning. The Windham Regional Commission (WRC) will be working with the 27 member towns of the Windham Region beginning in the fall of 2025 to update the Windham Regional Plan to meet the new Act 181 requirements. WRC anticipates completing a draft of the Regional Plan update by the summer of 2026. The following is a summary of the main changes made to statute by Act 181. More details are provided on the following pages.

Location-Based Jurisdiction

Act 181 modernizes how Vermont maps and directs public investments to designated centers and neighborhoods, and transitions Act 250 to have more location-based jurisdiction. This change is intended to recognize that some areas of Vermont are planned for growth, contain necessary infrastructure (e.g. water, wastewater), and have sufficient local land use controls in place to adequately regulate development.

Regional Future Land Use Map

The map used to determine eligibility for the Act 250 location-based jurisdiction is the Regional Future Land Use Map. This map is adopted by the RPC and approved by the State's Land Use Review Board (LURB), based upon statutory definitions. The Regional Future Land Use Map will also be used to determine eligibility for the new State-designated "Centers" and "Neighborhoods."

FAQS: What is the Regional Plan?

The Regional Plan provides guidance for the orderly development of the region and establishes a policy basis for WRC's work program. It is also a policy basis for when WRC reviews development proposals requiring Act 250, Section 248, or Section 248(a) approval. WRC is required to review and update the Regional Plan at a minimum every 8 years. The last Regional Plan update was adopted by the WRC on July 29, 2025.

Act 181 and the Regional Future Land Use Map

The Regional Future Land Use Map will guide development in the Windham Region by designating areas for growth, rural and working lands, conservation, and other purposes based on environmental, infrastructure, and community factors. The Act 181 legislation includes 10 regional planning land use categories that must be mapped by each RPC consistent with definitions in statute. This process will be similar to how WRC has done land use planning for the region in its past regional plans. The 10 land use categories are shown below and generally fall within three categories: priority growth areas, rural areas, and special planning areas.

Priority Growth Areas

Downtown/Village Center
Planned Growth Area
Village Area

Rural Areas

Hamlets
Rural - General
Rural – Agricultural and
Forestry
Rural - Conservation

Special Planning Areas

Transition/Infill Area
Enterprise
Resource-Based
Recreation Areas

WRC Mapping Process and Municipal Review Process

WRC is developing a draft Regional Future Land Use Map and will review maps with each town beginning in the fall of 2025. WRC will work with towns to make any needed adjustments to the maps, within the statute requirements. The goal is to have a final draft of the Regional Future Land Use Map by the summer of 2026.

As part of the mapping process, WRC is not designating areas that will be classified as Tier 3 under the reformed Act 250. This is a separate mapping process being completed by the State Land Use Review Board (LURB). The LURB will adopt final rules for Tier 3 jurisdiction by January 2026.

FAQS: How does the Regional Future Land Use Map relate to our Town Plan and Zoning Bylaws?

Town Plans are required to include a land use element and a supporting proposed land use map. To receive Regional Planning Commission approval of the Town Plan, the Town's land use element and map need to be "compatible with" the regional plan and future land use map, but the town map does not need to exactly match the regional map. Based on statute, to be "compatible with" the regional plan the town plan must not "significantly reduce the desired effect" of the regional plan's goals.

The Regional Future Land Use Map has no impact on town zoning bylaws. Towns should continue to develop their local zoning bylaws based on their adopted Town Plan. In developing the Regional Future Land Use Map, WRC considered town zoning district boundaries to provide guidance on where boundaries should be set between regional land use categories

Act 250 Reforms

Act 181 made changes to Act 250, the State land use review and permitting program, to reduce barriers for development in areas that are best suited for growth. The act also created the new Land Use Review Board (LURB), which replaces the Natural Resource Board. In addition to being responsible for overseeing Act 250 permitting, the LURB will be responsible for approving regional plans and requests for Tier 1 status.

Act 181 established three “Tiers” with different jurisdiction requirements under Act 250. Areas best suited for growth would be eligible for the new “Tier 1” category. This includes a “Tier 1A” option for full exemption from Act 250 permitting and a “Tier 1B” option that would only exempt residential projects with 50 units or less on 10 acres or less of land. The Regional Future Land Use Map will help establish eligibility for Tier 1, along with other eligibility criteria in statute. To be eligible for Tier 1A or 1B, an area needs to be mapped by the RPC as a Downtown Center, Village Center, Planned Growth Area, or Village Area (Tier 1B only). Towns will apply directly with the LURB for Tier 1A status. Towns that are eligible for Tier 1B can request the RPC identify these areas on the Regional Future Land Use Map and, upon approval of the map, will receive Tier 1B status.

