

DRAFT
Town of Londonderry, Vermont
Selectboard

Meeting Minutes
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

Board members present: James Ameden, Jr. (Regular Meeting only), Tom Cavanagh, Martha Dale, Jim Fleming (Special Meeting only), and Taylor Prouty.

Board members absent: None.

Town Officials: Aileen Tulloch, Town Administrator; Sally Hespe, Selectboard Minute Taker; Tina Labeau, Town Treasurer; Allison Marino, Town Clerk; Patti Eisenhauer and Maryann Morris, Housing Commission; Gary Hedman, Village Wastewater Commission; Josh Dryden, Road Foreman; Liam Elio, Mountain Towns Recreation Director; Pam Spaulding, Planning Commission; and Will Goodwin, Zoning Administrator.

Others in Attendance: Jen Greenfield; Dominique Boutin; GNAT Videographer Ari Santos; Christina Haskins, Dufresne Group; Matt Bachler and Anand Fedele, Windham Regional Commission; and Eric Richard.

1. Call Special Meeting to Order at 4:32 p.m.

a. FY 2027 Budget Review

Town Treasurer Tina Labeau supplied draft FY 2027 budget for review and noted the following:

Cash Receipts:

- Taxes remain fairly level.
- Current Use increase.
- Licenses are increased due to increase in recording fees and number of zoning applications.
- Transfer Increase due to increase in usage of Pay as You Go vending machines sales (\$17,000 to \$19,000 per month).
- Investment Income increase due to performance.
- Highway Aid increased a bit.
- Judicial decrease due to less tickets issued.
- Solar Array increases by 2% every year.

Overall, income projected to be up \$1.1 Million.

Expenses:

- Administration & Salaries up from 3% COLA Raise and addition of full-time assistant clerk/office manager position (40 hours plus benefits).
- Training and Travel increase reflects more required training.
- Professional Audit increase as single audit will likely be required with Wastewater project.
- Legal Expenses increase with additional usage and reviews.

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- Office Supplies increase reflects larger space in new Town Offices.
- GIS Increase.
- Increase in Website and Copier reflect new website hosting payment.
- Increase in software and support.
- Computer Equipment increase due to replacement of 3 or more computers.
- Other Municipal Services/ Appropriations increase as former appropriations are now regular expenses in the budget. Allison Marino clarified that these additions are for organizations that service Londonderry only (not all mountain towns), and the only organization that has a slight increase is GNAT-TV.
- Planning Commission has decreased.
- Electricity is up but should be offset by heat pump.
- Cleaning increase due to increase in space.
- Town Garage fuel increases.
- Town Parks Infrastructure Maintenance will go into a reserve fund for tennis courts.

Debt service:

- Bond Payment roughly the same each year
- New Truck installment payment.

Conservation Commission:

- Increase of \$1,000 into budget line instead of appropriations.

Roads:

- All figures are best estimates; costs continue to rise.
- Increase in Contractor Services for tree work and excavation.

Total budgeted expenses \$3.6 million dollars.

a. Discuss appropriations (Town Clerk)

Appropriations are not reflected in the budget. All organizations requesting appropriations were asked to submit 80 signatures (5% of population is statutory requirement) this year. Only a handful have submitted to date; deadline is January 2nd.

2. Adjourn Special Meeting

Jim Fleming moved to adjourn the Special Meeting, seconded by Taylor Prouty. The motion passed unanimously.

Special Meeting adjourned at 5:15 p.m.

3. Call Regular Meeting to Order

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

4. Additions or Deletions to the Agenda

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

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Taylor Prouty moved to move Agenda Item 10ai Village Wastewater to Item 8ab and add Agenda Items 10e Planning Commission, seconded by James Ameden. The motion passed unanimously.

5. Minutes Approval – Meeting(s) of 12/1/2025

Martha Dale moved to approve the minutes of the Selectboard meeting of 12/1/2025, seconded by James Ameden. The motion passed unanimously.

