

**Town of Londonderry, Vermont
Selectboard**

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

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

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

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

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

1. Call Regular Meeting to Order

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

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

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

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

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

4. Selectboard Pay Orders

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

5. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

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

The following correspondence can be found in the meeting packet:

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

Selectboard Chair Tom Cavanagh made the following announcement:

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

6. Visitors and Concerned Citizens

a. Animal Control Office program (Sheriff Mark Anderson)

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

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

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

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

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

b. Chester Snowmobile Club Permission (Ruthanne Batchelder)

This is a yearly request.

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

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

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

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

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

d. Public Trust Fund Concerns (Barry Randell)

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

7. Town Officials Business

a. Wastewater Committee

i. Grease Trap Funding Recommendation

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

ii. North Village Prioritization

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

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

b. Development Review Board

i. Member Appointment (Pam Spaulding)

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

c. Zoning Administrator

i. Model WRC bylaws on River Corridors

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

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

d. Town Administrator

i. State Ethics Training Requirements

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

8. Transfer Station/Solid Waste Management

a. Updates

John Hurd, Solid Waste Coordinator, reported:

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

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

9. Roads and Bridges

a. Updates

Josh Dryden, Road Foreman, reported:

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

b. New Truck Purchase Approval

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

c. Road Access Permit Approval (Berkowitz)

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

10. Old Business

None.

11. New Business

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

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

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

b. High Water Mark Sign Discussion

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

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

12. Adjourn

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

The meeting adjourned at 7:48 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair