

Town of Londonderry, Vermont

Selectboard Meeting Agenda

Monday, December 15, 2025

Special Meeting– 4:30 pm to 6:00 Pm

Regular Meeting– 6:00 PM

100 Old School Street, South Londonderry, VT 05155

1. Call Special Meeting to Order
 - a. FY 2027 Budget Review
 - b. Discuss appropriations (Town Clerk)
2. Adjourn Special Meeting
3. Call Regular Meeting to Order
4. Additions or Deletions to the Agenda [\[1 V.S.A. 312\(d\)\(3\)\(A\)\]](#)
5. Minutes Approval – Meeting(s) of 12/1/2025
6. Selectboard Pay Orders
7. Announcements/Correspondence
8. Visitors and Concerned Citizens
9. Roads and Bridges
 - a. Updates
 - b. Discuss Plowing Parks, Town Hall, Town Office
 - c. Review and Approve Spring Hill Road Culvert HTA Contract Amendment
 - d. Discuss list for possible HSIP 2027 Grant Application
10. Town Officials Business
 - a. Wastewater Committee
 - i. Review and Approve North Village Allocation Recommendations
 - b. Town Staff
 - i. Discuss responsibility for posting agendas of committees and boards.
 - c. Parks Director
 - i. Discuss Transfer Station Bottle Shed
 - d. Town Hall Renovation Committee
 - i. Review and Approve soft cost allocation increase request for MERP
 - ii. Review and Approve MERP Scope Request
 - iii. Review and Accept Bid for Town Hall Renovation – Basement
11. Transfer Station/Solid Waste Management
 - a. Updates
12. Old Business
13. New Business

- a. Approve FY2027 Budget
- b. Review and Approve Change Order for Town Office Renovation
- c. Review Housing Commission Article Request
- d. Discuss Selectboard Meeting 1/19 (MLK Day)

14. 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.

15. Adjourn

Posted and distributed on December 12, 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 Agenda

Monday, December 15, 2025

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To: Town of Londonderry / Select Board

From: Tammie Reilly, Executive Director, GNAT-TV

Date: 11/24/2025

Subject: Request for Support, GNAT-TV Meeting Coverage Services

**Board of
Directors**

Kate Bryan
Arlington

Ken Ax
Manchester
Treasurer

Andrew Reed
Manchester
Secretary

Jared Bianchi
Londonderry

**Matthew
Bykowski**
Arlington

Bob Ellis
Londonderry

Stu Osnow
Londonderry
Board Chair

**Tatyanna
Wright**
Peru

Service Area:
Arlington
Dorset
Londonderry
Manchester
Peru
Rupert
Sandgate
Londonderry
Stratton
Weston
Londonderry

Residents across the Town of Londonderry rely on open, accessible coverage of local government meetings to stay informed about the decisions shaping their community. GNAT-TV is proud to partner with the Town to ensure transparency by keeping these conversations visible and accessible to everyone.

GNAT-TV distributes your public meetings and featured content across platforms including gnat-tv.org, YouTube, Apple TV, Roku, Fire TV, and Comcast Cable - expanding access so residents can engage with meetings on the devices and platforms they use most. All meetings are also preserved in GNAT-TV's permanent public archive, safeguarding full, ongoing access for accountability, research, and future reference.

However, the long-standing funding model that sustains these essential communication services is changing. As more households move from cable to streaming, the federal cable franchise fees that historically supported community media are declining. GNAT-TV experienced a 9% revenue decline last year - an impactful reduction for a modest budget - and further decreases are expected. To sustain our services and guarantee ongoing civic access, we are evolving our funding model to include advocacy, fee-for-service partnerships, philanthropy, and continued municipal support. **Your partnership is vital to GNAT-TV's ability to continue providing these essential services.**

Over the past fiscal year (10/1/2024–9/30/2025), GNAT-TV produced, streamed, distributed, and archived 27 Londonderry public meetings at a cost of \$5120. Additionally, we produced eight community events and news segments, providing unique local coverage valued at approximately \$2,304.

After reviewing the production costs associated with coverage of Londonderry's public meetings, **GNAT-TV respectfully requests that \$3560 be included in the upcoming town budget to support continued filming, multi-platform streaming, distribution, and archiving.** This amount is only a portion of the actual cost of providing these services, with GNAT-TV absorbing the remaining expense to maintain consistent access for the community. Additional details about this request, the costs of services and our direct support to the Town of Londonderry are attached.

GNAT-TV is committed to providing these essential services as efficiently as possible, and the amount requested reflects a responsible and sustainable cost for the community's media needs. This investment sustains civic transparency and ensures that every resident can stay connected to their local government.

Thank you for your continued partnership and dedication to open and transparent local governance. I am happy to provide any additional information you may need.

Warm regards,

Tammie M. Reilly, Executive Director, GNAT-TV
tammie@gnat-tv.org | www.gnat-tv.org

Londonderry	FY25	FY24	FY23	FY22	FY21	FY20	FY19	FY18	FY17	FY16	FY15
Select Board	26	31	27	23	19	23	24	23	24	25	25
Special Meetings	3	8	6	1	1	2		1	1	4	3
Planning Commission	2	1		1					1		
Town Meeting	1	1	1	1	1	1	1	1	1	1	1
Total Government Meetings	32	41	34	26	21	26	25	25	27	30	29
Cost of Services FY25 @ \$160 per meeting	\$5,120	\$6,560	\$5,440	\$4,160	\$3,360	\$4,160	\$4,000	\$4,000	\$4,320	\$4,800	\$4,640
Difference between cost of services and current appropriation	\$3,120										
Town portion of increase (50%)	\$1,560										
GNAT-TV contribution to services	\$1,560										
Requested appropriation	\$3,560										
Local Events / Programs	1	3	2	2		2		4			
News Project Segments	3	18	9	6	14	12	15	3			
Graduations	1	1	1	1	1	1	1	1			
Video Announcements	3				2	1	1	2			
Candidate Statements			1								
Total Non Meeting Content About Londonderry	8	22	13	9	17	16	17	10			
Estimated Value	\$2,304	\$6,336	\$3,744	\$2,592	\$4,896	\$4,608	\$4,896	\$2,880			
Total Londonderry Content Produced	40	63	47	35	38	42	42	35	27	30	29
Avg. Meeting Length: 01:26:30											
Meeting costs include Pre Production Coordination, Setup, Meeting Time, Break Down, Production Processing, Archiving											

TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 ADJUSTED	FY25 ACTUAL	FY26 APPROVED	FY26 TO DATE	FY27 PROPOSED
Cash Receipts					
Taxes:					
Property Taxes Raised (Current & Delinquent)	-	2,511,497	-		
Local Options Tax Revenue	30,000	27,055	50,000		50,000
Interest on Delinquent Taxes	50,000	23,643	55,000		50,000
Penalties on Delinquent Taxes	30,000	41,860	30,000		35,000
Education Billing Fee Retained	15,000	-	15,000		15,000
Current Use	70,000	82,444	72,000		75,000
CT River Tax Losses	2,341	2,341	2,341		2,341
Total Taxes:	197,341	2,688,840	224,341	-	227,341
Licenses & Fees:					
Recording Fees	20,000	22,626	22,000		23,000
Dog Licenses	1,500	2,105	2,200		2,200
Marriage Licenses	200	275	200		300
Liquor Licenses/Cannabis Licenses	1,300	930	1,300		1,300
Vendor Licenses	25	75	25		100
Zoning Permits & Applications	6,000	18,815	7,000		8,000
Truck Permits	225	220	250		250
Clerk Fees	6,500	5,276	6,500		6,500
Short Term Rental Fees	50,000	48,000	55,000		55,000
Other Fees	200	5,350	200		2,000
Total Licenses & Fees:	85,950	103,672	94,675		98,650
Transfer Station/Recycling:					
Town of Landgrove	29,734	20,797	34,202		35,221
Town of Peru	73,188	51,189	84,185		84,989
Town of Weston	74,427	52,056	85,610		89,761
Town of Windham	44,253	30,951	50,902		69,706
Hazardous Waste	1,000	850	500		850
Sale of Recyclables	3,000	2,694	3,000		3,000
Transfer Station Fees (PAYT)	230,000	246,040	230,000		250,000
Compost Buckets	100	9	100		-
Annual Stickers	9,000	13,525	9,000		12,000
Transfer Station Grants	8,000	9,966	10,000		10,000
Total Transfer Station/Recycling:	472,703	428,076	507,498		555,527
Other Revenues:					
Investment Income	2,000	48,940	5,000		25,000
Highway State Aid	119,000	126,034	124,000		126,000
Equalization Study Grant Income	1,577	1,574	1,577		1,574
PILOT	17,000	17,628	17,000		17,000
Judicial	8,000	3,915	6,000		4,000
Collins Fund	3,600	4,983	4,000		5,000
South Londonderry Street Lights	7,200	7,290	7,200		7,800
Londonderry Street Lights	6,000	5,432	6,000		6,100
Lease Land	77	104	83		104
Structures Grant Income	-	48,351	-		-
Solar Array Income	6,300	6,151	6,300		6,500
Miscellaneous State Grant Income	20,000	1,000	20,000		20,000
Miscellaneous (Including Highway Auction Money)	2,000	75,347	2,000		2,000
Records Digitization	2,000		2,000		2,000
Weston Mountain Towns Rec Director Share	9,300	4,355	9,542		10,331
Winhall Mountain Towns Rec Director Share	17,644	8,400	18,403		19,925
Peru Mountain Towns Rec Director Share	7,926	-	8,179		8,855
Landgrove Mountain Towns Rec Director Share	2,642	2,509	2,726		2,952
Transfer from Highway Equipment Fund	40,000		-		-
Total Other Revenues:	272,266	362,012	240,010		265,141
Grants & Reimbursements					
South Village Waste Water Grant		87,189			
North Village Waste Water		8,529			
FEMA JULY 23 STORM REIMBURSEMENT		596,999			
Total Grants & Reimbursements	-	692,717	-	-	-
Prior Year Surplus (Deficit)					
Total Cash Receipts	1,028,260	4,275,317	1,066,524		1,146,659

TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 ADJUSTED	FY25 ACTUAL	FY26 APPROVED	FY26 TO DATE	FY27 PROPOSED
Cash Disbursements					
Salaries:					
Town Administrator	72,900	71,427	72,900		67,000
Admin Mitigation Project Coordinator	-	4,394	-		
Town Clerk	60,000	63,292	61,500		63,500
Assistant Town Clerk	25,000	18,015	25,000		30,000
Town Treasurer	42,000	42,000	62,400		64,275
Listers	10,000	5,910	10,000		15,000
Town Assessor	68,000	69,144	71,000		73,130
Delinquent Tax Collector	15,000	26,913	15,000		15,000
Selectboard Stipends	6,300	4,800	6,300		6,300
Ballot Clerks	3,000	1,095	1,500		3,000
Animal Control Officer	6,000	3,749	6,000		10,000
Recording Secretary for Boards	3,350	3,563	6,500		7,000
Records Digitization (Reimbursable)	2,000	90	2,000		2,000
Special Project Manager		6,970			
Short Term Rental Coordinator	45,000	45,000	46,124		50,180
Total Salaries:	358,550	366,361	386,224		406,385
Benefits Administration - FICA/MEDI					
Town Administrator	5,577	5,464	5,577		5,126
Admin Mitigation Project Coordinator	-	336	-		-
Town Clerk	4,590	4,842	4,705		4,858
Assistant Town Clerk	1,913	1,378	1,913		2,295
Town Treasurer	3,213	3,213	4,774		4,917
Listers	765	452	765		1,148
Town Assessor	5,202	5,290	5,432		5,594
Delinquent Tax Collector	1,148	2,059	1,148		1,148
Selectboard Stipends	482	367	482		482
Ballot Clerks	230	84	115		230
Recording Secretary for Boards	256	273	497		765
Records Digitization (Reimbursable)	153	7	153		536
Special Project Manager		533			153
Short Term Rental Coordinator	3,443	3,443	3,528		3,839
Benefits Administration - FICA/MEDI	26,970	27,740	29,087		31,088
Benefits Administration - VT Municipal Retirement					
Town Administrator	7,290	11,285	7,290		4,020
Town Clerk	3,300	3,481	3,536		3,810
Town Treasurer	3,135	4,890	4,451		4,757
Benefits Administration - Retirement	13,725	19,657	15,277		12,587
Benefits - Health Insurance					
Administration Health Insurance	68,000	99,114	80,000		115,000
Health Insurance Stipend	2,500	-	2,500		2,500
Administration HRA	9,000	13,691	9,000		12,500
Total Benefits - Health	79,500	112,805	91,500		130,000
Benefits - Workers Comp/Life & Disability Insurance					
Administration Workers Comp	1,000	1,000	1,500		2,450
Administration Life & Disability Insurance & Child	2,800	2,594	2,800		6,000
Total Benefits - Workers Comp	3,800	3,594	4,300		8,450
Travel and Training & Cell Phone					
Town Administrator	2,500	2,384	3,000		3,000
Town Clerk	750	715	750		1,000
Assistant Town Clerk	350	764	350		700
Town Treasurer	1,000	978	1,000		1,000
Listers/Town Assessor	1,610	1,441	3,100		3,500
Selectboard	150	150	150		150
STR Coordinator		600	1,100		1,100
Total Travel and Training	6,360	7,032	9,450		10,450
Office Expenses					
Professional Auditors	10,000	11,500	15,000		20,000
Election Expense	2,000	4,471	1,000		2,500
Legal Expenses	10,000	21,764	10,000		15,000
Advertising	2,500	3,081	2,500		2,500
Office Supplies	4,500	5,968	5,000		6,000
Town Report Printing & Postage	5,000	4,240	6,000		6,000
Postage and Mailing	5,000	5,070	6,000		6,000
Recording Supplies	1,800	-	1,800		1,800
Town Mapping	2,750	2,750	3,200		2,200
Short Term Rental Coordinator Expenses	-		-		4,400
GIS Mapping Online	2,080	1,821	1,500		2,500
Total Office Expenses	45,630	60,665	52,000		68,900

TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 ADJUSTED	FY25 ACTUAL	FY26 APPROVED	FY26 TO DATE	FY27 PROPOSED
Computer/Copier					
Website	6,000	5,560	8,000		7,000
Copier	4,500	3,231	4,500		4,500
Software and Support	20,000	24,514	25,000		30,000
Computer Equipment	5,000	5,385	5,000		6,000
Total Computer/Copier	35,500	38,690	42,500		47,500
Other Administrative Expenses					
IDS Dog Tags	175	129	175		175
Windham County Tax	52,000	50,710	52,000		52,000
VLCT Dues	3,800	3,740	3,800		3,934
WRC Dues	5,118	5,118	5,118		5,118
Credit Card Expenses	500	284	500		500
Legal Service - Tax Sale	400		400		400
Listers Expenses	500		370		500
Misc. Administrative/Selectboard Misc.	7,500	5,891	7,500		7,500
Windham County Sheriff/Policing	57,000	56,160	70,000		70,000
Salary Adjustment	13,438		20,000		20,000
Total Other Administrative Expenses	140,431	122,032	159,863		160,127
Other Municipal Services/Appropriations					
GNAT-TV					3,560
Greenup Day Vermont					100
4th of July Fireworks and Parade					1,500
SVEDS					5,307
VT Rural Fire Protection					200
Champion Fire Department #5					40,000
Phoenix Fire Department #6					20,000
Londonderry Historical Society					2,000
So. Londonderry Library Association					15,000
Londonderry Volunteer Rescue Squad					15,750
Total Other Municipal Services	-	-	-		103,417
Planning Commission					
Planning Commissioners Stipends	4,200	-	3,000		3,500
Planning Commission Training & Education	1,000	10	1,600		1,000
Water Supply and Wastewater Planning	100	231,599	100		100
Town Buildings Planning	1,000		1,000		1,000
Communications	3,000		3,600		3,000
Printing	500	189	500		500
Municipal Planning Grant Expense	3,000	10,169	3,000		3,000
Zoning Bylaw Implementation	1,000	-	1,000		1,500
Total Planning Commission	13,800	241,968	13,800		13,600
Housing Committee					
Software/Printing and Mailing	5,750	208	5,750		500
Grant Match					4,000
Training and Education	500	-	500		250
Total Housing Committee	6,250	208	6,250		4,750
DRB Stipends					
DRB Stipends	4,200	600	4,200		4,200
Zoning Administrator Salary	27,000	21,451	31,200		32,240
Zoning Administrator FICA/MEDI	2,066	1,641	2,387		2,466
Zoning Administrator - Child Care Tax	119	-	137		142
Zoning Adminstrator Workers Comp	125	94	120		210
Hearing Notices/Advertising	1,000	451	1,000		1,000
Printing	100	-	100		100
Travel & Training	400	10	400		400
GIS Maps/Misc.	2,080	2,079	1,500		2,080
Total Development Review Board	37,089	26,326	41,044		42,838

TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 ADJUSTED	FY25 ACTUAL	FY26 APPROVED	FY26 TO DATE	FY27 PROPOSED
Electricity					
Street Lights - S. Londonderry	7,200	7,495	7,300		7,800
Street Lights - Londonderry	6,000	5,844	5,500		6,100
Town Office	3,000	6,248	3,000		5,000
Town Garage	2,800	2,281	2,300		2,400
Town Hall	900	1,511	900		1,500
Salt/Sand Shed - Prouty Property	500	483	400		500
Total Electricity	20,400	23,863	19,400		23,300
Town Office					
Repairs and Maintenance	6,000	17,883	10,000		10,000
Cleaning	6,240	4,805	10,400		14,560
Town Office Supplies	1,750	5,535	2,500		5,000
Fuel	4,500	289	3,000		3,000
Locks and Security	700	421	2,000		2,000
Internet	3,000	6,940	3,600		3,600
Telephone System	3,000	1,467	3,600		5,100
Total Town Office	25,190	37,341	35,100		43,260
Town Garages					
Repairs and Maintenance	3,000	2,220	3,000		3,000
Telephone & Internet	900	1,383	900		1,450
Fuel	4,500	5,345	4,500		6,000
Old Garage Upgrades	1,000	-	1,000		1,000
Total Town Garages	9,400	8,947	9,400		11,450
Town Hall					
Repairs and Maintenance	2,000	14,742	2,000		6,000
Telephone	800	2,455	2,400		2,400
Fuel	1,400	5,559	2,000		2,500
Total Town Hall	4,200	22,756	6,400		10,900

TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 ADJUSTED	FY25 ACTUAL	FY26 APPROVED	FY26 TO DATE	FY27 PROPOSED
Transfer Station					
Wages	53,960	49,181	55,000		57,600
FICA/MEDI	4,128	4,145	4,208		4,406
Vt Municipal Retirement	2,492	2,484	2,900		3,456
Health Insurance	14,000	15,024	15,600		18,000
HRA	1,500	3,030	2,500		2,500
Workers Comp Insurance & Life and Disability	4,500	4,101	5,000		4,236
Child Care Tax	255	-	242		253
Transfer Station Administration	5,383	5,000	5,383		5,383
Uniforms	250	-	250		250
Repairs and Maintenance	7,000	5,015	7,000		7,000
Vending Machine Purchase		7,077	-		-
Electric Upgrade/Equipment	15,000	-	35,000		35,000
Portable Toilets	1,800	3,480	1,800		2,160
Telephone	750	1,196	800		1,200
Electricity	2,500	2,693	3,000		3,100
Fuel	2,000	2,824	3,500		3,500
Supplies and Misc.	3,500	3,243	3,500		3,500
Yard Maintenance	9,500	9,400	9,500		10,000
Backhoe Purchase Payment	34,159	33,995	34,159		34,159
Advertising	500	500	750		500
Contracted Hauling Fees	250,000	201,050	250,000		275,000
Backhoe Repairs	2,000	2,337	2,000		2,000
Vehicle Insurance	700	854	850		900
Total Transfer Station	415,877	356,630	442,942		474,104
Recycling					
Wages	57,530	56,776	60,000		64,500
FICA/MEDI	4,401	3,837	4,590		4,934
Vt Municipal Retirement	2,643	3,160	2,900		3,870
Health Insurance	6,000	4,571	6,000		18,000
HRA	1,500	247	2,500		2,500
Workers Comp Insurance & Life and Disability	4,600	4,205	4,500		4,744
Uniforms	250	65	250		250
Child Care Tax	239	-	264		284
Supplies and Misc.	1,000	439	1,000		1,000
Organics	17,000	18,366	20,000		20,000
Recycle Hauling	90,000	90,174	120,000		120,000
Advertising	500	-	500		500
Educational Publications	500	1,189	500		500
Total Recycling	186,163	183,029	223,004		241,082
Hazardous Waste					
Wages	16,000	11,843	16,000		16,640
FICA/MEDI	1,224	906	1,224		1,273
Child Care Tax	70	-	70		73
Workers Comp Insurance	1,624	1,432	1,224		1,400
Travel & Training	2,000	27	2,000		1,000
Advertising	1,400	296	1,400		500
Supplies	200	-	200		250
Contractor	40,000	35,211	35,000		40,000
Membership Dues	850	722	850		850
Misc.	50	861	50		50
Total Hazardous Waste	63,418	51,297	58,018		62,036
Septage Spreading					
Groundwater Testing Services	7,000	7,779	8,000		8,000
Total Septage Spreading	7,000	7,779	8,000		8,000

TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 ADJUSTED	FY25 ACTUAL	FY26 APPROVED	FY26 TO DATE	FY27 PROPOSED
Town Parks					
Grounds Maint Employee	15,000	7,734	27,300		27,040
FICA/MEDI	1,148	366	2,088		2,069
Mountain Towns Rec Director	57,000	56,000	59,000		60,840
FICA/MEDI	4,361	3,462	4,514		4,654
Health Insurance	12,500	13,687	14,000		17,400
VMERS	3,135	3,890	3,393		3,650
Health Reimbursement Account	2,500	1,069	2,500		2,500
Mileage, Cellphone & Memberships		2,719	3,000		3,000
Workers Comp/Life & Disability Insurance	3,200	3,446	3,323		2,600
Operating Supplies	3,000	2,170	13,000		13,000
Outside Services Lawn Maintenance & Plowing	23,000	12,045	6,500		6,500
Electricity	2,300	1,888	2,300		2,500
Infrastructure Maintenance	15,000	15,000	15,000		
Tennis Court Maintenance	20,000	11,859	-		10,000
Portable Toilets	5,000	2,480	5,000		5,000
Total Town Parks	167,143	137,815	160,917		160,753
Insurance					
Liability	9,000	9,931	11,000		11,000
Property	17,000	16,224	15,000		15,000
Bond	3,500	2,654	3,000		3,000
Workers Comp	1,000	34	1,000		1,000
Unemployment	1,200	929	1,200		1,200
Employment Practices Liability	5,000	3,765	5,000		5,000
Total Insurance	36,700	33,537	36,200		36,200
Debt Service					
Fire Truck Installment Phoenix	50,000		50,000		-
John Deere Tractor Installment (ends fy 2027)	28,601	28,601	30,031		31,935
2020 International Installment (ends fy 2025)	31,386	31,386	-		-
2025 International Installment (ends fy 2030)	-	-	33,683		35,532
Bond Payment - Town Office (Ends fy 2055)	-	12,754	52,832		119,015
New Truck Installment	-		-		45,000
Interest on John Deere Tractor	2,931	2,931	1,501		2,224
Interest on 2020 International	948	948	-		-
Interest on 2025 International	-		10,318		8,469
Total Debt Service	113,866	76,619	178,365		242,175
Total Dispatching	40,000	39,397	42,000		52,000
Conservation Commission					
Salaries	1,200		1,200		1,200
FICA/MEDI	92		92		92
Workers Comp	4		4		4
Child Care Tax	-		-		-
Field Naturalist Program	550		3,250		3,250
Association of Vermont Conservation	250	50	50		50
Water Testing	500	-	500		500
Public Meeting Costs	3,000	640	3,000		3,000
Conservation Town Appropriation	200		-		1,000
Conservation Projects	500	462	400		400
Total Conservation Commission	6,296	1,152	8,496		9,496

TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 ADJUSTED	FY25 ACTUAL	FY26 APPROVED	FY26 TO DATE	FY27 PROPOSED
Summer Roads					
Wages	130,334	106,056	150,000		159,000
FICA/MEDI	10,217	8,113	11,475		12,152
Vt Municipal Retirement	6,842	4,132	8,625		7,325
Health Insurance	56,060	33,772	52,000		59,000
HRA	10,217	5,882	7,300		7,300
Child Care Tax			660		700
Workers Comp Insurance & Life and Disability	7,600	7,441	7,100		10,500
Uniforms	2,600	3,101	4,000		4,000
Travel & Meetings/Education	800	297	3,300		4,000
Total Summer Roads	224,670	168,795	244,460		263,977
Summer Highway Equipment Maint					
Tires	8,000	4,498	8,000		8,000
Highway Equipment Maint.	50,000	87,973	50,000		75,000
Trucking	-		-		-
Roadside Mower	-		-		-
Vehicle Insurance	5,000	5,899	6,150		6,200
Total Summer Highway Equipment Maint	63,000	98,370	64,150		89,200
Summer Highway Construction					
Signs/Cones	5,000		5,000		6,000
Tree Removal	5,600		7,500		30,000
Bridge/Guardrails	7,500		7,500		10,000
Paving	-		-		-
Operating Supplies	7,500	10,638	7,500		10,000
Fuel	30,000	13,265	30,000		30,000
Gravel	75,000	36,031	100,000		100,000
Calcium Chloride	15,000	10,886	17,500		17,500
Equipment Purchase	40,000	-	10,000		10,000
Culverts	10,000	9,698	10,000		10,000
Better Roads Grant Expense	2,000	2,645	6,000		3,000
Highway Repairs (Storm Related)	4,000	74,770	4,000		4,000
Highway Miscellaneous	-		-		-
Contracted Services	15,000	5,700	18,000		25,000
Total Summer Highway Construction	216,600	163,633	223,000		255,500
Winter Roads					
Wages	93,666	78,040	105,000		114,000
Overtime	25,625	18,913	22,000		23,000
FICA/MEDI	8,871	7,355	9,716		9,240
Vt Municipal Retirement	6,018	4,152	7,303		5,700
Health Insurance	40,615	38,948	37,000		42,000
HRA	7,333	2,881	5,100		5,200
Child Care Tax	405	-	559		600
Workers Comp Insurance & Life and Disability	5,500	5,687	5,100		8,000
Uniforms	1,900	1,048	4,000		4,000
Travel & Meetings/Education	-	1,200	-		1,200
Total Winter Roads	189,933	158,224	195,777		212,940
Winter Highway Equipment Maint					
Tires	7,000	7,385	7,000		7,000
Highway Equipment Maint.	30,000	16,641	40,000		40,000
Plow/Grader Wear Maint.	-		-		-
Tire Chains/Cutting Edges	6,000	9,509	12,000		-
Vehicle Insurance	3,500	4,216	4,400		5,000
Total Winter Highway Equipment Maint	46,500	37,750	63,400		52,000
Winter Highway Construction					
Operating Supplies	7,000	25,512	5,000		12,500
Fuel	25,000	21,528	25,000		25,000
Gravel	-	368	-		-
Salt	150,000	163,454	150,000		175,000
Winter Sand	95,000	77,597	95,000		95,000
Signs					
Total Winter Highway Construction	277,000	288,460	275,000		307,500

TOWN OF LONDONDERRY STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Account Name	FY25 ADJUSTED	FY25 ACTUAL	FY26 APPROVED	FY26 TO DATE	FY27 PROPOSED
Emergency Management					
Emergency Management	1,000	-	1,000		1,000
Total Emergency Management	1,000	-	1,000		1,000
Total Beautification Committee	4,000	3,843	4,000		4,000
Total Budgeted Expenses	2,885,961	2,926,314	3,150,324		3,600,965
Excess/(Deficiency) of Cash Receipts over Cash	(1,857,701)	1,349,003	(2,083,800)		(2,454,306)
Appropriations					
American Red Cross	500	500	-		
Champion Fire Company #5	20,000	20,000	40,000		-
Friends of the West River Trail	1,000	1,000	1,000		1,000
Grace Cottage Foundation	1,000	1,000	1,000		1,000
Greater Northshire Access TV	2,000	2,000	2,000		
Green Mountain RSVP	415	415	415		415
Green Up Vermont	100	100	100		
Healthcare & Rehabilitation Services	1,513	1,513	1,513		1,513
Londonderry 4th of July	1,500	1,500	1,500		
Londonderry Conservation Fund	500	500	500		
Londonderry Historical Society	1,000	1,000	-		-
Londonderry Transport (Neighborhood Connectio	11,600	11,600	11,660		-
Londonderry Volunteer Rescue Squad	15,750	15,750	15,750		
Mountain Valley Health Council	5,000	5,000	-		
My Community Nurse	2,500	2,500	3,500		3,500
Neighborhood Connections/including Transport	6,000	6,000	6,000		20,000
Phoenix Fire Company #6	20,000	20,000	20,000		
Senior Solutions	970	970	970		970
SEVCA	1,700	1,700	1,700		2,000
South Londonderry Library	15,000	15,000	15,000		
SVEDS	5,307	5,307	5,307		
The Collaborative	1,000	1,000	1,000		1,000
Valley Cares	2,742	2,742	2,742		2,742
Vermont Rural Fire Protection	100	100	200		
Visting Nurse Association	7,000	7,000	-		
West River Montessori School	-	-	3,000		3,000
Windham County Humane Society	450	450	500		500
Windham County Youth Services	315	315	315		315
Womans Freedom Center	800	800	800		800
Total Appropriations	125,762	125,762	136,472		38,755
Economic Improvement Reserve Fund	5,000	5,000	25,000		5,000
Williams Dam Expenses	-	5,747			
New Fulltime Asst Clerk/Office Manager	-				81,000
Emerald Ash Borer Removal Reserve Fund	3,000	3,000	3,000		3,000
Transfer to Highway Equipment Fund	100,000	100,000	100,000		100,000
Pingree Park Reserve Fund			20,000		20,000
Transfer to Infrastructure Fund	100,000	100,000	100,000		100,000
Transfer to Highway Improvement Fund	300,000	300,000	340,000		360,000
Total Cash Disbursements	3,519,723	3,565,823	3,874,796	-	4,308,720
Excess/(Deficiency) of Cash Receipts over Cash	\$ (2,491,463)	\$ 709,494	\$ (2,808,272)	\$ -	\$ (3,162,061)
Taxes Needed to Balance with Appropriations	\$ (2,491,463)	\$ 709,494	\$ (2,808,272)	\$ -	\$ (3,162,061)

DRAFT
Town of Londonderry, Vermont
Selectboard

Meeting Minutes
Monday, December 1, 2025, 6 PM
100 Old School Street, South Londonderry, VT 05155

Board members present: Martha Dale, Jim Fleming, and Taylor Prouty.

Board members absent: James Ameden, Jr., and Tom Cavanagh.

Town Officials: Aileen Tulloch, Town Administrator; Sally Hespe, Selectboard Minute Taker; Patti Eisenhauer, Housing Commission; Gary Hedman, Village Wastewater Commission.

Others in Attendance: Jim Hendler; Chad Stoddard; and Amanda Fouda, GNAT Videographer.

1. Call Regular Meeting to Order

Board Member Taylor Prouty called the Selectboard meeting to order at 6:03 p.m.

2. Additions or Deletions to the Agenda

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

Martha Dale moved to add Agenda Item 7b Plowing Contract, seconded by Jim Fleming. The motion passed unanimously.

3. Minutes Approval – Meeting(s) of 11/17/2025

Jim Fleming moved to approve the minutes of the Selectboard meeting of 11/17/2025, 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:

- Two RFPs went out for Town Hall basement ceiling and window renovation. They were due today at 5 pm.
- Easement letters out in South Village; some complete but not notarized. There are 3 notaries in the Town Clerk's office available between 8:30 a.m. and 4 p.m.
- Next selectboard meeting will start at 4:30 p.m. with a special meeting to review FY27 budget.
- Per the direction of the Selectboard on 8/18/2025, Tulloch has been working with the Town Attorney to find ways to mitigate usage of Magic View as an emergency shelter. The Town filed a request for a Jurisdictional Opinion (JO) that Magic View requires an Act 250 permit as their Change of Use impacts municipal services and constitutes a change to their original Act 250 permit (#2W0062).

The following correspondence can be found in the meeting packet:

Town of Londonderry, Vermont
Selectboard Meeting Minutes – December 1, 2025

The Londonderry Housing Commission announced that Windham & Windsor Housing Trust's *Green Mountain Home Repair (GMHR)* program has launched a special initiative in cooperation with The Collaborative and Neighborhood Connections to support homeowners in the mountain towns of Andover, Jamaica, Londonderry, Weston, and Windham. Eligible homeowners in these communities may now apply for grants of up to \$25,000 to complete essential health and safety repairs. Housing Commission Chair Patti Eisenhauer noted that the program will be promoted through emails to referral partners, schools, and selectboards, as well as on the Town website, Facebook page and local newsletters.

6. Visitors and Concerned Citizens

Chad Stoddard of the Parks Board asked whether the Beautification Committee has raised funds for maintenance at Aiken's Corner. The committee had originally planned to raise \$1,000 per year toward a \$10,000 goal. Mark Wright had offered to perform the maintenance, and an agreement was made between the Parks Board and Wright. Stoddard noted, however, that Wright simply showing up and taking care of the work is not consistent with the agreement that was established. Martha Dale reported that she does not know the status of the fundraising. Stoddard pointed out that paperwork had been filed by the Beautification Committee. He will locate the paperwork, and the Town will facilitate a conversation with the Beautification Committee and the Parks Board.

7. Roads and Bridges

a. Updates

- Undermountain Rd. is still undergoing construction per GMP agreement. A crew was graveling the road today; caution should be used.

b. Plowing Contract

The contract with Dryden's Outdoor for plowing Town Hall, Memorial Park, and Pingree Park expired in September, and a new contract was not established. While the original RFP was for two years and could theoretically be amended, Stoddard noted his understanding that there would not be a contract for the parks since they are not utilized in the winter. The Town now has a fourth road crew member and a plow, but staff do not have the proper equipment to manage plowing effectively. The board agreed that direction is needed on whether to purchase equipment that would allow the Town to handle plowing internally. The matter will be placed on the agenda for the next selectboard meeting. In the meantime, Town Hall will be plowed with the red truck until a decision is made. The agenda item will also include consideration of hiring a fourth part-time employee to take on this responsibility along with other small maintenance jobs. Additional options discussed included closing the gate to Pingree Park for the winter and asking Matt Batchelor to explore how other towns expand roles to meet similar needs.

Town of Londonderry, Vermont
Selectboard Meeting Minutes – December 1, 2025

8. Town Officials Business

a. Wastewater Committee

i. North Village Allocation Recommendations

Gary Hedman of the Village Wastewater Committee presented a memo from the Windham Regional Commission summarizing ongoing discussions regarding the North Village wastewater system. The recommendation is to implement different design considerations with a hard cap on gallons and to reserve 10% of the system's capacity for future needs. While several homeowners won't be connecting to the system now, it is anticipated that future owners will likely do so. Reserve capacity would also allow for the possibility of connecting the old Mill restaurant. The permitting process will continue at the state level as the project progresses, and the redevelopment of the Mill is seen as desirable, though other properties could be added if plans change.

Paul Hendlar asked who would pay for the reserve 10%, and it was relayed that the cost of excess capacity would be distributed among all users, with debt service spread across the grand list. Both wastewater systems will be managed as one entity. There is flexibility for future modifications depending on system construction progress. The importance of advancing permitting and the bid process was emphasized, and questions will be posed to Matt and Chrissy at the next meeting. Chad Stoddard asked about pretreatment to lower costs, which was considered but would add significant costs. A motion on the recommendations was tabled to the next meeting, at which Taylor Prouty will be recused from voting due to a potential conflict of interest.

9. Transfer Station/Solid Waste Management

a. Updates

None.

10. Old Business

None.

11. New Business

a. Facility Use Request for Town Office December 4.

Jim Fleming moved to authorize the use of the Town Office for a meeting on 12/04/2025 and to authorize the Town Administrator to sign the facility use agreement on behalf of the Town, seconded by Martha Dale. The motion passed unanimously.

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.

Martha Dale moved that the Board enter executive session to discuss attorney-client communications pursuant to 1 V.S.A. § 313 (a)(1)(F), seconded by Jim Fleming. The motion passed unanimously

Town of Londonderry, Vermont
Selectboard Meeting Minutes – December 1, 2025

Entered executive session at 7:06 p.m.
Came out of executive session at 7:15 p.m.

13. Adjourn

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

The meeting adjourned at 7:16 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Acting Chair, Taylor Prouty



Trusted Experts | Innovative Results

December 10, 2025

Aileen Tulloch
Town Administrator
100 Old School Street
South Londonderry, Vermont 05155
Townadmin@londonderryvt.org

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

Dear Aileen:

We have completed the final design phase of the above referenced project in compliance with the VTrans Municipal Assistance program process. In support of the project, our team exceeded our Not-To-Exceed budget due to the added complexity and delays incurred in the final design process. The amendment proposed here-in is the budget adjustment required for the additional effort spent to complete the ROW and Contract Plans Development.

We are excited to see this project go to Bid and get Constructed. The enclosed amendment reflects the revised NTE contract fee and our standard Contract Amendment Form which summarizes the additional professional engineering services. Please sign and date this form where indicated and return it to us. You should make a copy of the signed form for your records.

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

Sincerely,
Hoyle Tanner

A handwritten signature in black ink, appearing to read 'J. Olin'.

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

Contract Amendment Form

Hoyle Tanner Project No. 22.144701.00 Amendment No. 3

Project: Spring Hill Road Bridge Engineering Date: December 10, 2025

Aileen Tulloch, Town Administrator, 100 Old School Street

Client Name & Address: South Londonderry, Vermont 05155

Change in Contract Scope

Hoyle Tanner will amend its scope of services for the above described project:	
Change in Scope of Services	Fee Adjustment
Amendment 3 Bid Documents and ROW Support	\$20,000
Total	\$20,000

Total Fee Adjustment, This Amendment	\$20,000
Total Previous Fee Amendments	\$73,439
Original Contract Fee Amount	\$86,784
New Total Contract Fee Amount	\$180,223

Change in Contract Timeframe

Original or latest contract completion date	Dec 2025
New contract completion date	Dec 2026

Authorization

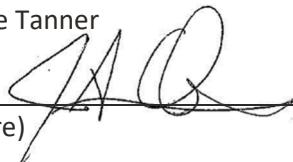
Original Agreement dated October 2022 is hereby amended as indicated on this form.

Verbal authorization given on _____ by _____
No signature authorization required by the client.

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

For Hoyle Tanner

(Signature)



For Town of Londonderry

(Signature)

Jon Olin, Vice President

(Printed Name and Title)

(Printed Name and Title)

12/10/2025

(Date)

(Date)



To: Londonderry Selectboard
From: Matt Bachler, WRC Senior Planner
Date: November 24, 2025
RE: North Village Wastewater System Property Connection Discussion

Background

The Town is reviewing applications from property owners in the village of North Londonderry to connect to the new wastewater system that will be constructed in 2026. Based on current interest, there is not adequate capacity in the system to connect every property that has applied. The North Village system will have capacity to treat 6,480 gallons of wastewater per day. Dufresne Group is preparing final engineering plans and State permit applications and the Town will need to decide which properties to connect to stay on schedule for bidding the project next winter. The Village Wastewater Committee has held several meetings over the last two months to consider different options for connecting properties in the North Village and the Committee made a final recommendation at their meeting on November 21st for the Selectboard to consider.

Discussion

The VWC recommends that the Selectboard first prioritize connecting the 8 properties located on North Main Street within the service area. These properties include a mix of commercial, residential, and civic uses and all are either located within the floodway or floodplain, or are using holding tanks. There is adequate funding and capacity to connect all 8 properties. It should be noted that two properties, 2242 and 2296 North Main Street, are currently vacant but are being considered for redevelopment as a restaurant and visitor center. The developer for the project has stated that connecting to the wastewater system is critical. The attached spreadsheet lists these 8 properties and their existing or proposed uses, and they are shown on the attached map as "Core".

The VWC also recommends that the Selectboard reserve 10% of the system's permitted capacity (648 gallons) to support future economic development opportunities in the North Village service area. The Wastewater Ordinance adopted by the Selectboard in May 2025 allows the Town to set aside capacity for a specific public purpose. This decision could be modified by the Selectboard in the future if needed.

The VWC next considered how to prioritize connecting the remaining properties, looking at five areas where additional connections could be made. These areas are also shown on the attached maps. Based on funding and capacity constraints, the Town will not be able to connect all of the remaining properties. As a next step, Dufresne Group will complete final cost estimates and an analysis of

estimated flows for these areas based on the order of prioritization decided on by the Selectboard, which will allow the Town to finalize the list of properties that can be connected.

- **Area 1: Middletown Priority Properties**

The property at 2484 Middletown Road is located in a flood plain, but is located away from other priority properties on North Main Street. The property located at 2452 Middletown Road is on a small parcel (0.25 acres), but there would be additional expense for running the main line to this property up Middletown Road. When the Selectboard prioritized property connections in the South Village, it considered location in a flood hazard area and small lots that would not allow for a replacement system.

- **Area 2: Edge Hill Road**

The main line will run across the West River and down Edge Hill Road to the treatment site at the Peelle property. There are fine single-family residential properties on Edge Hill Road that have applied to connect to the system and are located along the main line.

- **Area 3: Middletown Road Extension**

There is one larger property further south on Middletown Road (2414 & 2430 Middletown Road) that could be connected if the main line were extended past 2452 Middletown Road. The property has multiple existing buildings and the current owners have discussed adding four apartment units on the property.

- **Area 4: Edge Hill Road - Additional Properties**

The Town received applications from two additional single-family residential properties on Edge Hill Road along the main line. These property owners expressed an interest in connecting later on in the process and Dufresne Group has not completed surveys for the properties yet.

- **Area 5: Extensions Off North Main Street**

Three additional applications were received from properties located off of North Main Street: 49 Hells Peak Road, 148 High Street, and 31 Pond Street. All three are residential properties.

VWC Recommendation

Based on their discussion, the VWC recommends the following prioritization of these five areas, after first connecting the core eight properties on North Main Street discussed above:

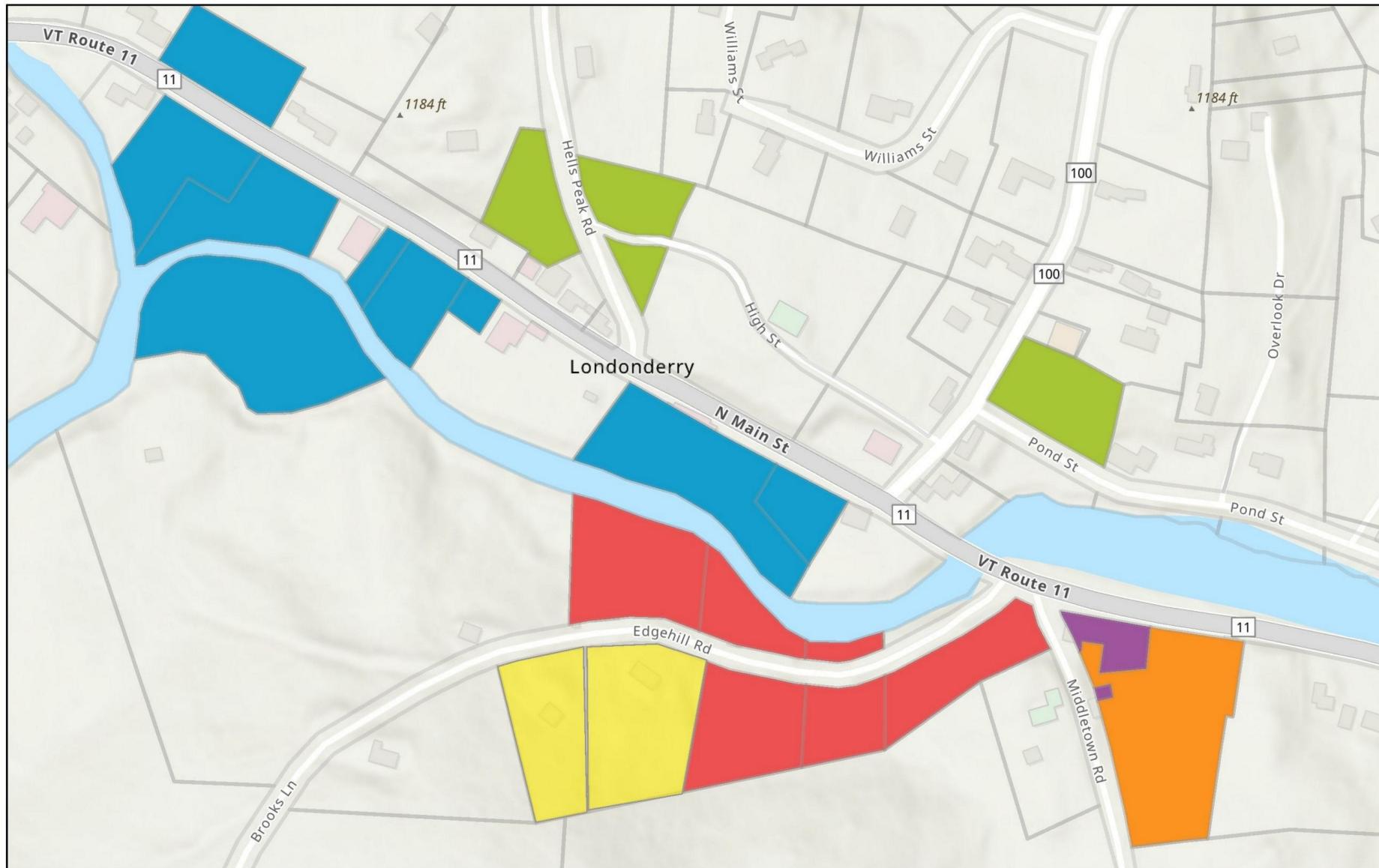
Priority Ranking	Area
Priority #1	Area #1 – Middletown Priority Properties: 2484 & 2452 Middletown Road
Priority #2	Area #2 – Edge Hill Road: 79, 95, 110, 160 Edge Hill Road & 2493 Middletown Road
Priority #3	Area #3 – Middletown Extension: 2414 & 2430 Middletown Road
Priority #4	Area #4 – Edge Hill Road – Additional Properties: 147 & 183 Edge Hill Road
Priority #5	Area #5 – Extensions Off North Main Street: 49 Hells Peak Road, 148 High Street, 31 Pond Street

North Village Wastewater System Connection Applications

North Main Street Priority Properties			
Name	911 Address	Street	Property Use
Laurie Krooss	2021	North Main St	Commercial - Store
Center Merrill	2022	North Main St	Commercial - Store
Center Merrill	2046	North Main St	Commercial - Store
Laurie Krooss	2051	North Main St	Commercial - Church
Lori Jolley	2072	North Main St	Residential MFH (2 apts-3b)
Judy Platt	2116	North Main St	Mixed - Market, Apartments
Judy Platt	2136	North Main St	Mixed - Restaurant, Apartments
Judy Platt	2152	North Main St	Residential
Ed Brown	2242	North Main St	Commercial - Restaurant (<i>Proposed</i>)
Ed Brown	2296	North Main St	Visitor's Center (<i>Proposed</i>)
Town Reserved Capacity			10% (648 Gallons)

Additional North Village Properties				
Name	911 Address	Street	Property Use	Area #
Steve Paulson	2484	Middletown Rd	Residential SFH (3b)	1
Joel Lockwood	2452	Middletown Rd	Residential SFH (3b)	
Ian & Emily Shore (Pannkuk)	79	Edge Hill Rd	Residential SFH	2
Thomas & Katheryn Blozy	95	Edge Hill Rd	Residential SFH	
Kathy Mosenthal	110	Edge Hill Rd	Residential SFH	2
Mark & Kimberly Cleverdon	160	Edge Hill Rd	Residential SFH	
Larry & Cynthia Gubb	2493	Middletown Rd	Residential SFH	3
Joshua & Nicole Wenguard	2414	Middletown Rd	Residential MFH (2 apts proposed)	
Joshua & Nicole Wenguard	2430	Middletown Rd	Residential MFH (2 apts proposed)	4
Clark Douglas Paige	147	Edge Hill Rd	Residential SFH	
Marcia Anderson	183	Edge Hill Rd	Residential SFH	5
Taylor Prouty	49	Hells Peak Rd	Residential SFH	
Laurie Krooss	148	High Street	Residential SFH	5
Sandra Clark	31	Pond St	Residential	

North Village Wastewater System Property Connections Map



- Core North Main Street**
- Area #1: Middletown Road Priority Properties**
- Area #2: Edge Hill Road**
- Area #3: Middletown Road Extension**
- Area #4: Edge Hill Road – Additional Properties**
- Area #5: Extensions Off North Main Street**

Agenda Warning Issue:

Town Agendas must be posted at the Town Office, the two Post Offices in Town and the Town Website at least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting in order to comply with Vermont Open Meeting Law.