6. Selectboard Pay Orders

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

7. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- None of the 3 CDBG-DR applications were approved for funding.
- No bids for Town Hall window replacement were received. Project Manager Anand Fedele will restructure the RFP.
- RFP for construction and inspection services for Springhill Rd. will go out tomorrow with a deadline of Friday, January 16th at 4 p.m. A public hearing must be held before going out to bid, with a tentative public information hearing set for January 5th.
- RFP for tree removal for South Village Wastewater Project went out today and is due January 5th at noon.

The following correspondence can be found in the meeting packet:

- Memo from Town Clerk Allison Marino for 3 event permits for liquor licenses.

The following announcement by Town Office staff:

- Town Offices will be closed on Wednesday, Thursday, and Friday of Christmas and New Year's weeks.

8. Visitors and Concerned Citizens

a. Wastewater Committee

i. Review and Approve North Village Allocation Recommendations

Gary Hedman, Chair of the Village Wastewater Committee, attended to answer any questions and review the committee's recommendations as several Selectboard members had missed the previous meeting and presentation.

Taylor Prouty requested clarification on reserve and priority usage, specifically whether the 10% reserve plus the identified North Main Street properties would use the system's entire capacity. Chrissy Haskins explained that this is not necessarily the case as flows are not finalized; additional properties beyond North Main Street might be added. Martha Dale

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noted that the proposed ranking system is the best way to deal with these opportunities for buildings and sites along Main Street, allowing for movement as everything is finalized.

Hedman clarified that the properties in the bottom half of table (see Meeting Packet) were established based on overall benefit to the town, considering cost effectiveness, length of connection, and proximity to surface water. He emphasized that the committee is getting close to finalizing overall design flows prior to design construction, and the intent of the recommendation is to keep the permitting process moving forward.

Hedman also addressed the idea of reserving capacity, noting the town has the right to reserve capacity for a couple of key properties that choose not to connect now and allowing them to connect later under different owners. He referenced prior Selectboard meeting minutes regarding the cost of reserve capacity, confirming that if the town holds back capacity, there would be a modest incremental increase to costs that would be passed onto the grand list. Matt Bachler calculated that reserving 10% capacity (648 gallons) in the North Village would cost roughly \$2,070 a year. He added that the ordinance allows the Selectboard to set aside capacity for a public purpose, and this decision could be revised.

Tom Cavanagh asked how many houses 648 gallons would accommodate, and Gary Hedman confirmed it would serve approximately two houses. Additionally, if a restaurant owner installs pre-treatment on their property, some reserve capacity could be used to increase seating at that restaurant. Discussions with restaurant owners are ongoing, and initial applications for 120 seats have been reduced. The committee's recommendation reflects the current direction of these discussions.

Martha Dale moved to approve the Village Wastewater Committee's recommended allocation priorities as set forth in the Windham Regional Commission memo dated 12/1/2025, seconded by Tom Cavanagh. The motion passed unanimously with Taylor Prouty abstaining.

The Selectboard thanked the Committee for its efforts and recommendations.

9. Roads and Bridges

a. Updates

Road Foreman Josh Dryden reported:

- Still waiting on new truck.
- Salt has been delivered to keep shed full.
- The new hire continues learning, and the crew is working well together.

b. Discuss Plowing Parks, Town Hall, Town Office

A plan for plowing Town Hall and Town Office parking lots was discussed. The Town Office lot is easy to plow as lot is now smooth. There have been a lot of requests to use Town Hall, so it should be plowed. Town crew will plan to plow that lot after roads are plowed or earlier if an event is being held.

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Regarding plowing of Parks lots, Liam Elio reported that the Parks Board voted a year ago to close the parks for the winter, after which the Selectboard contracted for lot plowing for one year. However, there was very little usage at Memorial Park, so there was no need to continue the contract. Pingree Park saw slightly more activity, but still not many visitors, and the entrance is not suitable for large plows. As a result, the Parks Board did not budget for a plow contract this year and is not interested in spending money on plowing. The gates to the parks are closed to vehicular traffic, but some plowing and blowing has been done by Elio and volunteers to keep a couple of parking spaces clear at both parks. Josh Dryden commented on the need for sanding, noting that someone slipping and falling would be a liability. The Parks Board is comfortable with the parks being closed for the winter, and Tom Cavanagh agreed that, due to liability concerns, the lots should not be plowed or cleared.

c. Review and Approve Spring Hill Road Culvert HTA Contract Amendment

The Spring Hill Rd. easement took longer than expected, but the right of way has now been approved by VTRANS and is ready to move forward. The cost went up due to the delay, so a contract amendment is needed for \$20,000 more.

