

**Town of Londonderry, Vermont  
Selectboard**

Meeting Minutes  
Monday, April 7, 2025, 6:00 PM  
139 Middletown Road, South Londonderry, VT 05155

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

**Board members absent:** Jim Fleming.

**Town Officials:** Aileen Tulloch, Town Administrator; Tina Labeau, Town Treasurer; Allison Marino, Town Clerk; Sally Hespe, Selectboard Meeting Note Taker; Liam Elio, Mountain Towns Recreation Director; Will Goodwin, Zoning Administrator; and Mark Frayne, Deputy Health Officer.

**Others in Attendance:** Jen Greenfield, Paul Handler, Pamela Spaulding, Chris Stephens, Marisa Stephens, 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)]

*Tom Cavanagh moved to add under Agenda Item #7biii Summer Part-time Position, seconded by Taylor Prouty. The motion passed unanimously.*

*Tom Cavanagh moved to delete Agenda Item #12 Executive Session and delete Agenda Item #11b which is a duplicate to Agenda Item 7c, seconded by Taylor Prouty. The motion passed unanimously.*

**3. Minutes Approval – Meeting(s) of 3/17/2025 and 4/01/2025**

*Martha Dale moved to approve the minutes of the Selectboard meetings of March 17, 2025 and April 1, 2025, seconded by Taylor Prouty. The motion passed unanimously.*

**4. Selectboard Pay Orders**

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

**5. Announcements/Correspondence**

The following announcements were made:

- Aileen Tulloch reported she began work on March 24<sup>th</sup>. She is glad to be here and is settling in and learning the ropes. Tulloch will be working remotely on Wednesdays but will be available via phone and email.
- Select Board Chair Tom Cavanagh announced that tree removal around the Rinehart Culvert can now be done until April 15<sup>th</sup>.
- Town Clerk Allison Marino announced that dog licenses are now overdue and will incur a late fee.
- Mountain Towns Recreation Director Liam Elio announced the season opening day for community youth sports will be May 3<sup>rd</sup>.

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The following correspondence was reported:

- Sheehy, Furlong & Behm informed the Town that the substation upgrade would begin during the week of April 7, 2025.

**6. Visitors and Concerned Citizens**

Bruce Frauman reported that Friends of the West River Trail will be showing *The African Queen* and *The Maltese Falcon* at the old Depot in April. Flyers have been distributed locally.

**7. Town Officials Business**

**a. Zoning Administrator**

**i. Scanner Use by other Towns**

The Town owns a large format, portable scanner purchased to digitize surveys. Now that Londonderry is caught up with scanning surveys, Zoning Administrator Will Goodwin asked if the Town would allow other towns to borrow and use the scanner. Tina Labeau expressed the need to have a contract and fee schedule for borrowers that would cover any damages.

Administrative staff will research appropriate daily rental rates and report back to Board.

**ii. Class 4 Road Policy and Bylaws**

Goodwin reported that there is a discrepancy between Town Bylaws and Planning Commission Ordinance on Class 4 Roads. He recommended the policy and bylaws be amended to match, with both indicating if there is more than one house on the access, Class 4 Road standards apply, not driveway standards. He suggested the Planning Commission should determine and vote on preferred Bylaw, then the Selectboard can vote to update the Bylaws.

Landowners Chris and Marisa Stephens were present and asked how a new Bylaw might affect prior conversations they had with the Planning Commission, at which it was relayed that their access is deemed a driveway with a turnaround for plows. Goodwin stated that if there is a written decision, they don't have to upgrade to a Class 4 Road unless there are additional sub-divisions. The Stephens' also asked for clarification of where the Class 4 road begins beyond their property. They will work with the Road Foreman and the Board moving forward to get the road and any turnarounds marked.

**b. Mountain Towns Recreation Director**

**i. Discuss possible vehicle purchase**

Mountain Towns Recreation Director Liam Elio reported that they will be hiring a part-time maintenance employee who will need a vehicle to tow mowers and the tractor. The Parks Board voted to spend up to \$10,000 for a used, ½ ton vehicle, contingent on Selectboard approval. The truck would be used 20-30 hours a week for half the year and maintained and available for other uses during the winter season. Resident Paul Hendlar asked if there is money for upkeep and insurance. Treasurer Labeau indicated that there are funds available in the Riverside Parks budget for this purchase and insurance and maintenance. The group also discussed the importance of getting input from Road Foreman Josh Dryden on the

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selection and purchase of the truck. As this vehicle would not be part of the Road Crew department, an outside repair shop or individual would need to be utilized.

The Selectboard agreed that this proposal was a viable short-term option. The Town pickup is due for replacement in the next several years, and that could be recommissioned for parks maintenance at that time. The Board will also evaluate the merits of mowing in-house versus contracting out after this season. All agreed a new plan will be needed in the near future, as a used truck might not last too long.

*Martha Dale moved to have the Mountain Towns Recreation Director to spend up to \$10,000 to purchase a used vehicle to use for the Mountain Towns Recreation program, seconded by James Ameden. The motion passed unanimously.*

**ii. Discuss Facilities Use Agreement**

Elio requested permission to approve requests to reserve and use park facilities; he has had several inquiries in the past month.