There are currently 16 active boards/committees/commissions in the Town of Londonderry subject to Open Meeting Law.

Of these 14, various Town Staff are directly responsible for posting Agendas and Minutes for:

1. Board of Civil Authority (Town Clerk)
2. Board of Abatement (Town Clerk)
3. Development Review Board (Zoning Administrator)
4. Lister Board (Town Assessor)
5. Selectboard (Town Administrator)
6. Parks Board (Rec Director)
7. Short Term Rental Working Group (Short Term Rental Administrator)

This leaves 7 additional Boards who do not have salaried help dedicated to them to post their agendas and minutes.

Currently, Town Staff consisting of two elected officials and one appointed official attempt to manage this task on top of their other duties. Town Offices are open from 8:30 am to 4:00pm. Requests for posting frequently come outside of that time or on weekends and Holidays when no Town Staff are available to post. Agendas often come in Word format and must be saved as PDF's in order to be posted, they are often for dates that differ from their publish regular scheduled times and places, often the dates are wrong in the agendas themselves and have to be sent back, and very frequently often get buried in other correspondence. Also, they come in at random times with no regard to schedules or prior commitments Town Staff may have (such as meetings, conferences, trainings, and public facing interactions, not to mention planned vacations, sick time, or Holidays.)

Examples of recent issues with the current system:

- A Wastewater agenda had to be sent back because it had the wrong date.
- A public hearing had to be cancelled because the notice never made it into the paper.
- A recent planning commission agenda came in at 3:47pm, 13 minutes before Town Office closed.

- A recent housing commission agenda came in on 11/11 for a meeting on 11/13 which was a Holiday for Town staff. As a result the meeting was not properly warned.
- A September Beautification agenda came in at 5:58pm on a Tuesday, and as a consequence didn't get posted until 3 days later.
- A September Planning Commission agenda was sent on 9/22/25 and didn't get posted until 9/24/25
- An August Beautification agenda came in at 4:34pm on a Thursday and wasn't posted until the following day.

Proposed Solution:

Each Committee shall be responsible for properly warning their meetings. This will consist of physically posting agendas at the Londonderry Post Office, the South Londonderry Post Office, the Town Office, and the Town Website. This shall be the responsibility of the Chairs of each Committee, although the Chairs can delegate the task to any committee member willing and able to complete the task. Each Committee will also be responsible for the timely posting of their meeting minutes to the Website, as well as any Video/Recording if they are required to do so.

Public Records Issue:

Currently, there is an inconsistent physical record of Agendas and Minutes. While the records are kept electronically on the Town's Sharepoint Server, should there be a Public Record's Request on these items there will be considerable time and expense for Town Staff to compile and transmit these documents. If they are physically available in the Vault, however, they are deemed public records and can be viewed by the public with minimal intervention by Town Staff. However, Town Staff lack the resources to consistently maintain every Committee's record of Agendas and Minutes.

Proposed Solution:

Each Committee shall be responsible for posting physical copies for keeping in the Town Vault. This shall be the responsibility of the Chairs of each Committee, although the Chairs can

delegate the task to any committee member willing and able to complete the task. This task can be accomplished quarterly or yearly, and can be accomplished during Town Office Hours or after hours when Agendas are posted at the Town Office.



To: Tom Cavanagh, Londonderry Selectboard Chair
From: Anand Fedele, WRC Assistant Planner
Date: December 12th, 2025
Re: Town Hall MERP scope change and soft cost allocation increase request

Dear Tom,

Throughout fall, the MERP-funded renovations to the Londonderry Town Hall progressed, and project management work has involved site visits with contractors, meetings with the Town Hall Renovation Committee (THRC), the creation and posting of bid documents, and the identification of amendments to the grant Scope of Work. The purpose of this memo is to provide information on the last of those updates, which is the expansion of the Scope of Work, and to propose an increase to the original project management contract in response to this change.

WRC worked with the THRC and Town Administrator to identify expansions to the Town Hall Scope of Work in response to changes to the overall MERP budget. The Town accessed \$238,656 of the originally allocated \$335,500 in MERP funding for the Town Office. This left a surplus of \$91,844 for the Town Hall, bringing the Town Hall MERP budget to \$211,666. With a larger allocation for the Town Hall, the project team identified additional scope measures from the original assessment to address the building performance. WRC compiled these recommendations and submitted a scope amendment request to BGS, which was approved this week. The BGS-approved scope includes building-wide insulation and air sealing, and the installation of attic hatches. These improvements will be rather transformational and will go a long way toward making the building usable year-round. There may be additional MERP-eligible work the Town can pursue as a result of the Town Hall budget increase, like improvements to the HVAC system. However, we're required to prioritize thermal envelope upgrades per MERP's legislative framework. We also plan to address ADA more rigorously with a larger budget.

As a result of the expanding project scope, WRC proposes a \$4,000 increase to the Town's project management contract with WRC. The original contract amount of \$21,800 represented the entire MERP "soft cost" allocation for the building, meaning that the \$21,800 would need to cover WRC staff time, as well as permitting fees, engineering or design expenses, and potential legal review. The MERP soft cost allocation has increased to \$38,484. Recognizing this, WRC proposes that the project management budget be separated out entirely and increased to \$25,800 to cover the staff time needed to attend to building-wide weatherization work and ADA. This leaves a dedicated pot of \$12,684 to cover project permitting, engineering/design, and other MERP-eligible soft cost activities.

As always, please reach out to me if you have any questions about the project, the grant, or the timeline.

Respectfully submitted,

Anand Fedele
Assistant Planner
Windham Regional Commission

STATE OF VERMONT GRANT AGREEMENT

Part 1-Grant Award Detail

SECTION I - GENERAL GRANT INFORMATION

¹ Grant #:		² Original		Amendment #	
³ Grant Title:					
⁴ Amount Previously Awarded:		⁵ Amount Awarded This Action:		⁶ Total Award Amount:	
⁷ Award Start Date:		⁸ Award End Date:		⁹ Subrecipient Award: YES NO	
¹⁰ Vendor #:	¹¹ Grantee Name:				
¹² Grantee Address:					
¹³ City:		¹⁴ State:		¹⁵ Zip Code:	
¹⁶ State Granting Agency:				¹⁷ Business Unit:	
¹⁸ Performance Measures: YES NO	¹⁹ Match/In-Kind: Description:				

²⁰ If this action is an amendment, the following is amended:

Amount: Funding Allocation: Performance Period: Scope of Work: Other:

SECTION II - SUBRECIPIENT AWARD INFORMATION

²¹ Grantee Identifier [UEI] #:		²² Indirect Rate: % (Approved rate or de minimis 10%)	²³ FFATA: YES NO	
²⁴ Grantee Fiscal Year End Month (MM format):			²⁵ R&D:	

²⁶ Entity Identifier [UEI] Name (if different than VISION Vendor Name in Box 11):

SECTION III - FUNDING ALLOCATION

STATE FUNDS

Fund Type	²⁷ Awarded Previously	²⁸ Award This Action	²⁹ Cumulative Award	³⁰ Special & Other Fund Descriptions
General Fund				
Special Fund				
Global Commitment (non-subrecipient funds)				
Other State Funds				

FEDERAL FUNDS

(includes subrecipient Global Commitment funds)

Required Federal Award Information

³¹ CFDA#	³² Program Title	³³ Awarded Previously	³⁴ Award This Action	³⁵ Cumulative Award	³⁶ FAIN	³⁷ Fed Award Date	³⁸ Total Federal Award

³⁹ Federal Awarding Agency:		⁴⁰ Federal Award Project Descr:					

Federal Awarding Agency:		Federal Award Project Descr:					

Federal Awarding Agency:		Federal Award Project Descr:					

Federal Awarding Agency:		Federal Award Project Descr:					

Federal Awarding Agency:		Federal Award Project Descr:					

Total Awarded - All Funds

SECTION IV - CONTACT INFORMATION

STATE GRANTING AGENCY		GRANTEE					
NAME:		NAME:					
TITLE:		TITLE:					
PHONE:		PHONE:					
EMAIL:		EMAIL:					

State of Vermont
Standard Grant Agreement**Agreement #****Part 2 – Grant Agreement**

1. **Parties:** This is a Grant Agreement between State of Vermont Department of Buildings and General Services (BGS), (hereinafter called "State") And Municipality of Londonderry with principal place of business at **100 Old School St. Londonderry, Vermont 05155** (hereinafter called "Grantee"). It is the grantee's responsibility to contact the Vermont Department of Taxes to determine if, by law, the grantee is required to have a Vermont Department of Taxes Business Account Number.
2. **Subject Matter:** The subject matter of this Grant Agreement is the Municipal Energy Resilience Program-Capacity Building Implementation Grant authorized by 2022 Acts and Resolves No. 172 Sec. 3(c)(1)(B).
3. **Award Details:** Amounts, dates and other award details are as shown in the attached *Grant Agreement Part 1-Grant Award Detail*. A detailed scope of work covered by this award is described in Attachment A.
4. **Amendment:** No changes, modifications, or amendments in the terms and conditions of this Grant Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Subrecipient.
5. **Term and Effective Date:** This agreement shall become effective from the date of signing by both parties and remain in effect until all funds awarded to the Grantee have been spent and all of the Grantee's reporting requirements to the State have been satisfied, unless superseded by a future agreement which may better reflect the timeline of monitoring and reporting required by the State.
6. **Cancellation:** This Grant Agreement may be suspended or cancelled by either party by giving written notice at least 60 days in advance.
7. **Attachments:** This Grant consists of 12 pages including the following attachments that are incorporated herein:
 - Grant Agreement-Part 1 – Grant Award Detail
 - Grant Agreement Part 2 – Grant Agreement
 - Attachment A – Scope of Work To Be Performed
 - Attachment B – Payment Provisions
 - Attachment C – Customary State Grant Provisions
 - Attachment D – Other Provisions
8. **Order of Precedence:** Any ambiguity, conflict or inconsistency in the Grant Documents shall be resolved according to the following order of precedence:
 - 1) Grant Agreement Part 1 and Part 2
 - 2) Attachment C
 - 3) Attachment D
 - 4) Attachment A
 - 5) Attachment B





WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS GRANT AGREEMENT.

By the State of Vermont:

Date: _____

Signature: _____

Name: _____

Title: _____

Department of Buildings and General Services

By the Grantee:

Date: _____

Signature: _____

Name: _____

Title: _____



ATTACHMENT A: SCOPE OF WORK

Londonderry

The Londonderry Town Office upgrades include:

1. HVAC:
 - a. Installation of VRF heat pumps.
 - b. Installation of ERVs.
 - c. Installation of ductwork for a venting distribution system.
 - d. Installation of programmable thermostats.
2. Envelope:
 - a. Addition of new insulation and air sealing where new construction is added.
 - b. Addition of insulation in foundation and rim joist.
3. Lighting: Upgrade necessary lighting fixtures to LEDs.
4. ADA: Installation of new LULA elevator and shaft, improvements to ramps, building access, bathrooms *ADA improvements must budget to 20% of the entire project construction cost.
5. Solar: Installation of 11.25 kW roof array.
6. **SOFT COSTS : The awardee may allocate an amount equivalent to up to 20% of the building grant project's direct construction budget toward soft costs, such as permitting, legal fees, architectural and engineering expenses, and clerking/project management.**
 - i. **SCOPE AMENDMENT: ADDITION made to 01155_A172_5155_T_LONDONDERR_I**
Attachment A, Londonderry Town Office, 6. Soft Cost provisions. (07/10/2025)

The Londonderry Town Hall upgrades include:

1. Envelope:
 - a. Installation of vapor barrier in basement. **SCOPE AMENDMENT: ADDITION made to 01155_A172_5155_T_LONDONDERR_I** Attachment A, Londonderry Town Hall, **work includes spray foaming the foundation walls, replacing the basement bulkhead door, and infilling basement windows** (12/11/25)
 - b. Replacement of windows.
 - c. **SCOPE AMENDMENT: ADDITION made to 01155_A172_5155_T_LONDONDERR_I**
Attachment A, Londonderry Town Hall, Insulate and air seal the roof plane and attic floor across building zones (12/11/25)
 - d. **SCOPE AMENDMENT: ADDITION made to 01155_A172_5155_T_LONDONDERR_I**
Attachment A, Londonderry Town Hall, Install insulated and weather-striped attic hatches (12/11/25)
 - e. **SCOPE AMENDMENT: ADDITION made to 01155_A172_5155_T_LONDONDERR_I**
Attachment A, Londonderry Town Hall, Air seal and insulate walls (12/11/25)
2. ADA: ADA improvements with a budget of 20% of total project construction cost.
3. **SOFT COSTS : The awardee may allocate an amount equivalent to up to 20% of the building grant project's direct construction budget toward soft costs, such as permitting, legal fees, architectural and engineering expenses, and clerking/project management.**
 - i. **SCOPE AMENDMENT: ADDITION made to 01155_A172_5155_T_LONDONDERR_I**
Attachment A, Londonderry Town Hall, 3. Soft Cost provisions. (07/10/2025)

ATTACHMENT B: PAYMENT PROVISIONS

In accordance with Act172 Sec. 3 (B)(1)(A) Buildings and General Services (BGS) shall administer

“(A) no more than \$500,000.00 to each covered municipality for approved projects for weatherization, thermal efficiency, to supplement or replace fossil fuel heating systems with more efficient renewable or electric heating systems, and any other expenditures necessary for the project to be eligible for funding under federal law and guidelines”.

. Upon execution of this agreement the grantee will receive a Grant Number to utilize in all correspondence, invoicing and reporting with both BGS and FSD. Upon signature by the grantee and the State (BGS), the grantee shall receive a copy of the fully executed agreement. In order for funds to be issued the following documents are required:

- i. Payment Request Form
- ii. A Certificate of Insurance
- iii. A W-9 Form
- iv. An Affirmation of Use of Funds Form

The grantee will submit invoices and proof of payment (bank statement/receipts) to BGS for reimbursement. BGS will track the progress of the project(s) being completed to ensure grant compliance. BGS commits to disbursement of the first payment within 30 days of receiving invoices and proof of purchase from grantee.

The grantee commits to submitting a report detailing a narrative summary along with funds spent every quarter. If the community capacity building projects are ongoing, a report will be submitted for each quarter that funds are spent. BGS will require the grantee to provide invoices and proof of payment, and all documents regarding funds spent on this project(s).

If the grantee has claimed a financial hardship and is requesting payment in advance of initial funds the grantee must prove the financial hardship to BGS by submitting a narrative and all relevant documentation explaining why they are requesting funds in advance. If approved, BGS will provide the grantee with up to 20% of the total awarded amount. After the initial funds are distributed, BGS will track the progress of the work being performed. As the grantee draws down on the initial awarded funds, the following payments will consist of the remaining awarded grant amount distributed based on the amount invoiced for actual project costs incurred during the quarterly reporting periods until funds run out. BGS suggests that the funds for this grant be held in a separate account from other municipal funds to ensure these funds are used only for the Scope of Work outlined in Attachment A and to provide proof of spending required by any potential audit of the program.

