

Town of Londonderry, Vermont

Selectboard Meeting Agenda

Monday, November 17, 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 11/03/2025
4. Selectboard Pay Orders
5. Announcements/Correspondence
6. Visitors and Concerned Citizens
 - a. Short Term Rental Concern (Tyler Fisher)
7. Roads and Bridges
 - a. Updates
 - b. Ratify log landing decision from 10/20
 - c. Discuss Monet Lane Road Discontinuance
8. Town Officials Business
 - a. Town Clerk
 - i. Review and Approve amended Public Records Request Policy
 - ii. Review and Approve Amended Public Records Fee Schedule
 - b. Parks Director
 - i. Pingree Tennis Court Cemetery Commission Loan Request
 - ii. Appoint Londonderry and at-large member to MTRDAC
9. Transfer Station/Solid Waste Management
 - a. Updates
 - b. Review and Approve Tire Fee Schedule
10. Old Business
11. New Business
 - a. Chris Morrow Request for Input
 - b. Approve Facility Use Agreement for December 1-3 Town Hall (Weston Theatre)
 - c. Approve Facility Use Agreement for 11/22/2025 Town Hall (Birthday Party)
 - d. Approve Liquor Licenses
 - i. Jakes Restaurant 1st, 3rd and OCP
 - ii. West River Coffee Barn 2nd Class
12. Adjourn

Posted and distributed on November 14, 2025

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

Live video of meetings available at:

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

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

Town of Londonderry, Vermont

Selectboard Meeting

Monday, November 17, 2025 – 6:00 PM

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**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, November 3, 2025, 6 PM
100 Old School Street, South Londonderry, VT 05155

Board members present: Jim Fleming., Thomas Cavanagh, and Martha Dale.

Board members absent: James Ameden, Jr. and Taylor Prouty.

Town Officials: Aileen Tulloch, Town Administrator; Sally Hespe, Selectboard Note Taker; Tina Labeau, Treasurer; Allie Marino, Town Clerk; Will Goodwin, Zoning Administrator; Mark Frayne, Deputy Health Officer; John Hurd, Solid Waste Coordinator; Josh Dryden, Road Foreman; Jennifer Greenfield, Planning Commission; Gary Hedman, Village Wastewater Commission; and Patti Eisenhauer, Housing Commission.

Others in Attendance: Sheriff Mark Anderson; Tyler Fisher; Paul Hendlar; Barry Randell; Pamela Spaulding; Wayne Cooley and Ruthanne Batchelder (Chester Snow Mobile Club) and Amanda Fouda, GNAT Videographer.

1. Call Regular Meeting to Order

Chair Tom Cavanagh called the Selectboard meeting to order at 6:02 p.m.

2. Additions or Deletions to the Agenda

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

Martha Dale moved to delete Agenda Item 7e, seconded by Jim Fleming. The motion passed unanimously.

3. Minutes Approval – Meeting(s) of 10/20/2025 and 10/29/2025

Jim Fleming moved to approve the minutes of the Selectboard meetings of 10/20/2025 and 10/29/2025, seconded by Martha Dale. The motion passed unanimously.

4. Selectboard Pay Orders

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

5. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- RFP for tree removal will be going out for Peele and Prouty properties for Wastewater Project.
- 2 RFPS will be going out for Town Hall Renovation Project for 1) window restoration or replacement and 2) vapor barrier.
- Website meeting will be held Wednesday for finishing touches and to determine go live date.
- Vermont Emergency Management Department released funds for Rinehart project.
- Bill Kearns is helping track hours for entire flood project.

The following correspondence can be found in the meeting packet:

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- Thank you letter from Grace Cottage Hospital for last year's appropriation.

Selectboard Chair Tom Cavanagh made the following announcement:

- Will not be at next 2 meetings; it is hunting season.

6. Visitors and Concerned Citizens

a. Animal Control Office program (Sheriff Mark Anderson)

Windham County Sheriff Mark Anderson presented a document outlining that towns are responsible for animal control, but many now seek help from the Sheriff's Department due to a lack of available personnel, training, and equipment—especially for late-night calls and leash law enforcement. Some towns rely on constables, volunteers, or part-time staff to fill the gap.

To address this, the Sheriff has been working with towns on a pilot project to provide shared animal control services. The goal is to create a consortium of towns employing a trained officer to handle enforcement, education, and early intervention before problems arise. The current officer has animal experience, including veterinary technician training.

The current part-time position (22 hours per week) covers Windham County, providing services such as welfare checks, neglect cases, animal-at-large or vicious animal calls, and registration support for town clerks. Nine towns currently participate; Londonderry would be the tenth. Membership requires approval by existing towns. The current assessment is \$3.51 per capita, based on 2020 census data, not much different than current cost.

Martha Dale supported municipal collaboration. Josh Dryden noted that the officer would not handle beaver-related incidents, so that would be contracted separately.

Next steps include adding the program in the town budget and requesting approval for Londonderry's participation (non-binding) in early spring. The proposal should appear as an article in the town meeting process.

b. Chester Snowmobile Club Permission (Ruthanne Batchelder)

This is a yearly request.

Jim Fleming moved to approve the Chester Snowmobile Club's request to utilize parts of Lowell Lake Rd. TH#19 and Mansfield Lane TH#29 for snowmobile trails from December 15, 2025 – April 16, 2026, seconded by Martha Dale. The motion passed unanimously.

c. Preservation of "Squeak's House" (Eric Richard)

Part-time Weston resident Eric Richard introduced a potential project to preserve the historic Ezekial Glazier House ("Squeaks House"), which has been unoccupied for some time. Ed Brown, the current owner, has been in discussions regarding the property. A structural engineer determined that the building is in good condition overall, although the foundation may need replacement. Efforts are underway with historic restoration and preservation groups, and outreach has begun to local, state, and national organizations to explore available grants and funding.

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Ideas for future use include converting the property into a museum, possibly highlighting Burton Snowboards, and utilizing the basement for public restrooms. An application has been submitted to the Village Wastewater Project to connect the site to the system.

Will Goodwin, the Zoning Administrator, noted that the Historical Society should be involved and could potentially manage the project. The Select Board agreed that preserving the Glazier House would be an enhancement to the town and expressed support for efforts to save the building and seek additional resources.

d. Public Trust Fund Concerns (Barry Randell)

Resident Barry Randell voiced concerns about the large balance in the Public Trust Fund and suggested exploring ways to distribute more of the funds. The Selectboard made it clear that the Public Trust Funds are overseen by the Trustees, not the Selectboard.

7. Town Officials Business

a. Wastewater Committee

i. Grease Trap Funding Recommendation

Gary Hedman of the Village Wastewater Commission discussed the requirement for commercial businesses to install grease traps. Some small businesses have requested relief for the cost of installing these grease traps. The Committee determined that there is no mechanism to subsidize expenses for private business owners, as such costs must be borne by the property owner. It was noted that if the construction project comes in under budget and there are reserve funds, the Selectboard, as superintendent, could consider allowing grease trap costs to be spread over time rather than paid upfront. The estimated cost for a 1,000-gallon grease trap is approximately \$10,000, and three businesses are expected to require installations.

ii. North Village Prioritization

The Committee presented recommendations for sewer hookups in the South and North Villages. The North Village poses greater complexity due to its smaller system capacity and the fact that the number of interested connections exceeds that capacity. The Committee is evaluating applications from North Village commercial enterprises and plans to advance a recommendation within the next week or two. This recommendation will address the higher-strength waste generated by restaurants and their greater demand on the wastewater system, aiming to balance total gallons and waste strength across users. It was noted that not all applicants may be accommodated.

The Committee hopes to submit a written recommendation before Thanksgiving. They won't be able to give every applicant what they applied for.

b. Development Review Board

i. Member Appointment (Pam Spaulding)

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Jim Fleming moved to appoint Pamela Spaulding as a Representative to the Development Review Board for a term of two year(s), seconded by Martha Dale. The motion passed unanimously.

c. Zoning Administrator

i. Model WRC bylaws on River Corridors

The town's flood bylaws are outdated following the passage of Act 121. There is interest in adopting river corridor regulations, which are not yet required but are expected to be in the future. Windham Regional Commission recommended seeking the Selectboard's input on the matter. Under the proposed updates, any new septic system, accessory dwelling unit, fence, fully licensed RV, or substantial improvement within 500 feet of a structure, including electrical work, would require conditional use approval—effectively doubling the number of projects covered. While most towns currently do not have river corridor regulations, such measures will be mandatory by 2028. Will Goodwin indicated he will proceed with efforts to pursue modifications to the bylaws.

Martha Dale moved to endorse the Planning Commission's decision to utilize the Model WRC bylaws for River Corridors for the purpose of updating Londonderry's Zoning By-Laws., seconded by Jim Fleming. The motion passed unanimously.

d. Town Administrator

i. State Ethics Training Requirements

Town Ethics guidelines were rescinded and replaced with State Ethics guidelines, and Allison Marino is now the liaison for training with the State. Tulloch reminded the Select Board that the State considers the training mandatory. Tulloch will coordinate with Marino to send out the training link.

8. Transfer Station/Solid Waste Management

a. Updates

John Hurd, Solid Waste Coordinator, reported:

- Completed training on hazardous waste management.
- Tires were recently picked up from the transfer station; current prices are not covering pickup costs.
- Presently charging \$4 per tire, while the actual cost is \$5.50.
- Considering an alternative option with Casella dropping off a container, which would reduce expenses.
- Proposed new tire disposal rates: \$6, \$8, and \$20, with large equipment tires priced by weight; a formal price schedule will be presented at the next meeting.
- Approximately 350 tires are processed annually.
- Upcoming Shred Day scheduled for November 22.

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- Shredding will be offered at a discounted rate of \$6 per box, with drop-off at the Town Office.

9. Roads and Bridges

a. Updates

Josh Dryden, Road Foreman, reported:

- Culvert work completed; paving is done.
- Sand supply is in, and roads are being graded in preparation for winter.
- Town truck remains at Reed's; delay due to the body company holding up completion.
- Fuel tank currently in use until the level reaches five inches; removal postponed until next spring.

b. New Truck Purchase Approval

Martha Dale moved to 1) approve the purchase of a HV507 SFA and associate Chassis/Equipment for a price not to exceed \$237,350, and 2) to authorize the Town Administrator to execute the necessary documents on behalf of the Town, seconded by Jim Fleming. The motion passed unanimously.

c. Road Access Permit Approval (Berkowitz)

Jim Fleming moved to approve access permit application No. 2025-11, submitted by Nancy & Ellen Berkowitz for a modification of an existing access to their parcel located 2460 Under the Mountain Road and authorize the Chair to sign the permit on behalf of the Board, seconded by Martha Dale. The motion passed unanimously.

10. Old Business

None.

11. New Business

a. Review and Approve Request for WRC Review and Approval of Town Plan

As part of the adoption process, the WRC needs to weigh in on the plan prior to approval.

Martha Dale moved to 1) approve the letter requesting WRC Review and Approval of the 2025 Londonderry Town Plan, and 2) to authorize the Town Administrator to sign the letter on behalf of the Town, seconded by Jim Fleming. The motion passed unanimously.

b. High Water Mark Sign Discussion

Proposal came from state for high water mark signs in flood affected areas. Bev Jolley's and the fire department are 2 locations being considered. The cost is \$300 if state funding is not available.

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Jim Fleming moved to have 2 signs high water signs installed: 1 one for Londonderry and 1 for South Londonderry, seconded by Martha Dale. The motion passed unanimously.

12. Adjourn

Jim Fleming moved to adjourn the meeting, seconded by Martha Dale. The motion passed unanimously.

The meeting adjourned at 7:48 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair

STR Appeals Rule 75

From Robert Fisher <bob@fisherandfisherlaw.com>

Date Fri 11/14/2025 2:57 PM

To Andy Dahlstrom <stradmin@londonderryvt.org>; Aileen Tulloch <townadmin@londonderryvt.org>

Cc Tom Cavanagh <T.CAVANAGH@londonderryvt.org>

Dear Aileen, Andy and Tom:

While I think it would be prudent for the Selectboard to amend the STR ordinance to create an STR appeal board, in the meantime I think that the Selectboard needs to route any property owners who wish to appeal a denial of a permit or the decision of the STR administrator to Superior Court for an appeal under Rule 75. There is really no good basis for the Selectboard to hear appeals of decisions under the STR ordinance as it now reads, so the Selectboard can simply tell property owners to appeal to Superior Court under Vermont Rule of Civil Procedure 75.

Rule 75 allows a person to appeal an act or decision of a town officer (here, STR Administrator) by bringing an action in Superior Court against the Town. It must be done within 30 days of the decision being appealed.

I would suggest that the Town inform an interested appellant of this Rule and to encourage the appellant to seek legal counsel to make sure the appeal is perfected in a timely manner. For Monday night's meeting, I think that may be the best suggestion to give.

And, when we get a moment to breathe, we should brainstorm the amendment to the ordinance to create a town-level appeal board, as that would be an expeditious way to resolve these matters rather than resorting to court.

I hope this helps!

Bob

Rule 75. Review of Governmental Action

(a) Availability of Review. Any action or failure or refusal to act by an agency of the state or a political subdivision thereof, including any department, board, commission, or officer, that is not reviewable or appealable under Rule 74 of these rules or Rule 4 or 5 of the Vermont Rules for Environmental Court Proceedings may be reviewed in accordance with this rule if such review is otherwise available by law.

(b) Mode of Review. Proceedings under this rule shall, except as otherwise provided by statute, be governed by the Rules of Civil Procedure as modified by this rule. The complaint and summons shall be served upon the agency and all parties in accordance with the provisions of Rule 4. The complaint shall include a concise statement of the grounds upon which the plaintiff contends the plaintiff is entitled to relief, and shall demand the relief to which the plaintiff believes the plaintiff to be entitled. No responsive pleading need be filed unless required by statute or by order of the court. Leave to amend pleadings shall be freely given when necessary to permit a proceeding erroneously commenced under this rule to be carried on as an ordinary civil action.

(c) Time Limits; Stay. The time within which review may be sought shall be as provided by statute, except that if no time limit is specified by statute, the complaint shall be filed within 30 days after notice of any action or refusal to act of which review is sought unless the court enlarges the time in accordance with Rule 6(b), and, in the event of a failure to act, within six months after expiration of the time in which action should reasonably have occurred. Except as otherwise provided by statute, the filing of the complaint does not stay any action of which review is sought, but the court may order a stay upon such terms and conditions as are just.

(d) Trial or Hearing; Judgment. Any question as to which there is a right to trial by jury shall be tried to a jury if one is demanded in accordance with Rule 38. Otherwise all questions as to which by law review is available shall be tried to the court. The judgment of the court shall affirm, reverse, or modify the decision under review as provided by law.

(e) Review by the Supreme Court. Unless by statute or otherwise the decision of the superior court is final, review by the Supreme Court shall be by appeal or report in accordance with the Rules of Appellate Procedure, and no other method of appellate review shall be permitted.

Robert M. Fisher, Esq.

Fisher & Fisher Law Offices, P.C.

114 Main St. ; PO Box 621

Brattleboro, VT 05302-0621

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Meeting Agenda Request

From Tyler Fisher <tyler.fisher.c@gmail.com>
Date Tue 11/4/2025 9:11 AM
To Aileen Tulloch <townadmin@londonderryvt.org>

You don't often get email from tyler.fisher.c@gmail.com. [Learn why this is important](#)

Aileen,

Great to meet you last night. I would like to please request to be added to the next meeting agenda. The reason for this is to appeal to the selectboard to please reconsider the deadlines/grandfathering of the recent STR ordinance.

Let me know if there is any other information you need from me -- thanks!

--

Tyler Fisher
508-446-2414
tyler.fisher.c@gmail.com

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KENNETH V. FISHER, JR
ROBERT M. FISHER

JAMES MAXWELL

TELEPHONE: (802) 254-4488
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E-MAIL ADDRESS: rmfisher@sover.net

September 30, 1999

James Twitchell
Town of Londonderry
P.O. Box 118
South Londonderry, VT 05155

Re: Discontinuing Monet Lane
Town Highway #21 and Bridge #23 - Londonderry
Town Highway #30 - Windham

Dear Jim:

Enclosed for recording is the signed, original Notice of Public Hearing. Once this has been recorded, please forward the original on to Carol Merritt for her to record.

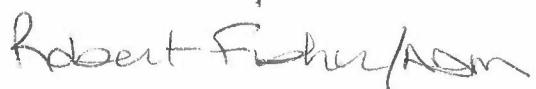
NOTE: Please be sure to post this in the Town Office.

I am sending the Notice out in today's mail to The Message of the Week for publication.

Please call with any questions.

Sincerely,

FISHER & FISHER



Robert M. Fisher

RMF/adm
Enc.
cc: Carol Merritt

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the undersigned Selectmen of the Towns of Londonderry and Windham, Vermont, pursuant to the provisions of 19 V.S.A. Section 771 and Sections 708-711, propose, based on the motion of each Town's Board of Selectmen, to DISCONTINUE at a public hearing the following Town Highway and Town Bridge:

Being the so-called "Monet Lane" (Town Highway #21) leading from Vermont Route 11 in the Town of Londonderry a distance of .04 miles to the Londonderry-Windham Town Line; thence a distance of .04 miles in the Town of Windham (Town Highway #30) to the homestead of the former Anna Monet (now belonging to Chaves).

Being also Bridge #23, being the bridge spanning the stream between the Towns of Londonderry and Windham.

THEREFORE, pursuant to 19 V.S.A. Section 771 and Sections 708-711 you are hereby notified that a public hearing/site visit will be held on November 1, 1999 at the Windham Town Offices at 5:00 p.m. and that a public hearing will be held on November 1, 1999 at the Windham Town Offices at 6:00 p.m. for the purpose of hearing all persons interested in said highway and bridge to be DISCONTINUED and for the purpose of examining the premises affected thereby.

Dated at Windham, Vermont this 27th day of September, 1999.