The purpose of the Tier 3 designation is to ensure protection of critical natural resources and jurisdiction under Act 250 will increase for these designated areas. The LURB is working on the rulemaking process for Tier 3 and final rules and mapping will be issued in January 2026. Tier 3 designation is not based on the Regional Future Land Use Map. Any area not designated at Tier 1 or Tier 3 will fall under Tier 2. For Tier 2, Act 250 jurisdiction will be mostly unchanged from the current requirements.

Tier 1A	Tier 1B	Tier 2	Tier 3
Full Act 250 Exemption	Act 250 Exemption for residential projects with 50 units or less on 10 acres or less	Act 250 Status Quo	Expanded jurisdictional rules for critical natural resource areas
• RPC Land Use Map: Downtown/Village Center, Planned Growth Area • Municipal application • LURB Review & Approval • LURB Application Guidelines by 1/1/26 • Statute eligibility criteria	• RPC Land Use Map: Downtown/Village Center, Planned Growth Area, Village Area • Requested by town through RPC mapping process • LURB Review & Approval • Statute eligibility criteria	All areas not within Tier 1 or 3	• Not based on RPC Land Use Map designations • LURB rulemaking by 2/1/26

FAQS: If our town is eligible for Tier 1A and/or Tier 1B, are we required to receive these designations?

No. It is up to the town whether it either applies for Tier 1A status through the LURB or requests Tier 1B status with WRC through the regional planning process. Towns can also choose to request Tier 1A or Tier 1B status at a future date, or choose to rescind the designation.

Act 181 and the State Designation Program

Act 181 includes significant reforms to the State Designation program, which includes designated Village Centers, Downtowns, and Neighborhood Development Areas. The State Designation program was first created 25 years ago and has grown and expanded contributing significant investment in town and village centers and surrounding neighborhoods. One of the goals of Act 181 was to make the process for applying for a designated area easier for towns and to increase the amount of investment in areas most suitable for growth.

Under the new designation program there will be two types of designations: Centers and Neighborhoods. The Center designation continues to support revitalization efforts of downtowns and village centers and the Neighborhood designation supports revitalization and development in neighborhoods surrounding Centers. All existing Village Centers and Designated Downtowns approved by the Downtown Board will automatically become Centers and existing Neighborhood Development Areas will become Neighborhoods.

Going forward, eligibility for the designation program will be determined based on the Regional Future Land Use Map. In consultation with towns, areas mapped by WRC as a Downtown Center or Village Center will be eligible for Center designations, and areas mapped as Planned Growth Area or Village Areas will be eligible for the Neighborhood designation. The Community Investment Board (formerly the Downtown Board) will review a draft of the Regional Future Land Use Map and comment on the proposed Center and Neighborhood designations before the map is finalized. Once the LURB approves the map, the designations go into effect.

The Department of Housing and Community Development will provide municipalities with technical assistance regarding different benefits available under the designation program. One component of the Act 181 changes is a step process for designated Centers that will allow towns to be eligible for additional benefits as they move from Step 1 to Step 3:



Center Designation Steps

- **Step 1: Beginner Village Center**
(All new mapped Village Centers)
- **Step 2: Intermediate Village Center**
(Includes all existing designated Village Centers)
- **Step 3: Downtowns** (Includes existing designated Downtowns and new mapped Downtown Centers)

FAQS: Our Town has an existing designated Village Center. Is there anything we need to do to ensure we are still eligible for the designation benefits?

No. All designated Village Centers that have received approval from the Downtown Board as of December 31, 2025 will automatically become Centers under the new program and no action is needed by towns. This also applies to existing Downtown Districts (will become Centers) and Neighborhood Development Areas (will become Neighborhoods).

Regional and Municipal Housing Targets

The 2023 HOME Act directed the Vermont Housing and Finance Agency (VHFA) to include new regional housing targets as part of the Statewide Housing Needs Assessment. The HOME Act also requires Regional Planning Commissions to assign housing targets to each municipality in the region to achieve the region-wide housing production goals. Act 181 also includes requirements about accommodating housing growth to meet the targets within the priority growth areas identified on the Regional Future Land Use Map.

The Statewide Housing Needs Assessment includes housing targets for 2030 and 2050. For each year, VHFA sets an “upper” and “lower” housing target based on different population growth assumptions. Housing needs were distributed to each region proportionally based on the number of households in each region as of 2020. The table below provides the housing targets for the Windham Region:

Windham Region Housing Targets from Statewide Housing Needs Assessment		
	2030	2050
Lower Target	2,571 dwellings	7,993 dwellings
Upper Target	3,730 dwellings	15,635 dwellings

The Windham Regional Commission developed a methodology to assign housing targets to each town in the region. The methodology is based on existing population, existing year-round housing units (excluding seasonal dwellings), and the availability of water and wastewater infrastructure. As part of the Act 181 Regional Plan update process, WRC will review draft housing targets with each town for input. The purpose of the housing targets is to set a goal for the region and municipalities to provide much-needed housing. There are no requirements that towns or the region as a whole meet the housing targets.

2026 Windham Regional Plan Update - Town Outreach Letter and Draft Act 181 Map

From Matthew Bachler <mbachler@windhamregional.org>

Date Fri 9/12/2025 11:01 AM

To Aileen Tulloch <townadmin@londonderryvt.org>

Cc 'Chris Campany' <ccampany@windhamregional.org>; ggmora99@mac.com <ggmora99@mac.com>

 2 attachments (1 MB)

Londonderry Town Letter 9-12-25.pdf; Act 181 Map_Londonderry, draft.pdf;

Good morning Aileen,

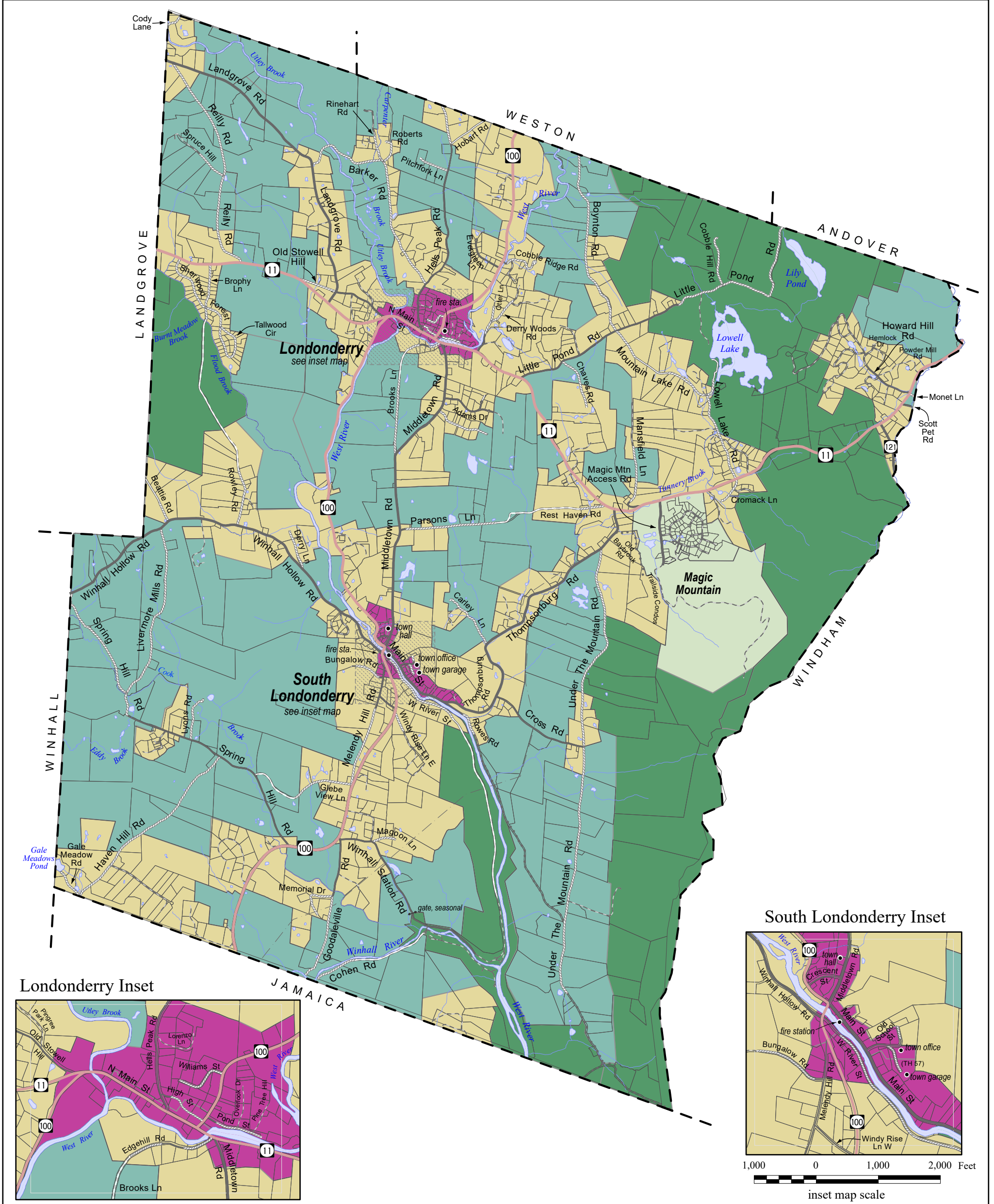
As you're likely aware, Act 181 passed in 2024 made substantial changes to Act 250, the State Designation Program, and regional planning requirements. WRC will begin the process of working with member towns this fall to update the Windham Regional Plan to meet these new requirements. We expect to have a draft of the plan completed by summer 2026.