After discussion, the Board concluded that the Facilities Use Agreement is only necessary for building rentals (Old Town Hall and Town Office) or whole park rentals. Individuals can use the park pavilions on a first-come, first-served basis.

**iii. Summer Position.**

Elio recommended Nicholas Crane for the part-time seasonal park position. It was noted that seasonal part-time workers cannot work over an average of 32 hours per week per year.

Crane currently also works at the Transfer Station part-time, so hours between the two positions will need to be clarified.

Treasurer Tina Labeau will investigate more about hour requirements and report back at the next Selectboard meeting.

**c. Deerfield Valley/Southern Vermont CUD Re-appointments**

Annual appointments for both positions are in the meeting packet, and John Hankins is re-appointed for both.

*Martha Dale moved to appoint John Hankins as the Town of Londonderry's Representative to the DViber and SoVT CUDS, seconded by James Ameden. The motion passed unanimously.*

**d. Town Clerk**

**i. Discuss Social Services Appropriations Policy**

Town Clerk Allison Marino outlined proposed changes to the Town's appropriation process to make it easier and reflect 24 VSA 2691. If an organization does not meet the Vermont Statute definition for "social service" agency, they would be classified as: 1) municipal services; 2) community services; or 3) organizations whose requests are moved to a budget line. All Social Service agencies applying for appropriations will need to submit a petition every 5 years, if they missed a year, or if their monetary request changes. Fair warning on these policy updates will be sent to all organizations that requested Town appropriations at the March 2025 Town Meeting and will also be posted on the website.

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The Selectboard will review the proposed updates and put on agenda for next meeting.

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

**a. Updates**

None. It was noted that Recycling and Solid Waste Coordinator Esther Fishman recently had knee surgery, so she hasn't been attending Selectboard meetings.

**9. Roads and Bridges**

**a. Updates**

Taylor Prouty did not have any specific updates.

Martha Dale asked if there was a financial portion that corresponded to the Road Crew workplan in the meeting packet. Prouty said no; the submitted workplan is a project timeline only.

Bruce Frauman commented that Route 100 has some dips. Tom Cavanagh will request the State investigate.

**b. Annual Town n Highway Financial Plan certification [19 V.S.A. §306(j)]**

This certification is requested annually.

*James Ameden moved to adopt and execute the annual financial plan for Town highways pursuant to 10 V.S.A. Section 306(j), seconded by Taylor Prouty. The motion passed unanimously.*

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

*Martha Dale moved to approve the excess Weight permit (s) for:*

- *A.S Clarke & Sons*
- *Miller Construction Inc*
- *New England Quality Service Inc*
- *AmeriGas*
- *Fuller Sand & Gravel*
- *Camp Precast Concrete Products*
- *Bazin Brothers Trucking, Inc*
- *Dead River Company*
- *Cota & Cota*
- *Casella Construction*
- *Structural Wood Corporation*
- *TK Trucking, Inc*

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

**d. Approve rustproofing Release and Hold Harmless Agreement**

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*James Ameden moved to approve the rustproofing release and hold harmless agreement with Carrara's Rustproofing and authorize the Town Administrator to execute it on behalf of the Board, seconded by Taylor Prouty. The motion passed unanimously.*

**e. Ratify 3/17/2025 decision to approve Access 2025-01 on Middletown Road**

*Martha Dale moved to ratify the Board's 3/17/2025 decision to approve Access Permit Application Number 2025-01, submitted by the Corner Store, for a modification of an existing access to their parcel located on the North side of Middletown Road, and authorize the Chair to sign the permit on behalf of the Board, seconded by James Ameden. The motion passed unanimously.*

**10. Old Business**

None

**11. New Business**

**a. Itinerant Vendor Permit Application -Smokin' Bowls LLC**

*Taylor Prouty moved to approve Itinerant Vendor Permit #2025-01 for Smokin Bowls LLC, with condition of providing insurance certificate, seconded by James Ameden. The motion passed unanimously.*

**b. 2nd Class Liquor License - Mike and Tammy's Main Street Deli/Market**

*Martha Dale moved to approve a 2nd Class Liquor License for Mike and Tammy's Main Street Deli/Market, related to property located at 2170 Route 11, seconded by James Ameden. The motion passed unanimously.*

**c . 1st and 3rd Class Liquor Licenses – Manzana, Inc (Solo Farm and Table)**

*James Ameden moved to approve a 1st and 3rd Class Liquor License for Solo Farm and Table, related to property located at 95 Middletown Rd, seconded by Taylor Prouty. The motion passed unanimously.*

**d. Septage Fields Project – Consider annual PFAS groundwater sampling plan**

*Martha Dale moved to 1) accept the estimate of cost for 2025 groundwater monitoring estimate of PFAS at the former septage fields from Waite-Heindel Environmental Management, to cost approximately \$6,980, and 2) authorize the Town Administrator to execute necessary documents to employ the consultant firm for this service on behalf of the Town, seconded by James Ameden. The motion passed unanimously.*

**12. Adjourn**

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

The meeting adjourned at 7:05 PM.

Respectfully Submitted,

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Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

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Thomas Cavanagh, Chair