BGS commits to having all grant payments out to towns by 12/31/2026. If the grantee has demonstrated completed work but has not yet completed the project(s) by 09/30/26 the grantee must prove they have vendors under contract to complete the work for this project(s) outlined in Attachment A, in order to receive the remaining awarded funding. If by 03/31/26 the grantee has not begun work on awarded projects, cannot demonstrate reasonable evidence of completion, and or does not have a vendor under contract to complete the work then BGS reserves the right to recapture the awarded funds.

ATTACHMENT C: STANDARD STATE PROVISIONS FOR CONTRACTS AND GRANTS

1. Definitions: For purposes of this Attachment, "Party" shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. "Agreement" shall mean the specific contract or grant to which this form is attached.

2. Entire Agreement: This Agreement, whether in the form of a contract, State-funded grant, or Federally- funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.

3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial: This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any

applicable administrative remedies with respect to any cause of action that it may have against the State with regard to its performance under this Agreement. Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.

4. Sovereign Immunity: The State reserves all immunities, defenses, rights or actions arising out of the State's sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State's immunities, defenses, rights or actions shall be implied or otherwise deemed to exist by reason of the State's entry into this Agreement.

5. No Employee Benefits For Party: The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

6. Independence: The Party will act in an independent capacity and not as officers or employees of the State.

7. Defense and Indemnity: The Party shall defend the State and its officers and employees against all third party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits.

After a final judgment or settlement, the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.

The Party shall indemnify the State and its officers and employees if the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.

Notwithstanding any contrary language anywhere, in no event shall the terms of this Agreement or any document furnished by the Party in connection with its performance under this Agreement obligate the State to (1) defend or indemnify the Party or any third party, or (2) otherwise be liable for the expenses or reimbursement, including attorneys' fees, collection costs or other costs of the Party or any third party.

8. Insurance: Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State through the term of this Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary to comply with Vermont law.

General Liability and Property Damage: With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

- Premises - Operations
- Products and Completed Operations Personal Injury Liability
- Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Personal & Advertising Injury

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

Additional Insured. The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Notice of Cancellation or Change. There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

9. Reliance by the State on Representations: All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations made by the Party in accordance with this Agreement, including but not limited to bills, invoices, progress reports and other proofs of work.

10. False Claims Act: The Party acknowledges that it is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 et seq. If the Party violates the Vermont False Claims Act it shall be liable to the State for civil penalties, treble damages and the costs of the investigation and prosecution of such violation, including attorney's fees, except as the same may be reduced by a court of competent jurisdiction. The Party's liability to the State under the False Claims Act shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

11. Whistleblower Protections: The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

12. Location of State Data: No State data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the continental United States, except with the express written permission of the State.

13. Records Available for Audit: The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

14. Fair Employment Practices and Americans with Disabilities Act: Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

15. Set Off: The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

16. Taxes Due to the State:

A. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.

B. Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.

C. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.

D. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

17. Taxation of Purchases: All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.

18. Child Support: (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, he/she:

A. is not under any obligation to pay child support; or

B. is under such an obligation and is in good standing with respect to that obligation; or

C. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

19. Sub-Agreements: Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.

In the case this Agreement is a contract with a total cost in excess of \$250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 12 ("Location of State Data"); Section 14 ("Fair Employment Practices and Americans with Disabilities Act"); Section 16 ("Taxes Due the State"); Section 18 ("Child Support"); Section 20 ("No Gifts or Gratuities"); Section 22 ("Certification Regarding Debarment"); Section 30 ("State Facilities"); and Section 32.A ("Certification Regarding Use of State Funds").

20. No Gifts or Gratuities: Party shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

21. Copies: Party shall use reasonable best efforts to ensure that all written reports prepared under this Agreement are printed using both sides of the paper.

22. Certification Regarding Debarment: Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds.

Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at:
<http://bgs.vermont.gov/purchasing/debarment>

23. Conflict of Interest: Party shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest.

24. Confidentiality: Party acknowledges and agrees that this Agreement and any and all information obtained by the State from the Party in connection with this Agreement are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq.

25. Force Majeure: Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lock-outs) ("Force Majeure"). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to remove, eliminate or minimize such cause of delay or damages, diligently pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

26. Marketing: Party shall not refer to the State in any publicity materials, information pamphlets, press releases, research reports, advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

27. Termination:

A. Non-Appropriation: If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by Federal funds, and in the event Federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.

B. Termination for Cause: Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party's notice or such longer time as the non-breaching party may specify in the notice.

C. Termination Assistance: Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures

to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

28. Continuity of Performance: In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.

29. No Implied Waiver of Remedies: Either party's delay or failure to exercise any right, power or remedy under this Agreement shall not impair any such right, power or remedy, or be construed as a waiver of any such right, power or remedy. All waivers must be in writing.

30. State Facilities: If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to and use of State facilities which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

31. Requirements Pertaining Only to Federal Grants and Subrecipient Agreements: If this Agreement is a grant that is funded in whole or in part by Federal funds:

A. Requirement to Have a Single Audit: The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required.

For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends \$500,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends \$750,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

B. Internal Controls: In accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

C. Mandatory Disclosures: In accordance with 2 CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

32. Requirements Pertaining Only to State-Funded Grants:

A. Certification Regarding Use of State Funds: If Party is an employer and this Agreement is a State- funded grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.

B. Good Standing Certification (Act 154 of 2016): If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify, and (ii) that it will comply with the requirements stated therein.

(End of Standard Provisions)

Attachment D: Other Provisions

- 1. Use of Funds:** The Grantee shall use these funds solely for the purpose of this Grant Agreement.
- 2. Liens:** Grantee will discharge any and all contractors or mechanics' liens imposed on property of the State through the actions of subcontractors.
- 3. Historical Preservation:** If the grantee's building(s) is on the historical preservation register and needs approval for this project, the grantee has 6 months from the date of the execution of this agreement to get the project approved and all historical objections resolved. If unresolved after 6 months BGS reserves the right to suspend the agreement pending a review with the grantee and VDHP. BGS reserves the right to request information regarding the progress of the historical preservation aspect for this project.
- 4. Duplication of Benefits:** The State (BGS) recognizes that there are other grant programs, federal tax credits, or funding mechanisms available to municipalities that cover costs for equipment and measures awarded under this program. Examples may include but are not limited to, the solar photo voltaic Federal Tax Credit (FTC), Department of Libraries Capital Projects Grant, Inflation Reduction Act, etc.

Because applicants may have received funding from these sources other than the Municipal Energy Resilience Implementation Grant, an applicant may experience what is called a “duplication of benefits.”

For the Municipal Energy Resilience Implementation Grant program, grantees will be at risk of duplication of benefits if at the end of 2026, if the grantee has invoiced for costs already paid for through another funding mechanism. The State of Vermont, by federal rules, is required to monitor and rectify situations where grantees experience a duplication of benefits. If the grantee experiences a duplication of benefits, you may be required to pay back a portion or all the grant received. The Department may use information from future tax filings to determine whether a duplication of benefits occurred.

Municipalities seeking additional funding are strongly encouraged to consider if additional grant funding may put them at risk of having a duplication of benefits at the end of 2026.

5. **Noncompetitive Bid:** BGS strongly encourages the grantee to use a competitive bid process. If the grantee does not use a competitive bidding process, the grantee will need to provide sole source contract documentation with justification to BGS .

Special Requirements

1. **Americans with Disabilities Act (ADA)** – In accordance with Act 172, municipalities will be required to attest that the facility receiving an implementation grant is ADA compliant or that the municipality will use up to 20% of the grant amount received towards ADA improvements in the facility. A survey may be needed to determine if a building is ADA compliant. Site surveys can be completed using online resources or by a consultant. At their own expense, municipalities may hire their own consultants or utilize a consultant under retainer contract through the [BGS Office of Purchasing and Contracting](#).
2. **High Speed Internet** - Act 172 requires that all municipalities that receive services or funding from the Program attest that the covered municipality has access to high-speed Internet as defined in the State’s Telecommunication Plan set forth in 30 V.S.A. § 202c or that a plan is in place by the end of 2024 to ensure access to high-speed Internet. **Note: Membership in a state recognized Communications Union District (CUD) qualifies the municipality as having met this requirement.**

MEMO

LONDONDERRY TOWN HALL RENOVATION COMMITTEE (THRC)

To: Aileen Tulloch
From: Larry Gubb (Chair of THRC Committee
CC: Mimi Lines, Liam Elio, Sharon Crossman,
Date: 12/12/25
Re: Motion of Recommendation to Londonderry Selectboard

COMMENTS: On December 10, 2025, the Londonderry Town Hall Renovation Committee made and approved a motion to recommend to the Londonderry Selectboard approve the proposal submitted to the Town Administrator, by Vermont Foam Insulation (VFI) Dated 12-1-25 (proposal # 2624698) entitled “Insulation & Air Barrier Job Details”, as work to be performed under the Town Hall Municipal Energy Resilience Program (MERP) Grant funding.

Bidder: Vermont Foam

1. **Price:** **\$25,084.25.** Scope of Work covers sum pit with pump integrated into existing discharge, bulkhead hatch, drainage mat, vapor barrier, spray foam, and fireproofing.

Vapor Barrier and Spray Foam Price: **\$12,990.**

2. Clarity and Completeness of Proposal

- Basic Company Information
- References
- Specifications
 - Scope of Work
 - Info on Materials/Equipment
 - Warranty Info
 - Schedule
- Cost Proposal
- Licenses and Certs (not provided in proposal, by VFI is BPI certified and a member of EEN)

3. Ability to Perform per Schedule

No project schedule provided.

4. Experience and Reputation with Londonderry

Apparent involvement/affiliation with Flood Brook School and Magic Mountain Music Series.

5. Quality of Materials & Equipment

Material specs are not provided for sump pump or drainage mat. Proposed spray foam product is compliant with International Building Code (Huntsman). Proposed thermal barrier paint is certified and code compliant. Vapor barrier brand is well-reviewed.

6. Ability to Meet Additional Requirements

Did not provide proof of insurance, but is willing to meet state insurance requirements outlined in MERP grant. VFI is currently working with Town of Athens (and potentially others) on MERP, indicating ability to meet needed grant reqs.

7. Ability to Provide Future Service/Maintenance

Unclear. Worth investigating.

8. Bidder's Financial Stability

Bidder appears to be financially stable based on initial conversations/research.

9. Other Factors/Considerations

(Insert narrative here).

Bidder: Builders Installed Products

1. Price: \$10,615. Scope of Work covers spray foam work, vapor barrier, and fireproofing.

2. Clarity and Completeness of Proposal

- Basic Company Information
- References
- Specifications
 - Scope of Work
 - Info on Materials/Equipment
 - Warranty Info
 - Schedule
- Cost Proposal
- Licenses and Certs (not provided in proposal, part of EEN, not sure about BPI)

3. Ability to Perform per Schedule

No project schedule provided. Contract articulates willingness to agree to town-specified installation dates/MERP grant implementation timeline.

4. Experience and Reputation with Londonderry

None?

5. Quality of Materials & Equipment

Tu-tuff vapor barrier is same brand as is recommended in energy audit. Proposed spray foam brand is same as VFI, likely an industry standard. Thermal barrier paint is certified and code compliant.

6. Ability to Meet Additional Requirements

Did not provide proof of insurance, is likely willing to meet insurance requirements under MERP, but worth confirming.

7. Ability to Provide Future Service/Maintenance

Unclear. Worth investigating.

8. Bidder's Financial Stability

Bidder appears to be financially stable based on initial conversations/research.

9. Other Factors/Considerations

(Insert narrative here).

Town of Londonderry, Vermont
100 Old School Street
South Londonderry, VT 05155
802-824-3356
www.londonderryvt.org

Request for Proposals (RFP): Town Hall Basement Waterproofing, Encapsulating, Air Sealing, and Insulating

Issued By: The Town of Londonderry

RFP NO: 2025-11

Issue Date: Monday, November 10th, 2025

Proposals Due: December 1st, 2025 at 5:00 PM

Contact for Proposal Submissions

Contact for RFP Questions

1. Executive Summary

The Town of Londonderry (hereinafter “The Town”) is seeking qualified contractors to waterproof, encapsulate, insulate, and air seal the crawlspace of the Londonderry Town Hall, located at **139 Middleton Road, Londonderry, Vermont**. The primary goal of this project is to improve the energy performance of the uninsulated Town Hall basement. Before efforts to improve the thermal envelope are implemented, a basement water management strategy will be put in place to address routine water entry, described more fully below.

All renovation work for the described measures must be complete or under contract for completion by **September 30th, 2026**.

2. Scope of Work

The following Scope of Work was generated using recommendations and analysis provided in two technical reports:

1. Blower Door test/Envelope Study by BVH Integrated Services
2. Level II Energy Assessment by Salas O'Brien Dubois & King

Town of Londonderry, Vermont

Request for Proposals – 2025-11 Basement Waterproofing and Weatherization November 10, 2025

At a minimum, contractors shall review these documents and use them as a starting point for their proposals. The technical reports shall inform the general approach to the work described below. If alternative recommendations are identified, contractors shall provide written justification for the proposed deviation, subject to approval from the Town. Copies of the above two documents can be obtained by emailing afedele@windhamregional.org.

2.1. Building Information

The Londonderry Town Hall, built in 1859, is a ~7,775 square foot building consisting of a Front, Middle, and Back Zone. The waterproofing and envelope measures outlined in Section 2.2 are being pursued in conjunction with larger renovation efforts to improve the building shell and transform the building into a more comfortable, healthy, and usable public space.

In the basement, the three building zones include a habitable basement area in the Back Zone and a crawlspace spanning the areas of the Front and Middle Zones. The basement walls in the Back Zone consist of concrete, fiberglass insulation, and drywall. The walls in the crawlspace are uninsulated and comprised of stacked stone beneath a granite foundation. The floor of the crawlspace is dirt and gravel. A floor plan from 1980 is provided below.

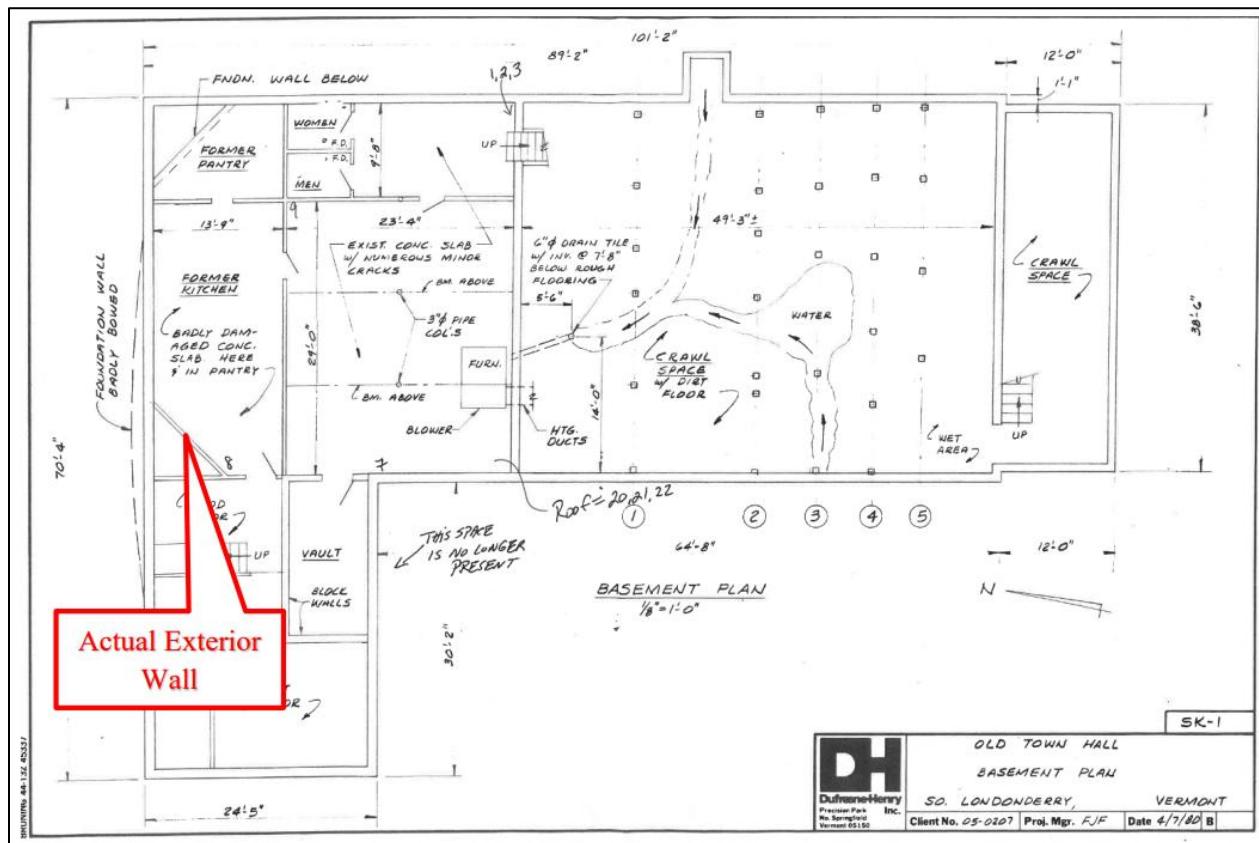


Figure 1: Londonderry Town Hall Basement Floor Plan (1980)

The floor plan contains an addition on the Southwest of the building that no longer exists and can be ignored. The actual construction of the basement walls does not fully match the floor plan provided, but it can be assumed to be roughly accurate. Approximate measurements for the Front Zone crawlspace are 12 ft x 38 ft; for the Middle Zone crawlspace, the approximate area is 49 ft x 38 ft. **Measurements provided in this RFP are for bidding purposes only.** The floor area of the basement shall be confirmed on-site by the Town's selected contractor.

