

**Town of Londonderry, Vermont  
Selectboard**

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

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

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

**Others in Attendance:**

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

**1. Call Meeting to Order**

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

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

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

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

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

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

**4. Selectboard Pay Orders**

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

**5. Announcements/Correspondence**

Town Administrator Shane O'Keefe made the following announcements:

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

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

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- A thank you note from My Community Nurse Project for the Town's FY2025 contribution of \$2,500.
- A 2/25/2025 complaint alleging a violations of the Vermont Open Meeting Law by the Village Wastewater Committee, specifically not posting its minutes timely. At this time all missing minutes have been uploaded to the Town website and the Committee will address this matter at its next meeting, scheduled for this Friday.
- Notice of a special event permit issued to St Johnsbury Distillery for an event at Magic Mountain this past Saturday.
- A reminder email from the Windham Regional Commission inviting Selectboards to a region-wide Selectboard member gathering on 3/12/2025 from Noon to 1:30 PM at the Newbrook Fire Department in Newfane. It requires registration, which O'Keefe can assist with.
- The request for proposals for a new website has been issued to 4 vendors, with proposals due on 3/19/2025 in time for the new Town Administrator to participate in the selection process.

Town Treasurer Tina Labeau made the following announcement:

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

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

**6. Visitors and Concerned Citizens**

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

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

Three projects were under consideration:

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

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

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

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

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

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

The following concerned citizens addressed the Board:

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

**7. Town Officials Business**

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

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

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

**a. Updates**

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

**9. Roads and Bridges**

**a. Updates**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**10. Old Business**

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

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

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

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

**11. New Business**

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

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

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

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

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

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

**c. Consider agreements with the Nature Conservancy accepting funds related to sale of the Glebe Mountain (McGraw) property to the U.S. Fish and Wildlife Service.**

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

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

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

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

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

Executive Session ended at 8:27 p.m.

**12. Adjourn**

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

The meeting adjourned at 8:28 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved March 17, 2025

LONDONDERRY SELECTBOARD

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Thomas Cavanagh, Chair