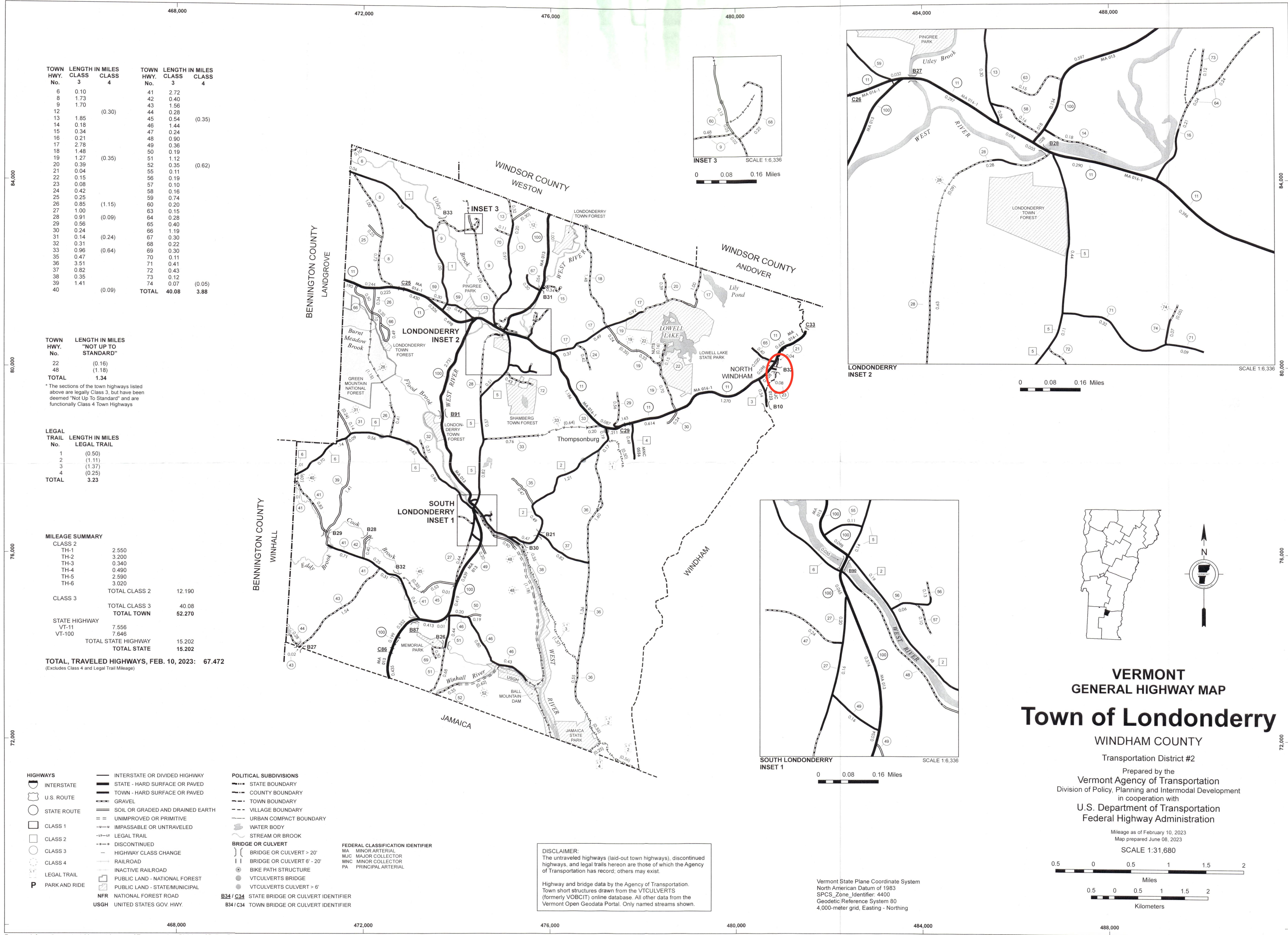
John George
Walter Woodiff

SELECTMEN, TOWN OF WINDHAM

Dated at Londonderry, Vermont this 27th day of September, 1999.

Clair C. Task
John P. McHugh
Sant S. Comer

SELECTMEN, TOWN OF LONDONDERRY



VERMONT GENERAL HIGHWAY MAP Town of Londonderry

WINDHAM COUNTY

Transportation District #2

Prepared by the
Vermont Agency of Transportation
Division of Policy, Planning and Intermodal Development
in cooperation with
U.S. Department of Transportation
Federal Highway Administration

Scale 1:31,680
Mileage as of February 10, 2023
Map prepared June 08, 2023

Scale 1:31,680
0.5 0 0.5 1 1.5 2
Miles
0.5 0 0.5 1 1.5 2
Kilometers

Vermont State Plane Coordinate System
North American Datum of 1983
SPCS_Zone_Identifier: 4400
Geodetic Reference System 80
4,000-meter grid, Easting - Northing

SELECTBOARD MEETING
SEPTEMBER 20, 1999

Present: Bob Forbes; Clyde Prouty; Claire Trask; Dwight Moffitt; Shirley Twitchell; Jim Twitchell and Doug Roberts.

There are several seminars to go to if any one is interested.

On November 1st at 5 P.M. to 6 P.M. the board will meet with the Windham Board for a site inspection and hearing on the discontinuing of the Monet road and bridge. Clyde made motion to warn hearing. Claire seconded, So Voted.

The Minutes were read and Dwight moved to approve as amended on the vote on the town hall. Claire seconded. So voted.

Randy Kimball; Brian Hart; William Morse and Matt Doane were here for interviews for the position of road maintenance crewmember. After the interviews and review of the applications, Dwight made a motion to hire Brain Hart to fill the position at \$10.00 an hour. Claire seconded. So voted.
Claire will notify the others about the board's decision.

The board will be working on the turn around at Rowley Lane. We need continue our study for a remedy for the Goodaleville Road water problem.

Doug said they have been cleaning up the brush from last week's storm and Wayne is almost done with mowing.

Dwight asked about getting Jeff Spirer to tune up the radios in the equipment. To do so. Doug said some of the trucks have got rust on them and will be pressure washing them to get them ready for winter. Dwight said a pressure washer in a catalog goes between 6 or 7 hundred dollars to \$2,500.

Chaves have got the bid for the state winter sand. We have been asked about the size of the stone?

Ron Bacon said they know that their culvert on Rowley Lane isn't where it's supposed to be. He will get back to Dwight on this.

Dwight spoke with Anne McLaren on the bushes at the end of Hell's Peak Road and she will see about trimming them back.

Clyde said that Buteras' have a tree right beside their mailbox, which could cause some trouble. The trees at Schultz old house on Rte 100 are blocking site when you come out High Street.

Keith Barton and Larry Daley moved the bottle box closer to the transfer station so that the bottles could be sorted easier. Matt was fine with the move.

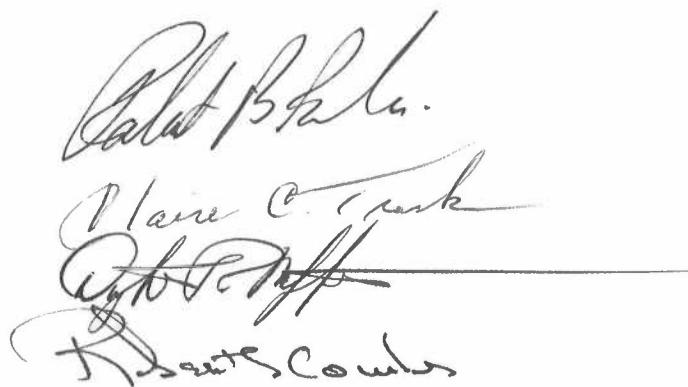
Claire has been looking for the property lines of the landfill and has only found 1 pin so far. She is trying to get approval for the compost pile.

Discussed the compactor and keeping things cleaned up around the area.

Dwight made a motion that we get some lime for the landfill. Clyde seconded. So voted.

Clyde mentioned that someone had burned a table at Pingree Park.

Dwight made a motion to approve the access application for Cynthia Korpi with the condition it slopes away from the right of way $\frac{1}{2}$ inch in twenty feet. Motion seconded and approved. Also to ask for a plan of her intentions for improving the class 4 road to her access.



Keith Barton
Claire C. Clark
Dwight Jeff
Robert Coulter

7
Selectboard Meeting
September 27, 1999

Present: Claire Trask; Bob Cowles; Dwight Moffitt; Shirley Twitchell & Jim Twitchell.

Meeting opened at 7:05 P.M.

We received a letter from Fisher & Fisher on the closing of Monet Lane Bridge. Dwight moved we sign the Notice of Hearing for Monet Lane. Bob C. seconded. So voted.

Claire said that Bob Forbes agreed to go with our second choice of Matt Doane for a new road crew member. Dwight moved we hire Matt Doane for the position. Bob seconded. So voted. Dwight will call Matt on this position.

Dwight has talked with Cynthia Korpi on what needs to be done on the Class 4 roadwork she wants to do on Rowley Lane.

Claire had a call from Tim from Casella's about our needing to repair the concrete area under the dumpsters. The water gathers in the area and in the winter freezes in.

The tractor at the transfer station is leaking and we will call Capital on this.

Dwight said we should schedule further work at large. Enman Engineering will be here next week to discuss the Prouty Park project.

The line of view coming out of the Mtn Marketplace needs to be taken into consideration. Larry Gubb has been looking into this?

The end of Hell's Peak Road has had the brush cut back.

The town trucks were discussed as to getting them oiled. Dwight moved to have the trucks done. Bob seconded. So voted.

Maybe we should look into purchasing some new tools for the garage along with a power washer.

Paid various accounts.

Meeting adjourned.

Dwight Moffitt *Robert Scowen*
Clyde R. Prouty
Claire C. Trask
Dwight Moffitt

SELECTBOARD MEETING
October 18, 1999
7:00 P.M.

Present: Bob Forbes; Clyde Prouty; Claire Trask; Dwight Moffitt; Bob Cowles; Shirley Twitchell & Jim Twitchell.

November 1st there is a meeting with Windham Selectboard to meet at Monet bridge and Town Office to see about throwing it up. Jonathan Gates, as abutting landowner has no problem with this.

The Water Quality meeting is on the 21st of Oct at the Town Hall. There is a supper at the church between meetings to honor Bob Davis.

The Minutes of Sept. 27th and Oct. 11 were read and approved.

The Road Crew has been graveling some of our roads.

The Humphreys girls called about a blind driveway sign for Hell's Peak Road. After some discussion, Bob Cowles moved to approve signs as needed for the blind drive. Claire seconded. So voted.

Claire had a call from Chris Wagner and the recycling center has been certified. The area picked for composting lacks the necessary set back from the property line. Thus we have not applied for a certification. Claire is working on the stump dump certification.

The tire situation was discussed.

Hazardous Waste Day is Nov. 6th from 9 to 1 at Flood Brook School.

Matt Doane has rejected the job for the Town Garage. Ed Blanchard had an application in for the job. Dwight moved that we talk with Doug Roberts and see if he thinks William Morse is suitable for the job and see if he is available. Claire seconded. So voted. Clyde to take care of this and also maybe talk to Ed Blanchard.

Dwight said if we can't find a full time employee maybe we could use a seasonal person for the winter. Clyde will talk to Don Derby if nothing else works out. Dwight made a motion we put together two advertisements and send to Message and have them hold it pending the outcome of hiring someone this week.

Clyde made a motion we raise Wayne Blanchard's pay to \$11.50 an hour. Dwight seconded. So voted.

Bob Forbes talked to Larry Wyman about pay for the Constable position. Fees and charges were discussed. He would like to be paid for his services. There was considerable discussion on how the fines and fees for dogcatcher were working. We should have Larry Wyman come in and talk with the board.

Bob Cowles had a call on the Three Clock Inn's dumpster that they have put beside the neighbors house.

Had a letter from Erwin Dostal with concern about taxes and roads etc.

Paid various accounts.

Meeting adjourned.

Wayne B. Blanchard
Bob Forbes
Clyde A. Brouty
Glenn C. Clark
Dwight L. Cowles

SELECTBOARD MEETING
OCTOBER 25, 1999

Present: Bob Forbes; Clyde Prouty; Claire Trask; Dwight Moffitt; Bob Cowles; & Jim Twitchell Also Serge Roche.

Meeting opened at 7:05 PM

The Minutes of Oct. 18th were read. Dwight made a motion seconded by Bob C. to approve the Minutes as read. So voted.

Next week we meet at 5:00 P.M. at Monet Bridge with the Windham Board for a hearing on the discontinuance of Monet Lane and Bridge. There will be a meeting after the site visit at the Windham office.

Serge Roche was in to ask about what could be done with the water draining off the road by the old So. Londonderry Fire House and Three Clock Inn on Crescent St. Board to look situation over.

The bridge on Scott Pet Road was brought up. There was some concern on the fitting of the precast pieces.

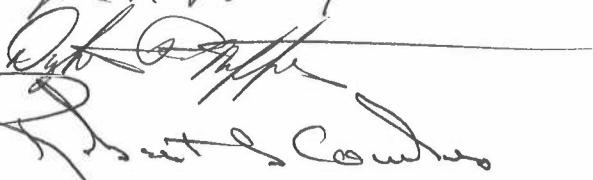
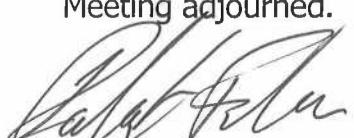
Discussed where to put cement as the State has concerns about how it is disposed of.

Dwight said the transfer station needs to be cleaner.

Clyde made a motion to talk with Skip Coburn about a gate which Thelma Hurwitz is planning to have installed adjacent to the Little Pond Road and make sure it is going to be out of the right of way. Bob Cowles seconded. So Voted.

Donny Derby will work for the winter for \$14. an hour with no benefits or holidays. Clyde to finalize this.

Paid various accounts.
Meeting adjourned.




SELECTBOARD MEETING
NOVEMBER 1, 1999

Present: Bob Forbes; Clyde Prouty; Claire Trask; Dwight Moffitt; Bob Cowles & Jim Twitchell. Also Doug Roberts.

The Board and David and Patrice Chaves and Jacqueline Griswold and Jim Twitchell met at 5 p.m. at Monet Lane and Bridge for discontinuance hearing site visit. Which was followed by a discontinuance hearing with the Windham Board at their Town Office with Atty. Robert Fisher. The Chaves stated they were surprised the Boards had moved so fast on the discontinuance and desired not to have the discontinuance go thru at this time. Both Boards voted not to discontinue the road and Bridge at this time. Hearing Adjourned: Atty. Fisher will prepare findings of Fact and send to both Boards. This will be left as a Class 3 road.

Londonderry Board convened their meeting at Town Office.

Road Foreman Doug Roberts reported that he has graveled portions of several roads and worked on the equipment. They have cleaned up along Little Pond Rd; Derry Lane and hopes to cut brush along Livermore Mills Road. The have worked on getting Goodaleville road ready for work next year.

He wondered if he could take the one ton truck home with him during the winter only so that he can inspect roads starting from home.

Doug had some prices for a pressure washer.

Cobble Ridge bridge will be redecked this week or next. The owners need to be notified of the bridgework so they can get in and out. Maybe the town could use the blacktop off the bridge. The disposal of the old plank is the contractor problem. The subject of how people can get in or out was discussed in length. The contractor needs to notify the people who live on the road to let them know what is happening.

Sharon Crossman was in to bring in names of the people they would like the Board to consider for planning commission members to fill vacancies on the Commission. Marcia Camp, Wendell Coleman, Elizabeth Ormiston and Peter Pagnucco. They have all been contacted and would be interested. There are two positions open as Bob Davis retired and Lanny West would like to.

She thanked the board for coming to the water quality meeting last week at the town hall and dinner for Bob Davis.

Dwight said he had talked with Bob Davis and they felt maybe all town Officers and appointees and spouses should get together once a year for a social gathering maybe a cook out, pot luck style.









Hi Aileen,

We don't have a quick cheat sheet, but I can give some information. The process is found mostly in the statutes in subchapter 2 of this link; [Highways](#). So go here and read **Subchapter 2: LAYING OUT, ALTERING, RECLASSIFYING, OR DISCONTINUING HIGHWAYS BY PETITION TO SELECTBOARD.**

The statutorily prescribed process for laying out, altering, reclassifying (downgrading or upgrading) or discontinuing ("throw up") town highways, including Town Trails, is specified in [19 V.S.A. §§ 708 et seq.](#) The procedure for each of those actions is roughly the same regardless of the class of road or its current use. The decision to take action is given to the selectboard pursuant to [19 V.S.A. § 304\(a\)\(12\)](#), though the process can be initiated by either the selectboard of its own accord or by a petition supported by 5% of the voters – [19 V.S.A. § 708\(a\)](#). Section 708(a) also provides that, “*(a) person who is a landowner in a town, desiring to have an unidentified corridor which passes through or abuts his or her land discontinued or altered, may apply in writing to the selectboard for that purpose.*” Therefore, it can be initiated by petition, by the writing of a landowner if the highway “passes through or abuts his or her land,” or by the selectboard on its own.

The process begins with the selectboard appointing a time and date for examining the premises and for hearing interested persons. The selectboard must give 30 days' notice to persons owning or interested in lands through which the highway passes or abuts. I would apply the same notice to this hearing that the DRB uses for its hearings and refer to the tax maps or surveys of the properties and highway in order to identify abutting property owners. This notice must be given by certified mail to the interested person's official residence. The notice must include when the selectboard will inspect the site and when it will receive testimony. Notice must also be given to the planning commission, a copy of it must be posted in the town clerk's office and it must be published in a local newspaper of general circulation not less than 10 days before the hearing. [19 V.S.A. § 709](#).

Following the inspection and hearing, the selectboard must base its decision to reclassify, or discontinue, or not on whether “*the public good, necessity and convenience of the inhabitants of the municipality*” require the highway, or bridge, or highway and bridge, to be altered, discontinued, etc. – [19 V.S.A. § 710](#). If the selectboard decides to discontinue a highway, “*the discontinuance shall be in writing setting forth a completed description of the highway*” – 19 V.S.A. § 710. Within 60 days after the examination and hearing, the selectboard must return the original petition with a report of their findings and of the manner of notifying the parties together with the survey or discontinuance, to the town clerk's office. Their order laying out, altering, reclassifying, or discontinuing the highway, with the survey, shall be recorded by the clerk. [19 V.S.A. § 711](#).

Note that the word “necessity” is defined in [19 V.S.A. § 501\(1\)](#) as “*a reasonable need which considers the greatest public good and the least inconvenience and expense to the condemning party and to the property owner. Necessity shall not be measured merely by expense or convenience to the condemning party. Necessity includes a reasonable need for the highway project in general as well as a reasonable need to take a particular property and to take it to the extent proposed.*” That same law further directs that when determining “necessity” the selectboard must consider all of the following factors:

- A. *adequacy of other property and locations;*
- B. *quantity, kind, and extent of cultivated and agricultural land which may be taken or rendered unfit for use, immediately and over the long term, by the proposed taking;*
- C. *effect upon home and homestead rights and the convenience of the owner of the land;*
- D. *effect of the highway upon the scenic and recreational values of the highway;*
- E. *need to accommodate present and future utility installations within the highway corridor;*
- F. *need to mitigate the environmental impacts of highway construction; and*
- G. *effect upon town grand lists and revenues.”*

I've attached two VLCT Newsletter Legal & Regulatory Notes concerning this standard for your consideration –see page 6 of the May 2017 newsletter.

The town must follow these procedures precisely as failure to follow the procedures can result in an ineffective reclassification, laying out or discontinuance. This was exactly what happened in the VT Supreme Court case of *In re Ruth Bill*, 168 Vt. 439 (1998) in which the Court held that a highway still existed because the Town of New Haven's Selectboard failed, in 1926, to follow the proper procedure for discontinuing a highway extending through two or more towns. This is why we strongly recommend that you work with the town attorney on this issue if it is pursued. The exact steps of this process are laid out in a more concise format in our VLCT Worksheet governing the procedure for laying out, altering, reclassifying or discontinuing a public highway which I've also attached for your consideration.

Some other notes on discontinuance:

- The selectboard shall notify the Commissioner of Forests, Parks and Recreation when it has filed a petition to discontinue a highway under this subchapter. The selectboard may designate the proposed discontinued highway as a trail, in which case the right-of-way shall be continued at the same width. The Commissioner of

Forests, Parks and Recreation with the approval of the selectboard may also make this designation. If the discontinued highway is not designated as a trail, the right-of-way shall belong to the owners of the adjoining lands. If it is located between the lands of two different owners, it shall be returned to the lots to which it originally belonged, if they can be determined; if not, it shall be equally divided between the owners of the lands on each side.

- the legislative body shall not discontinue a class 1 or class 2 town highway without the prior approval of the Secretary of Transportation.
- the legislative body shall not discontinue a class 3 or class 4 town highway extending into an adjacent municipality without notifying the legislative body of the adjacent municipality. If the legislative body of the adjacent town is aggrieved by a decision of the legislative body of the municipality in which the highway is located, it may appeal to the Transportation Board pursuant to subdivision 5(d)(9) of this title.

(Added 1985, No. 269 (Adj. Sess.), § 1; amended 2005

Town Of Londonderry

Public Records Inspection, Copying, and Transmission Policy

PURPOSE. The Vermont Public Records Act, 1 V.S.A. §§ 315-320, provides access to a town's public records for inspection and copying unless the records are exempt by law from public access. The Town is authorized under section 316(j) of the Public Records Act to adopt and enforce reasonable rules to prevent disruption of operations in responding to records requests, to preserve the security of public records, and to protect public records from damage. This policy is intended to provide for timely action on requests for public records without unreasonable interruption of operations and to protect the integrity of the Town's public records.

APPLICABILITY. A public record is defined as any written or recorded information, regardless of physical form or characteristic, which is produced or acquired in the course of Town business. Public records, regardless of format, are available for inspection and copying unless there is a specific statute exempting the record from public disclosure. Those records exempt from public inspection and copying are set out at 1 V.S.A. § 317(c). Other records may be exempt from public inspection and copying pursuant to statutory provisions catalogued by the Office of the Legislative Council. See 1 V.S.A. § 317(d).

This Policy applies to records that may be considered public and not covered by exemptions as outlined in 1 V.S.A. § 317(c) or other statutory provisions, which may be in the custody of other officers or employees of the Town. This policy also incorporates public records policies or orders that may be developed by individual departments that provide additional detail regarding the records in their control. If a conflict between policies exists, the process outlined in this Policy and the Vermont Public Records Act shall be followed.

This Policy does not apply to requests for public records that reside in the Town of Londonderry's Municipal Land Records Vault and are indexed electronically and in a card catalog of records. These records are open and available for inspection by any member of the public during normal business hours of the Town. As such, these records are deemed to be produced and therefore available for inspection upon request. Any member of the public may review, inspect, and make copies of these documents at their time and expense. It shall be the discretion of the Custodian of these records to copy and transmit these documents, even if requested through the process outlined herein. Any person requesting these records will be informed, in writing, that the records are available for inspection, including the process to access these records. Examples of these records include but are not limited to common land records, property surveys, permit information, mortgage deeds, and similar records.

DEFINITIONS. For purposes of this policy, the following words and/or phrases shall apply:

1. "Agency" means an agency, board, committee, department, branch, instrumentality, commission, or authority of the Town.
2. "Business Day" means a day that the Custodian's office is open to provide services.
3. "Copy" means the reproduction of a document for distribution in a physical or electronic format.
4. "Custodian" means the person in charge or having custody of a public record.
5. "Promptly" means immediately, with little or no delay, and not more than three business days.
6. "Public Records Agent" means the person designated by the Town from time to time as the primary contact for all public records requests.
7. "Public Records Request Form" means a form that is created by the Town of Londonderry and shall be

furnished to a requestor in order to memorialize the nature of a public records request. Individual agencies may elect to develop a form specific to the nature of the records that are in their custody

PUBLIC RECORD REQUEST FORMS. Not every public record request will necessitate the use of a written request form. However, when a request is made for a public record that is not readily accessible, may be exempt from public access, or may not exist, the requestor will be asked to complete, but is not required to do so except as stated below, a Public Records Request Form designated by the Custodian. If the requestor declines to complete the Public Records Request Form, the Custodian may complete such form. Where a request is likely to result in charges for copying or staff time, the requestor is required to submit a completed Request Form. The Custodian shall retain the original copy of all requests and written responses (if applicable) for 7 years.

INSPECTION OF PUBLIC RECORDS. In responding to a request to inspect or copy a record, the Custodian will consult with the requestor, if necessary, in order to clarify the request or to obtain additional information that will assist the Custodian in responding to the request and in facilitating production of the requested record for inspection or copying. When a requestor seeks a voluminous amount of separate and distinct records, the Custodian may ask the requestor to narrow the scope of the public records request.

Upon receipt of a request to inspect a public record, the Custodian will promptly produce the record for inspection except that:

1. The Custodian will inform the requestor in writing if the record does not exist under the name given by the requestor or by any other name known to the Custodian; or was not created during the timeframe identified on the request.
2. If the Custodian withholds the record as exempt from public access, the Custodian will promptly certify this fact in writing to the requestor. The Custodian will identify the record or portion of record withheld, the statutory basis for withholding the record, a brief statement of the reasons and supporting facts for denial. The Custodian will also inform the requestor of the right to appeal this determination to the Town Administrator. It is the policy of the Town that all exempt records will be withheld from disclosure.
3. If the record is in active use or in storage and therefore not readily available at the time of the request, the Custodian will promptly certify this fact in writing to the requestor and set a date and hour within one calendar week of the request when the record will be available for inspection.

The time limits described above may be extended in writing up to ten business days from receipt of the records request based on:

- a. The need to search for and collect requested records from field facilities or other establishments that are separate from the Town Office; or
- b. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request; or
- c. The need for consultation with the Town attorney or other Town officers or departments having a substantial interest in the determination of the request.

If the time limits described above are extended, the Custodian will inform the requestor of such facts in writing, setting forth the reasons for the extension and specifying the date upon which the Custodian will respond to the request.

The Custodian will not withhold any record in its entirety on the basis that it contains some exempt content if the record is otherwise subject to disclosure; instead, the Custodian will redact the information considered to be exempt and produce the record accompanied by an explanation of the basis for denial of the redacted information.

PROTECTION OF PUBLIC RECORDS REQUESTED FOR INSPECTION. In order to ensure that all public records in the custody of the Custodian may be protected from damage or loss, such records may only be inspected in locations in the Town Office designated by the Custodian. No public record may be removed from a designated location, marked, altered, defaced, torn, damaged, destroyed, disassembled, or removed from its proper location or order. The Custodian or other staff members may be present during the inspection of a public record. No person shall be allowed to copy a public record using copying equipment other than that owned by the Town unless approved by the Custodian.

When inspection of an electronic record is requested and the inspection of the original electronic record would create a disruption in operations of the Town of Londonderry or would jeopardize the security or condition of the original record, the Custodian will provide an electronic copy of the original record in the format in which the record is maintained, less any exempt information redacted from the record. The requestor will be charged specific fees for these records as outlined herein.

COPIES OF PUBLIC RECORDS. Upon receipt of a request to make a copy of a public record, the Custodian will make and produce a copy subject to the following:

1. **Charges.** Except where otherwise provided by law, the Custodian will charge and collect the following costs for making a copy of a public record:

- a. *The actual cost charge for a copy of a public record as determined by the Selectboard under 1 V.S.A. § 316(e) or the uniform schedule of charges established by the Secretary of State if the Selectboard fails to establish a uniform schedule of charges; and*
- b. *The cost of staff time associated with complying with a request for a copy of a public record when the time exceeds 30 minutes as that cost is determined by the Selectboard under 1 V.S.A. § 316(e) or the uniform schedule of charges established by the Secretary of State if the Selectboard fails to establish a uniform schedule of charges.*
- c. *If the requester would like the documents in a digital format a transmittal fee may apply.*

All charges for copies and staff time must be paid in full prior to delivery of the requested copies. Upon request, the Custodian will provide an estimate of the cost of making a copy of a public record prior to complying with the request. **Specific volume and page numbers need to be provided.**

2. **Standard formats.** The Custodian will make a copy of a public record in the following standard format:

- a. For any public record maintained by the Custodian in paper form, the Custodian will make a paper copy of the record; Alternatively, the Custodian may choose, at their discretion, to scan the paper document using standard equipment maintained onsite by the Town for electronic transmission.

b. For any public record maintained by Custodian in electronic form, the Custodian will make either a paper printout of the record or an electronic copy of the record in the format in which the record is maintained, as directed by the requestor.

A request for a copy in a format other than those mentioned above is “non-standard.” The Custodian will not provide a copy of a public record in a non-standard format (e.g., large format paper or printed documents that cannot be reproduced on-site).

3. Disclaimer - The Town does not carry title insurance and assumes no liability for research conducted for legal, financial, or real estate transactions.

CREATION OF PUBLIC RECORDS. The Custodian will not create a public record that does not exist.

TRANSMISSION OF PUBLIC RECORDS. The Custodian, upon request and at their discretion, may transmit public records in a manner agreed upon by the Custodian and the requestor. Payment of the public records, if applicable, must be received prior to transmission of the public records. Any public records, not being transmitted, that have been duly copied and paid for shall be picked up at the Town Office during normal business hours.

DENIAL OF A PUBLIC RECORD REQUEST. If the Custodian denies a public record request in whole or in part, the denial may be appealed to the Town Administrator. In accordance with 1 V.S.A. § 318(c)(1), the Town Administrator will make a written determination on the appeal within five business days after receipt of the appeal. A decision of the Town Administrator may be reviewed by the Vermont Superior Court pursuant to 1 V.S.A. § 319.

If the Town Administrator is the Custodian of the public records that has been denied in whole or in part, this decision may be appealed by the Vermont Superior Court pursuant to 1 V.S.A. § 319.

The foregoing Policy is duly adopted by the Selectboard of the Town of Londonderry, Vermont, this 7th day of July 2025.

This Policy is effective as of this date until amended or repealed.

Tom Cavanagh, Chair

James Ameden Jr., Vice Chair

James Fleming

Taylor Prouty

Martha Dale

Attest: _____ Received for the record _____ of _____, 20____ Allison Marino, Town Clerk

Town of Londonderry, Vermont

Request for Inspection or Copying of Public Record(s)

Date _____

Dear Custodian:

Pursuant to the Vermont Public Record Act, 1 V.S.A. §§ 315-320, I hereby request to inspect the following public record(s):

- a. _____
- b. _____
- c. _____

(If applicable) I hereby request a copy of the above record(s) in the following format:

_____. I agree to pay reasonable and customary costs for these copies.

(Complete this section if you have a disability requiring accommodation): I request the following accommodation(s) in order to access the public record(s) I seek:

If you have questions about this request, please call me at _____

Thank you for your help.

Signature

Printed Name

The Custodian shall retain the original of this form for record keeping purposes and provide the requestor with a copy.

The attached information is provided to you as a courtesy by The Town of Londonderry. All parties are encouraged to come to the Town Office to do their own records research as it is not the duty or responsibility of the Town Staff to provide research services. Further, the Town of Londonderry makes no representation to any party as to the marketability of title to any premises, nor the accuracy of the attached information.

Town of Londonderry, Vermont Certification of Denial of Access to Public Record(s) 1 V.S.A. § 318(b)(2)

On _____, the Custodian for the Office of _____ for the Town of Londonderry, Vermont, received a request from _____ for access to public record(s). Certain records determined to be subject to the request have been withheld in whole or in part as exempt from disclosure under 1 V.S.A. § 317. Such withheld records are as follows:

Title or Other Description of Public Record Withheld	All or Partial	Reasons for Withholding and Supporting Facts	Statutory Exemption(s)	Name and Title of Person Responsible for Denial

You may appeal any or all the withholding of these public records to the Town of Londonderry Town Administrator. In accordance with 1 V.S.A. § 318(c)(1), the Town Administrator will make a written determination on the appeal within five business days after receipt of the appeal. A decision of the Town Administrator may be reviewable by Vermont Superior Court under 1 V.S.A. § 319.

Custodian for Office of _____ Town of Londonderry, Vermont

Date signed _____

The Custodian shall retain the original of this form for record keeping purposes and provide the requestor with its copy.

Town of Londonderry, Vermont Response to Request for Public Record(s) 1

V.S.A. § 318

On _____, the Custodian for the Office of _____ for the Town of Londonderry, Vermont, received a request from _____ for access to public record(s).

In response to this request (check all that apply):

The Custodian is not producing some or all of the record(s) requested for inspection because:

- The record(s) do not exist under the name given by the requestor or by any other name known to the Custodian. 1 V.S.A. § 318(a)(4);
- The Town is not required to provide copies of public records in their non-standard format. 1 V.S.A. § 316(i);
- The record(s) does not already exist and the Town is not required to create a public record(s). 1 V.S.A. § 316(i);
- The Town is not required to convert paper public record(s) to electronic format. 1 V.S.A. § 316(i).

Record(s) requested: _____

The record(s) requested below are in active use or in storage and therefore not available for use at the time of this request. The record(s) requested will be available for examination within one calendar week of the request on _____ (date) at _____ (hour). 1 V.S.A. § 318(b)(1).

Record(s) requested: _____

The following “unusual circumstances,” as that term is defined by 1 V.S.A. § 318(b)(5), exist with respect to the record(s) requested below:

- the need to search for and collect the requested record(s) from field facilities or other establishments that are separate from the office processing the request.
- the need to search for, collect, and appropriately examine a voluminous amount of separate and distinct record(s) which are demanded in a single request.
- the need for consultation with the Town’s attorney or with other Town officers or departments having a substantial interest in the determination of the request.

Record(s) requested: _____

The non-exempt record(s) requested will be available for examination not more than ten business days from receipt of this request on _____ (date). 1 V.S.A. § 318(b)(5).

The record(s) requested below are subject to one or more of the following staff time charges:

- charges for the time directly involved in complying with the request that exceeds 30 minutes.
- charges incurred because the Town agreed to create a public record(s) that did not already exist.
- charges incurred because the Town agreed to provide the public record(s) in a non-standard format and the time directly involved in complying with the request exceeds 30 minutes.

Record(s) requested: _____

Because this request is subject to staff time charges, the Custodian hereby requires that the request be made in writing and that all charges be paid prior to delivery of the copies. Upon request, the Town will provide an estimate of the charge.

This denial of access, whether temporary or permanent, may be appealed to the Town of Londonderry, Town Administrator. In accordance with 1 V.S.A. § 318(c)(1), the Town Administrator will make written determination on the appeal within five business days after receipt of the appeal. A decision of the Town Administrator may be reviewable by Vermont Superior Court under 1 V.S.A. § 319.

Custodian for the Office of _____ Town of Londonderry, Vermont

Date signed _____.

The Custodian for the Office of _____ shall retain the original of this form for record keeping purposes and provide the requestor with its copy.

Description	Rate
For Town Clerk office and Vault	
Recording and Certified Copy Fees	
Document recording fee	\$15.00/per page
Property Transfer Tax Return	\$15.00/each
Mylar Recording	\$25.00/each
Certified Copies of Vital Records	\$10.00/ each
Certified Copies	\$10.00/page
Photocopies	
Land records, maps, PTTRs, etc.	\$1.00/per page
Lister's and Zoning files	\$1.00/page
Other Copies-this includes photos taken with phone (tax bills,etc)	\$1.00/page
Personal Copies - from outside and brought in	\$.25/page
Copying electronic records	\$1.00/page
Examination of Records/Research time	
Vault time by Clerk -does not do research	\$35.00/hour
Vault time by Others	\$4.00/hour
Other	
Recording Error	\$2.00/each
Postage	Cost
Transmittal Fee	\$1.00/record
All other public record requests	
Photocopies	
Other Copies-this includes photos taken with phone (tax bills,etc)	\$1.00/page
Copying electronic records	\$1.00/page
Personal Copies - from outside and brought in	\$.25/page
Staff time	
Staff time copy records	\$20.00/hour
Senior Staff copy records	\$35.00/hour
Other	
Transmittal Fee	\$1.00/record
Postage	Cost
Adopted by the Londonderry VT Selectboard on 11/17/2025	
*There is a minimum payment when paying by credit card of \$10	

Re: Pingree Tennis Court

From Recreation Director <recdirector@londonderryvt.org>

Date Wed 11/12/2025 9:23 AM

To Aileen Tulloch <townadmin@londonderryvt.org>; Maureen <maureen4590@yahoo.com>

Cc Gary Barton <sparkbart@aol.com>; Tina Labeau <TREASURER@londonderryvt.org>; Tom Cavanagh <T.CAVANAGH@londonderryvt.org>; Taylor Prouty <T.PROUTY@londonderryvt.org>; Martha Dale <m.dale@londonderryvt.org>; Jim Fleming <j.fleming@londonderryvt.org>; James Ameden Jr. <j.amedenjr@londonderryvt.org>

Thank you all.

Liam Elio
Mountain Towns Recreation Director
802.824.3356 ext: 8
www.mountaintownsrecreation.org

From: Aileen Tulloch <townadmin@londonderryvt.org>

Sent: Wednesday, November 12, 2025 8:46 AM

To: Recreation Director <recdirector@londonderryvt.org>; Maureen <maureen4590@yahoo.com>

Cc: Gary Barton <sparkbart@aol.com>; Tina Labeau <TREASURER@londonderryvt.org>; Tom Cavanagh <T.CAVANAGH@londonderryvt.org>; Taylor Prouty <T.PROUTY@londonderryvt.org>; Martha Dale <m.dale@londonderryvt.org>; Jim Fleming <j.fleming@londonderryvt.org>; James Ameden Jr. <j.amedenjr@londonderryvt.org>

Subject: Re: Pingree Tennis Court

yes

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

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

From: Recreation Director <recdirector@londonderryvt.org>

Sent: Tuesday, November 11, 2025 2:10 PM

To: Maureen <maureen4590@yahoo.com>

Cc: Gary Barton <sparkbart@aol.com>; Tina Labeau <TREASURER@londonderryvt.org>; Aileen Tulloch <townadmin@londonderryvt.org>; Tom Cavanagh <T.CAVANAGH@londonderryvt.org>; Taylor Prouty <T.PROUTY@londonderryvt.org>; Martha Dale <m.dale@londonderryvt.org>; Jim Fleming

<j.fleming@londonderryvt.org>; James Ameden Jr. <j.amedenjr@londonderryvt.org>

Subject: Re: Pingree Tennis Court

Thank you very much Maureen.

Aileen, would we be able to get this on the next SB agenda please?

Liam Elio
Mountain Towns Recreation Director
802.824.3356 ext: 8
www.mountaintownsrecreation.org

From: Maureen <maureen4590@yahoo.com>

Sent: Tuesday, November 11, 2025 8:13 AM

To: Recreation Director <recdirector@londonderryvt.org>

Cc: Gary Barton <sparkbart@aol.com>; Tina Labeau <TREASURER@londonderryvt.org>; Aileen Tulloch <townadmin@londonderryvt.org>; Tom Cavanagh <T.CAVANAGH@londonderryvt.org>; Taylor Prouty <T.PROUTY@londonderryvt.org>; Martha Dale <m.dale@londonderryvt.org>; Jim Fleming <j.fleming@londonderryvt.org>; James Ameden Jr. <j.amedenjr@londonderryvt.org>

Subject: Re: Pingree Tennis Court

Good Morning Liam,

In the past we have made loans to the town of Londonderry which required a contract between the town and the cemetery commission laying out the amount and terms for paying back the loan.

I suggest that you approach the selectmen about the loan and see if the town would be amenable to act as the bridge between the cemetery commission and your project.

Best regards,

Maureen Cronin

Sent from my iPhone

On Nov 10, 2025, at 1:04 PM, Recreation Director <recdirector@londonderryvt.org> wrote:

Hello Everyone,

I'm writing on behalf of the Parks Board to ask if we can borrow \$150,000 from the Cemetery Commission to allow us to demo and rebuild the tennis court at Pingree Park.

We are currently looking at using the court, as is, through the summer of '26. If we can secure funding soon, we should be able to demo and prep the site during fall '26 and be first in line to be rebuilt in spring of '27.

I am not terribly familiar with the process of securing such funds, but was encouraged to put out this group communication. What would be reasonable next steps and how can I help facilitate them?

Thank you.

Liam Elio
Mountain Towns Recreation Director
802.824.3356 ext: 8
www.mountaintownsrecreation.org

SB Agenda

From Recreation Director <recdirector@londonderryvt.org>

Date Wed 11/12/2025 9:25 AM

To Aileen Tulloch <townadmin@londonderryvt.org>

Hi Aileen, not sure if we already had this on the next agenda, but could you also put me down for MTRDAC member appointment please? The Advisory Committee just met last night to officially accept resignations from:

Martha Dale - Londonderry representative

Rick Porcello - Member-At-Large

And to officially recommend:

Justin Alexander - Londonderry representative

Kate Zeigler - Member at Large

Thank you!

Liam Elio
Mountain Towns Recreation Director
802.824.3356 ext: 8
www.mountaintownsrecreation.org

Londonderry Selectboard Meeting Tire Price Change

11/17/2025

Current tire prices - Londonderry

Cost: Passenger – \$4 each Light Truck – \$6 each Heavy Truck – \$16 Large Equipment – \$150

Proposed tire prices - \$6 car/light truck, \$8 heavy truck, \$20 light equipment, \$150 heavy equipment. All prices double on the rim.

Casella is providing a container to hold and transport tires at the following rates. From Randall Dapron:

“We could provide you with a 30-yard open-top for tires. The charges for this service are:

Monthly rental \$50.00
Delivery \$178.30
Dump and Return \$295.54
Removal Only \$295.54
Tire disposal by the ton \$285.00”

Local transfer stations charge between \$5 and \$7 for car tires off the rim. Working by the pound, a car tire weights about 25 pounds. At \$285 per ton, this costs \$3.56, plus hauling and rental costs.

Tire disposal cost for 492 tires comparison NHR vs Casella:

NHR: \$350 – Fuel Surcharge
\$2,578 – disposal of 5.84 tons
\$2,928 total
\$5.95 per tire

Casella: \$150 - Container rental @ \$50/month

\$295.54 - Deliver and return
\$1664.40 - Disposal @ \$285/ton * 5.84
Total = \$2,109.94
\$4.27 per tire

Input please

From Chris Morrow <morrowforvt@gmail.com>

Date Mon 11/10/2025 9:48 AM

To selectboard@westonvt.org <selectboard@westonvt.org>; Town Clerk/Treasurer <clerk@vermontel.net>; clerk@westonvt.org <clerk@westonvt.org>; Alison Marino <TOWNCLERK@londonderryvt.org>; Lissa Stark <townadmin@winhall.org>; Aileen Tulloch <townadmin@londonderryvt.org>

I am working with some colleagues on a follow up bill on flood/disaster issues. Please send me your ideas and also please ask the select board to discuss this topic and send me input. Keep in mind that next time FEMA will have much less money and be much less responsive. Now is the time to prepare. What can the state do to help prevent damage now? To make disaster response easier next time? Or to just make your town more reliant in general?

Thanks for your help!

Chris

--

Chris Morrow

www.morrow4vt.com

morrowforvt@gmail.com



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 November 12th, 20 25 is between the Town of Londonderry and Weston Theater Company. The parties agree to the conditions as listed in this document.

FACILITY: Londonderry Townhall Basement

EVENT: Christmas Carol Rehearsal

DATE: 12/01-12/05/2025

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

Town of Londonderry: By _____ (Authorized Agent)

User James Roeder

Address: 703 Main Street Town Weston St VT Zip 05161

Phone: 2542312868

Weston Theater Company (Organization, if applicable)

This Agreement, dated Nov. 7, 2025 is between the Town of Londonderry and Jessica Perkins. The parties agree to the conditions as listed in this document.

FACILITY: Town Hall

EVENT: 1st Birthday Party

DATE: 11/22/25

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

Town of Londonderry: By _____ (Authorized Agent)

User _____

Address: 385 Lawrence Hill Rd Town Weston St VT Zip 05141

Phone: 802 379 1895

_____ (Organization, if applicable)

JimmieLV248@comcast.net

Pd chrt 1685 \$50

MEMO

TOWN OF LONDONDERRY

To: Selectboard
From: Allison Marino, Town Clerk
CC: Aileen Tulloch
Date: 11/7/2025
Re: DLL Applications

COMMENTS: Londonderry Café and Tavern LLC DBA Jakes Restaurant
First class, Third Clas and OCP (outside consumption)

Moo Barn LLC DBA West River Coffee Barn – Store #1
Second Class



TO: **Town of Londonderry**

FROM: Ashley Collins, Office Manager
Windham Regional Commission

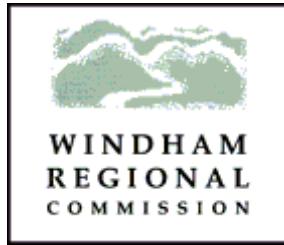
DATE: **November 13, 2025**

RE: **WRC REVIEW AND APPROVAL CONSIDERATION OF
LONDONDERRY TOWN PLAN AND CONFIRMATION OF TOWN
PLANNING PROCESS AT THE UPCOMING PUBLIC HEARING VIA
ZOOM TELECONFERENCE.**

Enclosed is a LEGAL NOTICE of the Windham Regional Commission advertising a public hearing for WRC consideration of town plan review and approval and confirmation of the Londonderry town planning process to be held via Zoom teleconference.

This memo shall serve to inform you of the public hearing and to invite your town's participation. Please route to interested Town Officials and/or post this LEGAL NOTICE at your Town Office.

Thank you.



LONDONDERRY TOWN PLAN REVIEW

PUBLIC HEARING NOTICE

The Windham Regional Commission (WRC) will hold a public hearing on Thursday, December 4, 2025 at 4:00 p.m. via Zoom to consider the request of the Town of Londonderry for approval of its Town Plan as provided for by 24 V.S.A. § 4350(b). The WRC will consider whether the Town Plan is consistent with the Vermont Planning Goals, compatible with the Windham Regional Plan, compatible with the approved plans of other Towns in the region, and contains all the elements provided by the Vermont Planning and Development Act. The public hearing will also be held to consult with the Town of Londonderry and consider the confirmation of the Town's planning process as provided for by 24 V.S.A. § 4350(a). The WRC will hear all comments relevant to its review of the Town's Plan and planning process at the public hearing. To access the hearing electronically or by telephone visit www.windhamregional.org and follow the Zoom meeting link or call the number provided in the invitation.

**Chris Campany
Executive Director
Windham Regional Commission**

Public Hearing Notice for the Londonderry Town Plan

The Windham Regional Commission will hold a public hearing on: **Thursday, December 4, 2025** online via Zoom.

- 4:00PM Public Hearing for the review and approval of Londonderry Town Plan.

The Public Hearing can be accessed through the following Zoom link and/or by telephone:

Windham Regional Commission is inviting you to a scheduled Zoom meeting.

Topic: Londonderry Town Plan Public Hearing

Time: Dec 4, 2025 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81708425638?pwd=qmNaWF71HLTr5ZMmxknxTTQDBzB5LN.1>

Meeting ID: 817 0842 5638

Passcode: 539185

One tap mobile

+13092053325,,81708425638# US

+13126266799,,81708425638# US (Chicago)

Join instructions

<https://us02web.zoom.us/meetings/81708425638/invitations?signature=5lMPKhiPbUgpu6GtV-NfOD694RtiqnBkJc0UrfY2r8c>



October 31, 2025

Town of Londonderry
PO Box 118
South Londonderry, VT 05155

Dear Friends,

On behalf of the staff and Board of SEVCA, I want to extend our deepest gratitude to the residents of Londonderry for their generous gift of \$1,700.00 with check dated 10/18/2025. This support is a powerful investment in our mission to empower individuals, families, and communities across Windham and Windsor Counties.

From early education and childcare to housing stabilization, fuel assistance, weatherization, home repair, tax preparation, financial coaching, micro-business support, and SEVCA being a community resource—your generosity strengthens these programs that help our communities thrive.

The kindness of your Town and residents helps to ensure these vital services remain strong and effective, providing both immediate relief and long-term opportunities for our neighbors to succeed. Your gift also sustains SEVCA's vital role as an anchor institution for advocacy and community action.

We are deeply grateful for your partnership and commitment to building a stronger, more resilient community.

With sincere thanks and appreciation,


Joshua Davis
Executive Director

Our Mission is to empower and partner with individuals and communities to alleviate the hardships of poverty, provide opportunities to thrive, and eliminate root causes of poverty in southeastern Vermont.

91 Buck Drive Westminster VT 05158 • 802.722.4575 • Fax 802.721.0000 • hello@sevca.org • www.sevca.org

PO Box 397
916 W River Rd
Brattleboro, VT 05302



Phone: (802) 254-2232
Fax: (802) 254-3680
Windhamcountyhumane.org

Town of Londonderry
100 Old School St
S Londonderry, VT 05155-9285

Dear Friends,

On behalf of the staff, board of directors, and volunteers at the Windham County Humane Society, thank you for the generous support from the Town of Londonderry. We are truly grateful for your continued investment in the health and well-being of animals—and the people who love them—in our shared community.

Your appropriation directly supports our core shelter operations, helping to cover the daily cost of food, heat, and veterinary care for animals in need. It also plays a vital role in supporting our **Community Veterinary Program** and **Pet Care Assistance Fund**, which ensures that local pet owners facing financial hardship can still access essential services to keep their pets healthy, safe, and at home.

WCHS is 100% community-funded. We receive no ongoing support from national humane organizations or the state and federal governments, so funding from our local towns is critical to sustaining our programs. Your partnership makes it possible for us to provide compassionate care and services—365 days a year.

Because of your support, WCHS is able to:

- Find loving homes for hundreds of dogs, cats, and small animals
- Provide spay/neuter services to prevent unwanted litters
- Offer free and low-cost wellness care through our Community Veterinary Program
- Assist pet owners in crisis through our Pet Care Assistance Fund
- Distribute thousands of pounds of pet food through our Pet Pantry
- Deliver extensive medical care to animals with urgent health needs
- Discount services for the majority of our Pet Wellness Clinic clients

These programs create a safety net for both animals and their people, and your town's support helps make this compassionate work possible.

We believe the bond between animals and humans enriches lives and strengthens our community—and we're honored to have the support of Town of Londonderry in this mission.

Thank you again for helping us make Windham County a more humane place for all.

With appreciation,
Maya Richmond

Executive Director, WCHS

Appropriation Amount: \$500.00

Check Date: 10/30/2025

Thanks again for
your generous support
of our work!

11/28-11/30

Ski Magic, LLC

12/26 - 12/28

3/6 - 3/8

1/1/26 - 1/3/26

3/13 - 3/15

1/16/26 - 1/18/26

3/20 - 3/22

1/23/26 - 1/25

3/27 - 3/29

1/30 - 1/31

2/1 -

2/6 - 2/8

2/13 - 2/15

2/16 - 2/18

2/21 - 3/1

MEMO

TOWN OF LONDONDERRY

To: Selectboard
From: Allison Marino, Town Clerk
CC: Aileen Tulloch
Date: 11/10/2025
Re: DLL Applications

COMMENTS: Ski Magic, LLC
Catering Permit for:
11/28-11-30
2/19-2/21
2/27-3/1
3/13-3/15

**STATE OF VERMONT
PUBLIC UTILITY COMMISSION**

Application of Londonderry GLC Solar, LLC for a certificate of public good, pursuant to 30 V.S.A. §§ 8010 and 248, authorizing the construction of a 500 kW AC net-metered photovoltaic electric power system to be located in Londonderry, Vermont	Case No. 21-3405-NMP
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RULE 5.805(D) CERTIFICATION OF DANIEL POYDENIS

I, Daniel Poydenis, being over 18 years of age, competent to testify on the matters in this case, and duly sworn, state:

1. I am CEO at Londonderry GLC Solar, LLC (CPG Holder”). My business address is 3320 Cardinal Drive P.O. Box 644318 Vero Beach, Florida 32964.
2. On March 2, 2022, the Vermont Public Utility Commission (“Commission”) issued a certificate of public good (“CPG”) in the above-captioned case for the construction and operation of a 500 kW AC group net-metered solar electric generation facility (“Facility”) that included an approved landscape mitigation plan (“Plan”).
3. On November 13, 2023, the CPG Holder submitted to the Commission and all parties in this proceeding a certification that all work has been fully implemented in a manner consistent with the approved Plan.
4. In accordance with Condition No. 14 of the CPG, the CPG Holder performed an annual inspection of the Facility on October 28, 2025.
5. The inspection confirmed the health, vigor, and continued effectiveness of the aesthetic mitigation, as stated in condition 14 of the CPG.
6. No corrective actions were taken.
7. I declare that the above statement is true and accurate to the best of my knowledge and belief and that I have personal knowledge of and am able to testify as to the validity of the information contained herein. I understand that if the above statement is false, I may be subject to sanctions by the Commission pursuant to 30 V.S.A. § 30.

Londonderry GLC Solar, LLC
Case No. 21-3405-NMP
Rule 5.805(D) Certification of Dan Poydenis
November 3, 2025
Page 2 of 2

DATED at Vero Beach, FL, this 3rd day of November, 2025.



Daniel Poydenis
3320 Cardinal Drive P.O. Box 644318
Vero Beach, FL 32964
(772) 254-0033
dpoydenis@seaoakcapital.com



Outlook

SELECTBOARD MEETING ON NOV. 3

From Barry Randell <barryrandell@earthlink.net>

Date Fri 11/14/2025 2:23 PM

To Aileen Tulloch <townadmin@londonderryvt.org>; Allison Marino <TOWNCLERK@londonderryvt.org>; Tina Labeau <TREASURER@londonderryvt.org>; Tom Cavanagh <T.CAVANAGH@londonderryvt.org>; Taylor Prouty <T.PROUTY@londonderryvt.org>; James Ameden Jr. <j.amedenjr@londonderryvt.org>; Jim Fleming <j.fleming@londonderryvt.org>; Martha Dale <m.dale@londonderryvt.org>; kmosenthal@comcast.net <kmosenthal@comcast.net>

I want to convey my response to my presentation to the Selectboard at the Nov. 3rd Selectboard (SB) meeting regarding the Public Trust Funds. I attempted to present to the Board some ideas on how to consider getting more benefit from the Public Trust Funds since they are a major asset for Londonderry. I have spent a considerable amount of time and effort to investigate this matter with the sole goal of determining if there are options to consider that might be beneficial to the town while respecting the intent of the donors and complying with VT trust law. I have no other motive in pursuing this matter.

Given my expertise in finance and investments, I have done a significant amount of due diligence on this matter and have determined that there are some viable options. Even the legal opinion that the Trustees obtained a couple of years ago suggests that there might be ways to make certain modifications to the Fund via an appeal to the court. I do not choose to spend time on opportunities I think are not viable or do not have some reasonable chance of success. There have been a number of cases where the state has allowed modification to Trust Funds and, in fact, *Londonderry has previously received court approval* to modify their Trust Fund distributions as noted by approval by the court to allow income funds to be distributed to the Fire Departments (which was NOT intended by the Donors in the original beneficiary documents). Londonderry now has almost \$9,500,000 in Trust Funds accumulated over almost 75 years which is significantly more than *any other* town or city in VT, thereby establishing it as a unique and exceptional case for modification consideration. In fact, the Trust has shown that they cannot even apply all the presently available funds exclusively for the purposes as originally intended.

I do not want to repeat all the facts I presented to the Board on 11/3 as that is a matter of record. What I do want to convey now is that I am very disappointed the Board was not seriously interested in considering this matter and clearly dismissed any further thought to see if there might be *any* benefits to explore that could be helpful to the town's financial situation (especially given the town's ever increasing spending budgets and local tax increases). I am not suggesting funds be used to simply reduce the tax rate nor even saying that the principal should be used but I am saying that certain town expenses could be justifiably re-allocated to the Trust Fund and that the investment portfolio could be adjusted to produce more distributable income to the town. As it stands now, the principal amount of the Trusts will continue to grow each year (by about \$500,000!) and there will never be any further benefit to the town other than a relatively small amount of distributable income every year. I understand that the Trustees are solely authorized to make all investment decisions but VT law does allow for the SB to communicate town

needs or concerns to the Trustees and that the SB can (and should) participate in any court petition to request modification of the Trust terms. I find this lack of interest and 'status quo' attitude by the SB and the Trustees to even explore this subject further to be detrimental to the town's interest and to the taxpayers *and* to be fiscally negligent; therefore, I want to go on the record with the town as to my opinion. I believe that if the LD taxpayers were made aware of this valuable town asset and how it might be of better value to the town, that they would want to consider those possibilities.

Not only did the SB show no interest in this matter and voiced their opposition to even consider the matter further, but they chose to abruptly (and rudely) cut me off from any additional discussion. I now see more clearly why the SB has had prior situations where residents quit contributing to the town because they felt they were not being treated respectfully when they were trying to contribute to the town's wellbeing. In conclusion, given these circumstances and the decision of the Selectboard to do nothing, I shall now consider how to pursue this matter otherwise. While I was courteously told by the Chair of the Board that I "was done," this is not likely the case.

BARRETT M. RANDELL

917-328-1940

barryrandell@earthlink.net