2.2. General Specifications

This project will require:

- a) The implementation of a waterproofing system appropriately designed to manage semi-consistent water entry into the basement and address humidity concerns.
- b) The installation of a vapor barrier along the floors and walls of the crawlspace areas in the Front and Middle zones of the building.
- c) The spray foaming of the rim joists in the basement, and the foaming of the crawlspace walls in the Front and Middle Zones.
- d) The foaming over of the basement windows.
- e) The replacement of a water-logged basement hatch on the northern side of the building with an insulated and weather-stripped replacement panel.

Contractors will also be responsible for assisting the Town in accessing available incentives for thermal envelope work, including those provided by Efficiency Vermont. The Town's selected contractor shall provide any necessary information to aid in this effort.

The Scope of Work for the project is outlined in further detail below. Bidders are given the option of developing proposals that respond to **one of out of the three following Scopes of Work.**

2.2.1. Waterproofing, Vapor Barrier, and Spray Foam

- a) Regrade the dirt/gravel floor in the crawlspace area and remove debris as needed.
- b) Install a gravity-fed battery backup sump pump system at a low point in the central crawlspace area of the Middle Zone and expel discharge to an approved location.
- c) Install a drainage mat in the center of the crawlspace floor to direct water to the sump pump.
- d) Fully encapsulate the floor and walls of the crawlspace areas, installing a vapor barrier across the floor and lapping it onto the granite foundation walls.
- e) Seal vapor barrier seams with the manufacturer's recommended tape.
- f) Install plank walkways to protect the vapor barrier from occasional foot traffic.
- g) Install a dehumidifier in the encapsulated crawlspace area and drain it to the sump pump basin for external discharge.
- h) Apply ~3" of closed cell spray foam along the perimeter walls of the crawlspace area, spanning from the underside of the crawlspace ceiling to 1' below outside grade or at inside grade if it is at the same height or higher than the outside.

- i) Insulate and air seal basement rim joists with closed-cell spray foam.
- j) Foam over the basement windows so they act like insulated walls (see page 13 of the Dubois and King Energy Assessment for the required approach).
- k) Replace the existing basement hatch door with a new hatch panel that is framed square, weather-stripped, and insulated with 2" of rigid foam board.

2.2.2. Waterproofing and Vapor Barrier

- a) Regrade the dirt/gravel floor in the crawlspace area and remove debris as needed.
- b) Install a gravity-fed battery backup sump pump system at a low point in the central crawlspace area of the Middle Zone and expel discharge to an approved location.
- c) Install a drainage mat in the center of the crawlspace floor to direct water to the sump pump.
- d) Fully encapsulate the floor and walls of the crawlspace areas, installing a vapor barrier across the floor and lapping it onto the granite foundation walls.
- e) Seal vapor barrier seams with the manufacturer's recommended tape.
- f) Install plank walkways to protect the vapor barrier from occasional foot traffic.
- g) Install a dehumidifier in the encapsulated crawlspace area and drain it to the sump pump basin for external discharge.

2.2.3. Spray Foam and Related Weatherization Work

- a) Apply ~3" of closed cell spray foam along the perimeter walls of the crawlspace area, spanning from the underside of the crawlspace ceiling to 1' below outside grade or at inside grade if it is at the same height or higher than the outside.
- b) Insulate and air seal basement rim joists with closed-cell spray foam.
- c) Foam over the basement windows so they act like insulated walls (see page 13 of the Dubois and King Energy Assessment for the required approach).
- d) Replace the existing basement hatch door with a new hatch panel that is framed square, weather-stripped, and insulated with 2" of rigid foam board

3. Submission Requirements

The Town will not be responsible for any expenses incurred during the preparation or submittal of responses to this RFP. All proposals become the property of the Town upon submission. At a minimum, submissions must contain the following components:

- a) Contractor Information**
 - a. The bidder's business name, address, and the name, phone number, and email of a primary contact.
- b) References**
 - a. References for three previous governmental or non-profit clients. In the submission, include the client's name, location, contact information, and provide a brief project scope/summary (no more than three sentences).
- c) General Specifications/Project Approach**

- a. **A Scope of Work** outlining the bidder's approach to completing the installation of the measures described above. Alternative recommendations shall be identified and described in this part of the submission.
- b. **Information on the materials and equipment** that will be used to complete the project, including relevant product warranty information and performance measures.
- c. **A schedule/plan** for project work adhering to the deadlines described in this RFP.

d) Cost Proposal

- a. A detailed **cost estimate** that contains itemized pricing for the described measures. Add-ons shall be included as separate line items for consideration by the Town.

e) Licenses, Certifications, and Associations

- a. The following licenses, certifications, and associations should be provided in response to this RFP. While not strictly required, the following items will be considered in the evaluation process and looked upon favorably:
 - i. BHA Waterproofing Specialist Certification
 - ii. BPI Certification
 - iii. Documentation of Association w/ Efficiency Vermont's Efficiency Excellence Network

4. Additional Requirements

Proposals will clearly state and explain all costs associated with the services to be provided as defined in Section 2 of this RFP. The Town will not make advance, incremental or partial payments. All work/deliveries must be satisfactorily completed before being invoiced.

The Town reserves the right to hire an independent third-party to conduct a post-construction blower door test to verify that basement thermal envelope improvements resulted in measurable reductions in air leakage.

Before beginning any work, the Town's selected contractor shall register with the Vermont Secretary of State's Office to do business in the state of Vermont, if not already registered. The selected contractor shall also obtain insurance coverage that meets the requirements of the Standard State Provisions for Contracts and Grants. This coverage includes:

- **Workers Compensation:** The contractor shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.
- **General Liability and Property Damage:** The contractor shall carry general liability insurance having all major divisions of coverage including, but not limited to:
 - Premises – Operations
 - Products and Completed Operations Personal Injury Liability
 - Contractual Liability
- The policy shall be on an occurrence form and limits shall not be less than:
 - \$1,000,000 Each Occurrence
 - \$2,000,000 General Aggregate
 - \$1,000,000 Products/Completed Operations Aggregate
 - \$1,000,000 Personal & Advertising Injury
- **Additional Insured:** The General Liability and Property Damage coverages required by this RFP shall list the Town of Londonderry as an Additional Insured.

- **Notice of Cancellation or Change:** There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the Town

5. Evaluation and Contract Award

5.1. Evaluation Procedure

- a) Proposals will be evaluated in accordance with the requirements stated in this request and the Town of Londonderry Purchasing Policy.
- b) The RFP Coordinator may contact the bidder for clarification of any portion of the bidder's proposal.

5.2. Evaluation Criteria

The Town will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of the submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town of Londonderry
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any.
- Bidder's availability to provide future service, maintenance, and support.
- Bidder's financial stability.
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

5.3. Notification to Bidders

The Proposal Submission Contact will notify the apparently successful Contractor of the Town's selection as soon as possible following the Selectboard's acceptance of the bid and awarding of a contract.

6. Timeline for Proposal Submission

RFP Issued: Monday, November 10th, 2025

Site Visits: The Town will host an optional walkthrough for potential bidders at the Town Hall on Friday, November 21st, 2025 from 10:00-11:00 AM. RSVP by emailing the Project Manager at afedele@windhamregional.org.

Responses Due: Monday, December 1st, 2025 at 5:00 PM.

There will be no public bid opening for bids received by the Town, but they will be reviewed by the Londonderry Selectboard at their next regularly scheduled meeting after the bid deadline.

7. Submission Instructions

- a) Bids should be submitted electronically to the following email address:
townadmin@londonderryvt.org. Bids will also be accepted by mail or in person.
- b) All proposals must be submitted to the Town of Londonderry in care of the Proposal Submission Contact with reference to “Town Hall Basement” in the email subject line, or on the envelope if submitted by mail or in-person. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

[END OF DOCUMENT]

Date	12/1/2025	Project Name	Londonderry Town Hall Basement Job
Customer Name	Aileen Tulloch	Project Address	139 Middletown Road Londonderry, VT
Company	Town of Londonderry		
Billing Address	100 Old School Street Londonderry, VT 05148		
Phone			
Bid #	2624698		

Proposal

Insulation & Air Barrier Job Details

This document describes in detail the work to be performed in your structure at the project address above:

** WIRING OF DEDICATED CIRCUIT FOR POWERING SUMP PUMP, BY OTHER **

** VFI PROVIDES NO GUARANTEE W/R TO WATERPROOFING **

** OPENING OF BULKHEAD FOR ACCESS TO CRAWL SPACE, BY OTHER **

** TEMPORARY REMOVAL OF STAIRS TO BASEMENT BY OTHER **

1. SUMP PIT WITH PUMP DISCHARGED TO EXISTING DRAIN PIPE W/ BATTERY BACKUP	\$4,166.67
- Sump Pump	
2. BULKHEAD HATCH - form threshold and pour concrete, frame PT opening & Construction insulated plug	\$2,888.89
- Labor & Materials	
3. LABOR TO MOVE LOOSE STONES AT WALL PERIMETER	\$538.46
- Labor & Materials	
4. DIMPLE DRAINING MATTING INSTALLED UNDER 12 MIL VAPOR BARRIER	\$4,500.00
- Dimple Drainage Matting	
5. COVER CRAWL SPACE FLOOR WITH 12 MIL VAPOR BARRIER, seams overlapped and taped	\$3,365.00
- 12 mil VaporBright Crawl Space	
6. MAIN AND FRONT CRAWL SPACE EXTERIOR WALLS, including at interiors and posts to lock in vapor barrier	\$6,553.23
- Icynene HFO Max Closed Cell Spray Foam nominal 3" at R22	
7. COVER ALL EXPOSED FOAM IN CRAWL SPACE WITH EQUIVALENT 15 MIN THERMAL BARRIER COATING	\$3,072.00
- No-Burn Plus ThB - Fireproof Paint - Over Closed Cell Foam	

Fee for above: \$25,084.25

Terms and Conditions

PRICING GOOD FOR 30 DAYS - SUBSEQUENT CHANGE ORDERS AND REVISION WILL REFLECT CURRENT PRICING.
A 50% Deposit is Required To Schedule Work - Balance Upon Completion
Deposits can be mailed with signed contract to: VFI PO BOX 425 CHESTER VT 05143

ACH Payments are available, contact our office for more information.

Acceptance:

By signing this proposal you are agreeing to VFI's terms and conditions and requirements.

Home Owner/Builder	Date	Will Reed	12/1/2025
		Vermont Foam Insulation, Inc.	Date

HEALTH & SAFETY WAIVER

Everyone (other than certified spray technicians) must vacate the job site, remaining completely out of the building or at least 50 feet away, while the spray is applied and for at least 24 hours after spraying is completed to allow active ventilation of the job site and to ensure the foam chemicals are completely cured. *No exceptions.*



I have read and understand the information on this document. I understand that I must vacate the premises during spraying and for at least 24 hours after spraying has been completed.

First Name	Last Name	
Building's Address		
City/Town	State/Prov.	Zip/Postal Code
Signature	Date	

Vermont Foam Insulation, Inc. Terms and Conditions

Scope of Work

Installation depths are based on a “nominal” fill which is the architectural term for average. This means that for any areas that are less than the specified depth, there are an equal or greater number of areas that are more than the specified depth, with a goal of being as close to the stated depth as possible. Aberrations not to exceed plus or minus 1/2”. In some cases, there may be a specification for a “minimum” depth, this means that no area will be less than the specific depth. There may be also be cases that specify a full depth, or full-fill of a cavity, which requires overfilling and shaving the insulation material back to the depth of the framing. In the latter two cases, it should be specified by the owner, and additional cost should be assumed.

The work to be performed is defined by the Proposal Sheet which is part of this contract. Any additional work will be charged at Vermont Foam Insulation's (VFI) prevailing rates. If the customer instructs the VFI job crew to spray additional surfaces or to increase the thickness of the sprayed material beyond the agreed upon specifications, there will be an additional charge. The crew is instructed to obtain the approval from the customer prior to commencing any such additional work, preferably in writing. In the case of customer provided measurement errors or omissions, VFI will charge additional spray work at the pro-rated cost in this contract or higher, if a return trip is necessary. Our proposals are typically contract prices and items cannot be specifically broken out without a revision of the contract. Doing so will often increase the unit pricing for the job.

Installation Warnings and Risks

During the installation, the building must be vacated (including pets). Per EPA guidelines, re-occupancy is recommended 24 hours after the installation is completed. There is an associated odor during the application of the foam & fire retardant paint, however with proper ventilation - provided by VFI - the smell will dissipate quicker. We provide mechanical ventilation whenever possible.

Insulation foams can (and will) leak anywhere there is a gap, including under baseboards, between siding, around windows and doors, etc. We will not accept responsibility for any damage caused by the

expansion and/or leakage of the foam. If drilling is required for foam or cellulose, we will not be held responsible for any damage from weather (while the drill holes are open). VFI will patch the drilled holes for an additional charge. This work must be established with the customer prior to submission of a proposal. To prevent expanding foam from lifting wires, all wiring must be fastened securely. If applicable, VFI will cover windows, doors and bathroom fixtures with protective covers. Nonetheless, overspray may occur. High winds are of particular concern when all windows and doors have not yet been installed or when spraying from the outside, as the risk of overspray is sharply increased. If the work has to be interrupted due to high winds, customer agrees to pay return visit charge.

Work Scheduling

We require the building owner or authorized representative to be on site upon our arrival to confirm the work scope with the installation crew. Likewise, the customer or authorized representative must inspect and approve the work before crew departure. If no representative is available, the work is approved as is. VFI will make every effort to perform the work as per agreed schedule; however, occasionally schedule conflicts will arise. In case of delays, there is no compensation offered by VFI. If the customer wishes weekend installation, overtime compensation, if applicable, will be invoiced to the customer.

Suitability of Foam for a Particular Purpose and Warranties

While the material is guaranteed to perform to the published specifications, VFI does not promise that the performance in a particular situation will meet the customer's expectations. As an example, while the sound rating of the installed materials will be as published by the manufacturer, VFI makes no representation with regard to the actual acoustical improvement in the context of the actual building or structure. Likewise, if foam is installed as part of a mold remediation project, there are other factors such as ventilation and moisture control which will affect the success of the project. In any case, it is recommended to seek the advice of a mold remediation/prevention expert! As per building code, VFI is obligated to cover any foam intended to be left exposed with a properly rated, equivalent 15 minute thermal barrier coating at an additional charge.