A significant component is updating our regional future land use map to use 10 new land use categories created in Act 181. How areas in your town are mapped has implications for changes in Act 250 jurisdiction and eligibility for State Designation Programs. I am attaching a letter addressed to the Selectboard Chair and additional information on Act 181 along with a first draft of the regional future land use map for Londonderry.

We are asking towns to let us know how they would like to work with WRC to go over the Act 181 changes and provide comments on the draft regional land use map. In most cases, we would work with the town's Planning Commission. Please contact me about arranging a time to meet with the town. Also, feel free to reach out with any general questions about Act 181 or our Regional Plan Update process.

Best,
Matt

Matthew Bachler, AICP
Senior Planner
Windham Regional Commission
139 Main Street, Suite 505
Brattleboro, VT 05301
(802) 257-4547, ext. 112
www.windhamregional.org



Windham Region Draft Act 181 Future Land Use Map Town of Londonderry, Vt.

September 2024

- Resource-based Recreation Area
- Rural Agriculture and Forestry
- Rural Conservation
- Rural General
- Village Center

0.5 0 0.5 1 1.5 Miles

Regional Future Land Use District Definitions

The Windham Regional Plan is required to include a Future Land Use Element that shows the present and prospective location, amount, intensity, and character of land uses in relation to the provision of necessary community facility and services. The plan must also include a map delineating future land use area boundaries for the land use districts, as defined in 24 V.S.A. § 4348a(a)(12). Please refer to the definitions from statute below when reviewing the draft regional future land use map for your municipality.

WRC has mapped the future land use districts for the region based on the definitions provided in statute. WRC will work with member towns to review and revise the draft future land use map based on municipal input. However, WRC will make sure any map changes comply with the statute requirements to ensure the Regional Plan can be approved by the State Land Use Review Board.

Downtown or Village Centers

These areas are the mixed-use centers bringing together community economic activity and civic assets. They include downtowns, villages, and new town centers previously designated under chapter 76A and downtowns and village centers seeking benefits under the Community Investment Program under section 5804 of this title. The downtown or village centers are the traditional and historic central business and civic centers within planned growth areas, village areas, or may stand alone. Village centers are not required to have public water, wastewater, zoning, or subdivision bylaws.

Planned Growth Areas

These areas include the high-density existing settlement and future growth areas with high concentrations of population, housing, and employment in each region and town, as appropriate. They include a mix of historic and nonhistoric commercial, residential, and civic or cultural sites with active streetscapes, supported by land development regulations; public water or wastewater, or both; and multimodal transportation systems. These areas include new town centers, downtowns, village centers, growth centers, and neighborhood development areas previously designated under chapter 76A of this title. These areas should generally meet the smart growth principles definition in chapter 139 of this title and the following criteria:

- i. The municipality has a duly adopted and approved plan and a planning process that is confirmed in accordance with section 4350 of this title and has adopted bylaws and regulations in accordance with sections 4414, 4418, and 4442 of this title.
- ii. This area is served by public water or wastewater infrastructure.
- iii. The area is generally within walking distance from the municipality's or an adjacent municipality's downtown, village center, new town center, or growth center.
- iv. The area excludes identified flood hazard and river corridor areas, except those areas containing preexisting development in areas suitable for infill development as defined in section 29-201 of the Vermont Flood Hazard Area and River Corridor Rule.
- v. The municipal plan indicates that this area is intended for higher-density residential and mixed-use development.
- vi. The area provides for housing that meets the needs of a diversity of social and income groups in the community.
- vii. The area is served by planned or existing transportation infrastructure that conforms with "complete streets" principles as described under 19 V.S.A. chapter 24 and establishes pedestrian access directly to the downtown, village center, or new town center. Planned transportation infrastructure includes those investments included in the municipality's capital improvement program pursuant to section 4430 of this title.

Village Areas

These areas include the traditional settlement area or a proposed new settlement area, typically composed of a cohesive mix of residential, civic, religious, commercial, and mixed-use buildings, arranged along a main street and intersecting streets that are within walking distance for residents who live within and surrounding the core. These areas include existing village center designations and similar areas statewide, but this area is larger than the village center designation. Village areas shall meet the following criteria:

- i. The municipality has a duly adopted and approved plan and a planning process that is confirmed in accordance with section 4350 of this title.
- ii. The municipality has adopted bylaws and regulations in accordance with sections 4414, 4418, and 4442 of this title.
- iii. Unless the municipality has adopted flood hazard and river corridor bylaws, applicable to the entire municipality, that are consistent with the standards established pursuant to 10 V.S.A. § 755b (flood hazard) and 10 V.S.A. § 1428(b) (river corridor), the area excludes identified flood hazard and river corridors, except those areas containing preexisting development in areas suitable for infill development as defined in 29-201 of the Vermont Flood Hazard Area and River Corridor Rule.
- iv. The municipality has either municipal water or wastewater. If no public wastewater is available, the area must have soils that are adequate for wastewater disposal.
- v. The area has some opportunity for infill development or new development areas where the village can grow and be flood resilient.

Transition or Infill Area

These areas include areas of existing or planned commercial, office, mixed-use development, or residential uses either adjacent to a planned growth or village area or a new stand-alone transition or infill area and served by, or planned for, public water or wastewater, or both. The intent of this land use category is to transform these areas into higher-density, mixed-use settlements, or residential neighborhoods through infill and redevelopment or new development. New commercial linear strip development is not allowed as to prevent it negatively impacting the economic vitality of commercial areas in the adjacent or nearby planned growth or village area. This area could also include adjacent greenfields safer from flooding and planned for future growth.

Resource-Based Recreation Areas

These areas include large-scale resource-based recreational facilities, often concentrated around ski resorts, lakeshores, or concentrated trail networks, that may provide infrastructure, jobs, or housing to support recreational activities.

Enterprise Areas

These areas include locations of high economic activity and employment that are not adjacent to planned growth areas. These include industrial parks, areas of natural resource extraction, or other commercial uses that involve larger land areas. Enterprise areas typically have ready access to water supply, sewage disposal, electricity, and freight transportation networks.

Hamlets

Small historic clusters of homes and may include a school, place of worship, store, or other public buildings not planned for significant growth; no public water supply or wastewater systems; and mostly focused along one or two roads. These may be depicted as points on the future land use map.

Rural - General

These areas include areas that promote the preservation of Vermont's traditional working landscape and natural area features. They allow for low-density residential and some limited commercial development that is compatible with productive lands and natural areas. This may also include an area that a municipality is planning to make more rural than it is currently.

Rural - Agricultural and Forestry

These areas include blocks of forest or farmland that sustain resource industries, provide critical wildlife habitat and movement, outdoor recreation, flood storage, aquifer recharge, and scenic beauty, and contribute to economic well-being and quality of life. Development in these areas should be carefully managed to promote the working landscape and rural economy, and address regional goals, while protecting the agricultural and forest resource value.

Rural – Conservation

These are areas of significant natural resources, identified by regional planning commissions or municipalities based upon existing Agency of Natural Resources mapping that require special consideration for aquifer protection; for wetland protection; for the maintenance of forest blocks, wildlife habitat, and habitat connectors; or for other conservation purposes. The mapping of these areas and accompanying policies are intended to help meet requirements of 10 V.S.A. chapter 89. Any portion of this area that is approved by the LURB as having Tier 3 area status shall be identified on the future land use map as an overlay upon approval.