Access to Job Site and Rescheduling

If, through no fault of our own, the scheduled work area is inaccessible, or the customer's representative is not available as stipulated above, and our

crew must revisit the site to do the work, VFI reserves the right to charge a return fee (typically \$250 plus \$1/mile per truck).

Other Fees

Any government fees associated with the project such as building permit fees will be charged back at cost.

Schedule of Payments

Deposit at time of signing the contract: 50% of project cost. Balance due upon completion. Late payments are subject to 1.5% interest per month, compounded, plus collection costs, if applicable. Customers are responsible for collection costs and/or attorney fees, if payment is not received.

Additional Clauses

(1) All amendments to this contract must be in writing. (2) If one or more of the foregoing clauses are not in compliance with the law, the parties agree to amend the contract to bring it into compliance with the same economic benefit to the parties.

Requirements

- 1 - Thank you for choosing Vermont Foam Insulation (VFI) as your insulation provider. It is critical that you provide a safe and unencumbered environment for our crew. With your help the job will be done to your liking and completed promptly and without delay.
- 2 – Job areas should be broom swept and free of obstructions, such as building materials, especially drywall, doors and windows, appliances and tools. These items should be out of the way, covered or removed, so we can move our equipment around freely. We cannot clean up after ourselves to our standard if the job site is not clean prior to our arrival. If obstructions can't be moved, please cover them securely and place in rows so our crew can reach all insulation areas. Access points like attic and crawl space hatches should be available for our unencumbered entry, this includes but is not limited to clothing on racks and piles of shoes. Basements in particular should have all belongings removed from the perimeter by at least 4 feet.
- 3 – Unless otherwise agreed upon prior to our arrival, ridge and soffit vents need to be sealed to ensure that foam does not leak out to the outside. Spray foam is not compatible with expanded and extruded polystyrene because of its low temp thresholds - it can melt easily. Polyisocyanurate board should be used instead. VFI can install soffit baffles to allow for a vent space, this must be discussed and understood in the onset.

- 4 – All stud faces must be clean and free of nails and staples. If and when VFI is responsible for the removal of existing insulation, we will do our best to mitigate the spread of dust (such as the use of masking and vent fans). However, it is always wise to close as many doors as possible and move valuables to other locations during the removal process. We will provide a broom-swept level of cleanliness. Owners should be prepared to consider a second level of surface cleaning once our work is done.
- 5 – All plumbing, electric, heating, A/V, security etc., rough-ins need to be done prior to our arrival, unless otherwise agreed upon.
- 6 – Due to the highly effective air-sealing properties of spray foam, on whole house projects, it is recommended that an air- exchange unit (AKA an HRV – Heat Recovery Ventilator) be installed. On retrofits, mechanical ventilation should be installed or upgraded according to the ASHREA 62.2-2013 standard. **VFI takes no responsibility for issues related to inadequate ventilation, such as moisture or unpleasant odors.**
- 7 – **In winter months, your building must be heated to assure the proper substrate temperature prior to spraying foam** (at least 30 degrees F). If this is not done prior to our arrival, VFI holds no responsibility for the finished foam product. Foam is susceptible to shrinking and cracking when sprayed onto very cold substrates. Non-vented or un-vented combustion heaters (i.e. Salamanders or High-hats) should be avoided except for short durations. In addition to CO buildup, the moisture that these heaters produce, over longer periods of time, can make surfaces un-sprayable and void warranties on the foam. For an additional fee and with advanced notice, VFI can provide a proper heating system.
- 8 – Unless otherwise agree upon prior to our arrival, any area that has uncovered post and beam, brick/stone work or finished surfaces that is in jeopardy of getting hit by overspray (dots of foam that stick to everything, can stain and are difficult to remove) should be covered securely with plastic sheeting. VFI will cover all doors and windows as a standard protocol
- 9 – All floor vents, plumbing drains, access ports or cutouts need to be covered with wood and nailed securely. VFI sometimes covers the floor with plastic sheeting and cannot see floor vents easily, which is an accident waiting to happen. Stairwells should have temporary railings.
- 10 – All wiring, electric, music, security, etc., should be tacked firmly against the studs. This is to insure that expanding foam does not push wires beyond the

studs. Unsecured wires can be in jeopardy of being cut during the cleaning process. **VFI assumes no responsibility for cut wires.**

- 11 – When installing spray foam in crawl spaces, please clear areas of impediments. Items should be covered or removed so we can get around without difficulty. All dirt floors should be covered with a plastic vapor barrier. If a vapor barrier is not already in place, this should be a part of our work scope. We will often recommend replacing an old vapor barrier with a newer, more durable one. We will not be responsible for moisture issues that could be associated with not using a vapor barrier. The area needs to be dry prior to installation. VFI does not remediate drainage or bulk water issues.
- 12 – Please ensure that the facility is accessible for our 32' long, 10' wide and 13' high box trucks. Obstructions need to be removed, tree limbs secured and direct access to the building must be provided. **In winter months, driveways must be plowed and sanded!**
- 13 – When installing foam on interior partition walls, sheetrock or plywood must be installed on one side.
- 14 – VFI must be given exclusive access to the areas we are contracting to insulate. We are unable to begin installation until all competing construction staff have vacated the premises – per OSHA regulations and standards. Any delay caused by competing on-site staff that keeps our crew from performing its assignment will result in a delay charge and create scheduling conflicts.

If for any reason one or more of these requirements cannot be met, please inform VFI as soon as possible.

Thank you for your cooperation.

Change Order

PROJECT Londonderry Town Office 100 Old School Street South Londonderry, VT 05155	Change Order Number: 8 Date: 10/31/2025	Owner Architect Contractor
CONTRACTOR GPI Construction Inc. 436 Canal Street Suite 101 Brattleboro, VT 05301	PROJECT NUMBER: 20074 Contract Date: 7/23/2024 Contract for: Renovations	Field Clerk of the Works

THE CONTRACT IS CHANGED AS FOLLOWS:

PCO 50 FRP Credit \$ (247)

Total	\$ (247)
The original contract sum was	\$ 1,729,514
The net change by previously authorized change orders	\$ 205,025
The contract sum prior to this change order was	\$ 1,934,539
The contract sum will be increased/decreased/unchanged by this change order in the amount of	\$ (247)
The new contract sum including this change order will be	\$ 1,934,292
The Contract Time will be (increased) (decreased) (unchanged) by	(0) days
The date of Substantial Completion as of the date of this Change Order, therefore, is	5/1/2025

Note: This Change Order does not include changes in the Contract Sum, Contract Time, or Guaranteed Maximum Price that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

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

Architect JA Saccoccio Workshop, PLLC 139 Main St Brattleboro, VT 05301	CONTRACTOR GPI Construction 436 Canal St, Ste 101 Brattleboro, VT 05301	OWNER Town of Londonderry 100 Old School St S. Londonderry, VT 05155
--	--	---

BY

Jon Saccoccio
DATE

BY

Anthony Girard
DATE 11/26/2025

BY

Shane O'Keefe
DATE

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

TO OWNER Town of Londonderry VT
100 Old School Road
South Londonderry, VT 05155

FROM CONTRACTOR:

GPI Construction Inc.
436 Canal Street, Suite 101
Brattleboro, VT 05301

CONTRACT FOR:

PROJECT: Town office renovations
100 Old School Road

South Londonderry

VIA ARCHITECT:

JA Saccoccio Workshop PLLC
139 Main St.
Brattleboro, VT 05301

PERIOD TO: 10/31/2025

PROJECT NOS: 20074

CONTRACT DATE 7/23/2024

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM \$ 1,729,514
2. Net change by Change Orders \$ 204,778
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 1,934,292
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)
5. RETAINAGE:
a. 0 % of Completed Work \$ 55,555
(Column D + E on G703)
b. 0 % of Stored Material \$ _____
(Column F on G703)
Total Retainage (Lines 5a + 5b or
Total in Column I of G703)
6. TOTAL EARNED LESS RETAINAGE \$ 55,555
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 1,815,736
8. CURRENT PAYMENT DUE \$ 63,001
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 55,555
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$235,390.00	\$30,365.00
Total approved this Month	(\$247.00)	
TOTALS	\$235,143.00	\$30,365.00
NET CHANGES by Change Order	\$204,778.00	

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

PAGE OF PAGES

APPLICATION NO:

14

APPLICATION DATE:

11/6/2025

PERIOD TO:

10/31/2025

ARCHITECT'S PROJECT NO.:

20074

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G ÷ C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
1	General Conditions	\$166,102	\$2,500			\$166,102	100%	\$0	
2	Rental Equipment	\$9,360	\$3,500	\$5,860		\$9,360	100%	\$0	
3	Demo	\$45,978	\$45,978			\$45,978	100%	\$0	
4	Concrete	\$64,023	\$64,023			\$64,023	100%	\$0	
5	Metals	\$42,929	\$21,576	\$21,353		\$42,929	100%	\$0	
6	Rough Carpentry	\$99,220	\$99,220			\$99,220	100%	\$0	
7	Finish Carpentry	\$13,607	\$13,607			\$13,607	100%	\$0	
8	Thermal/Moist	\$42,046	\$42,046			\$42,046	100%	\$0	
9	Doors/windows	\$126,992	\$116,151	\$10,841		\$126,992	100%	\$0	
10	Finishes	\$186,317	\$180,053	\$6,264		\$186,317	100%	\$0	
11	Specialties	\$4,184	\$4,184			\$4,184	100%	\$0	
12	Equipment	\$3,225	\$3,225			\$3,225	100%	\$0	
13	Furnishings/millwork	\$91,994	\$91,994			\$91,994	100%	\$0	
14	Conveying Systems	\$79,261	\$79,261			\$79,261	100%	\$0	
15	HVAC	\$106,160	\$106,160			\$106,160	100%		
16	Plumbing	\$36,197	\$36,197			\$36,197	100%		
17	Electrical	\$212,393	\$212,393			\$212,393	100%	\$0	
18	Earthwork	\$137,821	\$137,821			\$137,821	100%	\$0	
19	PP Bond	\$15,781	\$15,781			\$15,781	100%	\$0	
20	OHP	\$115,410	\$102,660	\$12,750		\$115,410	100%	\$0	
21	Alternate 1 Mtg room ceiling	\$6,965	\$6,965			\$6,965	100%		
22	Alternate 2 Refinish wd floor	\$1,200	\$1,200			\$1,200	100%		
23	Alternate 3 Casework	\$16,963	\$16,963			\$16,963	100%		
24	Alternate 4 Ext wall insulation	\$8,000	\$8,000			\$8,000	100%		
25	Alternate 5 Window replacement	\$23,800	\$23,800			\$23,800	100%		
26	Alternate 8 PV Panel structure	\$8,400	\$8,400			\$8,400	100%		
27	Alternate 9 Mech Equipment	\$65,186	\$65,186			\$65,186	100%		
	Change Order 1								
28	PCO 1 Accept Alt 6 Roof	\$13,000	\$13,000			\$13,000	100%		
29	PCO 6 Window vermiculite	\$4,899	\$4,899			\$4,899	100%		
30	PCO 7 Heating changes	\$1,156	\$1,156			\$1,156	100%		
31	PCO 13 Credit Alt 4 Insulation	\$8,000	\$8,000			-\$8,000	100%		
	DOCUMENT G705 - CONTINUATION SHEET F572 - 1992 EDITION AIA® © 1992 THE AMERICAN INSTITUTE OF ARCHITECTS, NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-5242								G703-992

CONTINUATION SHEET

APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

PAGE OF PAGES

14

APPLICATION NO:

APPLICATION DATE:

11/6/2025

PERIOD TO:

10/31/2025

ARCHITECT'S PROJECT NO:

20074

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E FROM PREVIOUS APPLICATION (D+E)	F PRESENTLY STORED (NOT IN D OR E)	G MATERIALS COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			THIS PERIOD	PREVIOUS APPLICATION					
Change Order 2									
32	PCO 2 Install Solar Panels	\$53,812	\$53,812					\$53,812	100%
33	PCO 3 Reroute Generator Conduit	\$11,843	\$11,843					\$11,843	100%
34	PCO 4 Generator wire to code	\$2,864	\$2,864					\$2,864	100%
35	PCO 13 add LVL beam in entry hall	\$2,169	\$2,169					\$2,169	100%
36	PCO 14 Add to header at stairs/BR	\$2,420	\$2,420					\$2,420	100%
37	PCO 19 Door 100 Hardware change	\$1,595	\$1,595					\$1,595	100%
38	PCO 22 Basement crack repair	\$5,965	\$5,965					\$5,965	100%
39	PCO 23 Abate basement walls	\$1,475	\$1,475					\$1,475	100%
		82,143							
Change Order 3									
40	PCO 10 Ledge and water mitigation	\$38,540	\$38,540					\$38,540	100%
41	PCO 28 Vermiculite coverage	\$719	\$719					\$719	100%
41	PCO 31 Exterior wall insulation	\$19,894	\$19,894					\$19,894	100%
42	PCO 32 Door 100 size change	\$2,085	\$2,085					\$2,085	100%
Change Order 4									
43	PCO 29 Credit for no floor outlets	-\$1,108	-\$1,108					-\$1,108	100%
44	PCO 34 Credit millwork	-\$16,963	-\$16,963					-\$16,963	100%
45	PCO 39 Plumbing changes	\$576	\$576					\$576	100%
46	PCO 40 Chimney repairs	\$411	\$411					\$411	100%
Change Order 5									
47	PCO 30 East basement entrance	\$8,285	\$8,285					\$8,285	100%
48	PCO 33 Fire Alarm in 2 Baths	\$690	\$690					\$690	100%
49	PCO 36 Underground utilities	\$24,453	\$24,453					\$24,453	100%
50	PCO 38 Credit for data	-\$4,294	-\$4,294					-\$4,294	100%
Change Order 6									
51	PCO 9 Flooring in Entry Hall	\$4,445	\$4,445					\$4,445	100%
52	PCO 42 Replace Plumbing	\$5,175	\$5,175					\$5,175	100%
53	PCO 43 Sound Panels	\$493	\$493					\$493	100%

CONTINUATION SHEET

APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

PAGE OF PAGES

14

APPLICATION DATE:

11/6/2025

PERIOD TO:

10/31/2025

ARCHITECT'S PROJECT NO.:

20074

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	D WORK COMPLETED		E MATERIALS PRESENTLY STORED (NOT IN D OR E)	F	G	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
Change Order 7									
54	PCO 26 Remove concrete steps	\$2,269		\$2,269				\$2,269	100%
55	PCO 44 Entry porch ceiling	\$589		\$589				\$589	100%
56	PCO 45 Replace well water line	\$805		\$805				\$805	100%
57	PCO 48 Misc site work extra	\$24,137		\$24,137				\$24,137	100%
58	PCO 49 Increase in solar array	\$626		\$626				\$626	100%
Change Order 8									
59	PCO 50 FRP Credit	-\$247		-\$247				-\$247	100%
		\$1,934,292		\$1,871,291	\$63,001		\$0	\$1,934,292	100%
									\$0

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF PAGES

TO OWNER Town of Londonderry VT
100 Old School Road
South Londonderry, VT 05155

PROJECT: Town office renovations

APPLICATION NO: 1511

FROM CONTRACTOR:

GPI Construction Inc.
436 Canal Street, Suite 101
Brattleboro, VT 05301

PROJECT: 100 Old School Road

South Londonderry

APPLICATION NO: 1511

CONTRACT FOR:

VIA ARCHITECT:

JA Saccoccio Workshop PLLC
139 Main St.
Brattleboro, VT 05301

PROJECT: 139 Main St.

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM
\$ 1,729,514
2. Net change by Change Orders
\$ 204,778
3. CONTRACT SUM TO DATE (Line 1 ± 2)
\$ 1,934,292
4. TOTAL COMPLETED & STORED TO
DATE (Column G on G703)
5. RETAINAGE:
a. 0 % of Completed Work
(\$ Column D + E on G703)
\$ _____
b. 0 % of Stored Material
(\$ Column F on G703)
\$ _____
Total Retainage (Lines 5a + 5b or
Total in Column I of G703)
6. TOTAL EARNED LESS RETAINAGE
(Line 4 Less Line 5 Total)
\$ 1,934,292
7. LESS PREVIOUS CERTIFICATES FOR
PAYMENT (Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE
\$ 1,878,737
9. BALANCE TO FINISH, INCLUDING RETAINAGE
(\$ Line 3 less Line 6)
\$ 55,555
10. AMOUNT CERTIFIED \$ 0

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$204,778.00	\$30,365.00
Total approved this Month	\$204,778.00	\$30,365.00
TOTALS	\$174,413.00	
NET CHANGES by Change Order		

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Date: _____

County of Windham
Day of November 24 2025
State of Vermont
Subscribed and sworn to before me this 24
Notary Public: John Saccoccio
My Commission expires: 1/31/2026
* No. 157-0008930

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on ~~oral~~ ~~written~~ ~~specifications~~ ~~and the data~~ comprising the application, the Architect certifies to the Owner ~~that~~ ~~to the best of the~~ Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Date: _____

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292
Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

AIA DOCUMENT G702 APPLICATION AND CERTIFICATION FOR PAYMENT - 1992 EDITION - AIA® © 1992

CONTINUATION SHEET

APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

PAGE OF PAGES

APPLICATION NO:

15

APPLICATION DATE:

11/6/2025

PERIOD TO:

10/31/2025

ARCHITECT'S PROJECT NO.:

20074

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G ÷ C)	I BALANCE TO FURNISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
1	General Conditions	\$166,102				\$166,102	100%		\$0
2	Rental Equipment	\$9,360	\$9,360			\$9,360	100%	\$0	\$0
3	Demo	\$45,978	\$45,978			\$45,978	100%	\$0	\$0
4	Concrete	\$64,023	\$64,023			\$64,023	100%	\$0	\$0
5	Metals	\$42,929	\$42,929			\$42,929	100%	\$0	\$0
6	Rough Carpentry	\$99,220	\$99,220			\$99,220	100%	\$0	\$0
7	Finish Carpentry	\$13,607	\$13,607			\$13,607	100%	\$0	\$0
8	Thermal/Moist.	\$42,046	\$42,046			\$42,046	100%	\$0	\$0
9	Doors/windows	\$126,992	\$126,992			\$126,992	100%	\$0	\$0
10	Finishes	\$186,317	\$186,317			\$186,317	100%	\$0	\$0
11	Specialties	\$4,184	\$4,184			\$4,184	100%	\$0	\$0
12	Equipment	\$3,225	\$3,225			\$3,225	100%	\$0	\$0
13	Furnishings/millwork	\$91,994	\$91,994			\$91,994	100%	\$0	\$0
14	Conveying Systems	\$79,261	\$79,261			\$79,261	100%	\$0	\$0
15	HVAC	\$106,160	\$106,160			\$106,160	100%	\$0	\$0
16	Plumbing	\$36,197	\$36,197			\$36,197	100%	\$0	\$0
17	Electrical	\$212,393	\$212,393			\$212,393	100%	\$0	\$0
18	Earthwork	\$137,821	\$137,821			\$137,821	100%	\$0	\$0
19	PP Bond	\$15,781	\$15,781			\$15,781	100%	\$0	\$0
20	OHP	\$115,410	\$115,410			\$115,410	100%	\$0	\$0
21	Alternate 1 Mtg room ceiling	\$6,965	\$6,965			\$6,965	100%		
22	Alternate 2 Refinish wd floor	\$1,200	\$1,200			\$1,200	100%		
23	Alternate 3 Casework	\$16,963	\$16,963			\$16,963	100%		
24	Alternate 4 Ext wall insulation	\$8,000	\$8,000			\$8,000	100%		
25	Alternate 5 Window replacement	\$23,800	\$23,800			\$23,800	100%		
26	Alternate 8 PV Panel structure	\$8,400	\$8,400			\$8,400	100%		
27	Alternate 9 Mech Equipment	\$65,186	\$65,186			\$65,186	100%		
	Change Order 1								
28	PCO 1 Accept Alt 6 Roof	\$13,000	\$13,000			\$13,000	100%		
29	PCO 6 Window vermiculite	\$4,899	\$4,899			\$4,899	100%		
30	PCO 7 Heating changes	\$1,156	\$1,156			\$1,156	100%		
31	PCO 13 Credit Alt 4 Insulation	-\$8,000	-\$8,000			-\$8,000	100%		

CONTINUATION SHEET

APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column 1 on Contracts where variable retainage for line items may apply.

PAGE OF PAGES

15

APPLICATION NO:

11/6/2025

APPLICATION DATE:

10/31/2025

PERIOD TO:

ARCHITECT'S PROJECT NO:

200074

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
Change Order 2								
32	PCO 2 Install Solar Panels	\$53,812	\$53,812				\$53,812	100%
33	PCO 3 Reroute Generator Conduit	\$11,843	\$11,843				\$11,843	100%
34	PCO 4 Generator wire to code	\$2,864	\$2,864				\$2,864	100%
35	PCO 13 add LVL beam in entry hall	\$2,169	\$2,169				\$2,169	100%
36	PCO 14 Add to header at stairs/BR	\$2,420	\$2,420				\$2,420	100%
37	PCO 19 Door 100 Hardware change	\$1,595	\$1,595				\$1,595	100%
38	PCO 22 Basement crack repair	\$5,965	\$5,965				\$5,965	100%
39	PCO 23 Abate basement walls	\$1,475	\$1,475				\$1,475	100%
Change Order 3								
40	PCO 10 Ledge and water mitigation	\$38,540	\$38,540				\$38,540	100%
41	PCO 28 Vermiculite coverage	\$719	\$719				\$719	100%
41	PCO 31 Exterior wall insulation	\$19,894	\$19,894				\$19,894	100%
42	PCO 32 Door 100 size change	\$2,085	\$2,085				\$2,085	100%
Change Order 4								
43	PCO 29 Credit for no floor outlets	-\$1,108	-\$1,108				-\$1,108	100%
44	PCO 34 Credit millwork	-\$16,963	-\$16,963				-\$16,963	100%
45	PCO 39 Plumbing changes	\$576	\$576				\$576	100%
46	PCO 40 Chimney repairs	\$411	\$411				\$411	100%
Change Order 5								
47	PCO 30 East basement entrance	\$8,285	\$8,285				\$8,285	100%
48	PCO 33 Fire Alarm in 2 Baths	\$690	\$690				\$690	100%
49	PCO 36 Underground utilities	\$24,453	\$24,453				\$24,453	100%
50	PCO 38 Credit for data	-\$4,294	-\$4,294				-\$4,294	100%
Change Order 6								
51	PCO 9 Flooring in Entry Hall	\$4,445	\$4,445				\$4,445	100%
52	PCO 42 Replace Plumbing	\$5,175	\$5,175				\$5,175	100%
53	PCO 43 Sound Panels	\$493	\$493				\$493	100%

CONTINUATION SHEET

APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:
11/6/2025
APPLICATION DATE:
10/31/2025
PERIOD TO:
20074
ARCHITECT'S PROJECT NO:

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ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	1 RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
Change Order 7									
54	PCO 26 Remove concrete steps	\$2,269		\$2,269				\$2,269	100%
55	PCO 44 Entry porch ceiling	\$589		\$589				\$589	100%
56	PCO 45 Replace well water line	\$805		\$805				\$805	100%
57	PCO 48 Misc site work extra	\$24,137		\$24,137				\$24,137	100%
58	PCO 49 Increase in solar array	\$626		\$626				\$626	100%
59	PCO 50 FRP Credit	-\$247		-\$247				-\$247	100%
		28,426							
		\$1,934,292		\$1,934,292		\$0	\$1,934,292	100%	\$0

11/24/2025

Items in *italics* are initial cost estimates only

No.	DESCRIPTION OF Change Order Request	Price Proposed	Date	Owner Y/N	Architect Y/N	Date	Price Approved	CO No.	App No.	Days
1	Alternate 6 Re-Roofing indicated area	\$13,000.00	4/17/2024	Y	Y	10/1/2024	\$13,000.00	1	2	0
2	Alternate 7 Photovoltaic panels	\$53,812.00	11/30/2024	Y	Y	11/30/2024	\$53,812.00	2	4	0
3	Reroute generator conduit	\$11,843.00	10/16/2024	Y	Y	10/16/2024	\$11,843.00	2	4	0
4	Generator wire replacement	\$2,864.00	10/16/2024	Y	Y	10/16/2024	\$2,864.00	2	4	0
5	Replace parking lot sub base	\$16,675.00	5/16/2025							
6	Vermiculite removal	\$4,899.00	9/18/2024	Y	Y	10/1/2024	\$4,899.00	1	2	0
7	Remove and replace heating piping shown to remain	\$1,156.00	9/26/2024	Y	Y	10/1/2024	\$1,156.00	1	2	0
8	<i>Box in mechanical piping in storage closet next to stage</i>	\$715.00	9/9/2024							
9	Flooring in Entry Hall	\$4,445.00	3/31/2025	Y	Y	3/31/2025	\$4,445.00	6	9	0
10	Ledge and basement water intrusion mitigation	\$38,540.00	12/30/2024	Y	Y	12/30/2024	\$38,540.00	3	5	0
11	Install generator conduit only at this time	\$0.00	9/25/2024							
12	Credit alternate 4 exterior wall insulation	-\$8,000.00	9/27/2024	Y	Y	10/1/2024	-\$8,000.00	1	2	0
13	Extend LVL Header across stair and bath where not shown on bid drawing	\$2,169.00	11/30/2024	Y	Y	11/30/2024	\$2,169.00	2	4	0
14	Extend LVL down entry hall to support new wood framing not shown on bid drawing	\$2,420.00	11/30/2024	Y	Y	11/30/2024	\$2,420.00	2	4	0
15	<i>Change wood columns to steel per revised drawings</i>	\$0.00								
16	Add baseboard heat in Listers office	\$0.00								
17	Change spray foam to rigid on basement walls	-\$2,144.00	10/10/2024	Y	Y	10/10/2024	-\$2,144.00	2	3	0
18	<i>Remove vermiculite/Air seal around window cavities on windows to remain</i>	\$0.00	10/31/2024							
19	Door 100 hardware change	\$1,595.00	10/15/2024	Y	Y	11/30/2024	\$1,595.00	2	4	0
20	Cupola Structural upgrades									
21	<i>Chimney Liner</i>	\$4,335.50								
22	Basement wall concrete crack repair	\$5,965.00	10/31/2024	Y	Y	11/14/2024	\$5,965.00	2	4	0
23	Abate asbestos on basement walls	\$1,475.00	11/30/2024	Y	Y	11/24/2024	\$1,475.00	2	4	0
24	<i>Hook up generator to Town Garage</i>	\$0.00								
25	<i>Change in some lockdown buttons</i>	\$0.00								
26	Remove concrete steps at south side	\$2,269.00	6/20/2025							
27	<i>Replace cast pipe with PVC at South bsmt egress</i>	\$0.00								
28	Window Vermiculite removal overage	\$719.00	12/30/2024	Y	Y	12/30/2024	\$719.00	3	5	0
29	Credit for no floor outlets in Town Clerk's office	-\$1,108.00	12/30/2024	Y	Y	1/31/2025	-\$1,108.00	4	6	0
30	East basement entrance foundation options	\$8,285.00	2/13/2025			2/28/2025	\$8,285.00	5	7	0
31	Insulate Exterior walls	\$24,270.00	12/30/2024	Y	Y	12/30/2024	\$24,270.00	3	5	0
32	Door 100 Change in size	\$2,085.00	12/30/2024	Y	Y	12/30/2024	\$2,085.00	3	5	0
33	Add Fire Alarm strobes in bathrooms	\$690.00	2/28/2025			2/28/2025	\$690.00	5	7	0
34	Credit built in millwork in listeres and zoning offices	-\$16,963.00	1/15/2025	Y	Y	1/31/2025	-\$16,963.00	4	6	0
35	<i>IT conduit from storage to IT room</i>	\$200.00								
36	Underground electric/phone/data	\$24,453.00	2/13/2025			2/28/2025	\$24,453.00	5	7	0
37	<i>Chimney pointing/repair and chimney liner</i>	\$4,500.00								
38	Credit for data terminations, data rack, patch panel	-\$4,294.00	2/13/2025			2/28/2025	-\$4,294.00	5	7	0
39	Plumbing changes	\$576.00	1/31/2025	Y	Y	1/31/2025	\$576.00	4	6	0
40	Chimney structural repair	\$411.00	1/31/2025	Y	Y	1/31/2025	\$411.00	4	6	0
41	<i>Credit for panic buttons provided by door/hardware vendor</i>	-\$100.00								
42	Replace plumbing to remain	\$5,175.00	3/31/2025	Y	Y	3/31/2025	\$5,175.00	6	9	0
43	Sound Panels price increase	\$493.00	3/31/2025	Y	Y	3/31/2025	\$493.00	6	9	0
44	Entry porch ceiling replacment for new lighting	\$589.00	6/20/2025	Y	Y	6/20/2025	\$589.00	7	13	0
45	Replace water line to well	\$805.00	6/20/2025	Y	Y	6/20/2025	\$805.00	7	13	0
46	Assemble office desks	\$400.00								
47	Not used									
48	Additional misc site work	\$24,137.00	6/20/2025	Y	Y	6/20/2025	\$24,137.00	7	13	0

49	Solar Add for increased size	\$626.00	6/20/2025	Y	Y	6/20/2025	\$626.00	7	13	0
50	Credit for FRP not installed	-\$247.00	10/31/2025	Y	Y	10/31/2025	-\$247.00	8	14	0

Total unapproved Change Order Requests

\$25,238.00

Total Approved Changes \$204,741.00

0

Re: Selectboard Agenda 12/15/25

From Patty Eisenhaur <patty.eisenhaur@gmail.com>

Date Fri 12/12/2025 2:25 PM

To Aileen Tulloch <townadmin@londonderryvt.org>

Cc Tom Cavanagh <T.CAVANAGH@londonderryvt.org>; Maryann Morris <maryann@thecollaborative.us>

Hi Aileen and Tom -

Looking at our notes from last year, the Housing Commission advocated to the Selectboard in mid-January 2025 to add the following article to the Town Meeting warning. We are proposing that the Select Board consider it again for 2026.

If we are premature on this, we can address it sometime in January as the schedule develops. Copying Maryann here as she would present to the SB. Thanks, Patty

Proposed Article for 2026 Town Meeting (same as 2025)

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

On Thu, Dec 11, 2025 at 8:13 PM Aileen Tulloch <townadmin@londonderryvt.org> wrote:

I'm cc-ing Tom on this because I created it as an agenda item on the regular meeting, assuming it would be a separate warrant article. But this is my first budget season with Londonderry and I don't yet know how we prefer to do things.

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: Patty Eisenhaur <patty.eisenhaur@gmail.com>

Sent: Thursday, December 11, 2025 5:39 PM

To: Aileen Tulloch <townadmin@londonderryvt.org>

Subject: Re: Selectboard Agenda 12/15/25

What section of the meeting would Maryann join to make a recommendation for an article for Town Meeting? - to appropriate \$25,000 of the Meals and Rooms Option Tax receipts to the Community Economic Revitalization Reserve Fund (don't quote me on the name of the fund!).

On Thu, Dec 11, 2025 at 3:48 PM Aileen Tulloch <townadmin@londonderryvt.org> wrote:

A reminder that the Special Meeting to review the FY27 budget starts at 4:30 on Monday. Regular meeting will convene after that. The agenda is posted here:

<https://www.londonderryvt.gov//SB%20Meeting%202025-12-15%20Agenda.pdf>

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).

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Patty Eisenhaur

951-316-0577

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Patty Eisenhaur

951-316-0577

MEMO

COMPANY NAME

To: Select Board
From: Town Clerk, Allison Marino
CC: Aileen Tulloch
Date: 12/09/2025
Re: DLL

COMMENTS: Manufacturer event permit 12/16 at Upper Pass with SC Distillation
Manufacturer event permit 2/28 at Magic with VT Hard Cider
Manufacturer event permit 12/12 at Taylor Farm with Wheeler Cider