Taylor Prouty moved to approve the Spring Hill Road Culvert Hoyle and Tanner Contract Amendment and authorize the Town Administrator to sign on behalf of the Town, seconded by James Ameden. The motion passed unanimously.

d. Discuss list for possible HSIP 1017 Grant Application

A new round of State funding is available for road improvements with applications due February 2nd. Aileen Tulloch had an initial conversation with Josh Dryden and Taylor Prouty about potential uses for the grant, including guard rail repairs, stop bars, rumble strips, edge line striping, and Boynton Road edging, as well as curb and intersection signage. The eligible items are limited to those specified in the email (see Meeting Packet). Dryden and Prouty will compile a list of projects to include in the grant application, with the priority being guard rail repair and tree removal, up to a maximum of \$50,000 and send to Aileen Tulloch for submission.

10. Town Officials Business

b. Town Staff

i. Discuss responsibility for posting agendas of committees and boards.

Town Staff (Tina Labeau, Allison Marino, and Aileen Tulloch) are currently responsible for posting agendas and minutes for multiple committees and boards, but there are 7 or 8 committees that do not have salaried help dedicated to them to post their agendas and minutes. Currently, Town Staff attempt to manage this task on top of their other duties, but meetings are often not properly warned. Agenda posting requests frequently come after hours or on Holidays when no Staff were present, or lost amongst the copious amount of emails Staff get in a day. Town Staff proposed that each Committee shall be responsible for properly warning their meetings (see page 25 of Meeting Packet).

Dominique Boutin expressed concern that asking volunteers to handle this task could be burdensome or discouraging, especially since many volunteers already contribute

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significant time while working full-time. There was support for assigning this responsibility to the proposed new staff member, making it a paid task. Aileen Tulloch noted that in other towns, volunteers post agendas. Gary Hedman highlighted the increasing workload of Town Staff and the challenge of relying on volunteers for timely postings, suggesting middle ground, Maryann Morris emphasized the need to support volunteers and improve communication. Tom Cavanagh pointed out that if there were Open Meeting Law violations, the Committees would be held accountable, not Town Staff. The Board acknowledged the risks of agendas not being posted and discussed possible adjustments, including a trial period with a new staff person and encouraging committee chairs to learn how to post agendas online. The Selectboard will revisit this at a later date.

c. Parks Director

i. Discuss Transfer Station Bottle Shed

Liam Elio reported on the layout of the bottle shed: the enclosed structure is where bottles are processed and stored and the open shed adjacent is for bottles and cans (stored in blue bins).

d. Town Hall Renovation Committee

i. Review and Approve soft cost allocation increase request for MERP

Anand Fedele, Windham Regional Commission, outlined allocation increase request for MERP funding for Town Hall renovation. WRC worked with the Town Hall Renovation Committee and the 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, and the project team has identified additional scope measures to address the building performance, including thermal envelope work and insulation.

As a result of the expanding project scope, WRC proposes a \$4,000 increase to the Town's project management contract with WRC, leaving \$12 – 13,000 for permitting, design, and other soft costs.

Martha Dale moved to Approve the allocation of MERP funding related renovations of Town Hall as follows:

- *\$25,800 WRC Project Management*
- *\$12,684 other MERP-related Soft Costs*

seconded by James Ameden. The motion passed unanimously.

ii. Review and Approve MERP Scope Request

The BGS-approved Scope request includes building-wide insulation and air sealing, and the installation of attic hatches. These improvements will go a long way toward making the building usable year-round.

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James Ameden moved to approve the Amended MERP Scope and authorize the Town Administrator to sign on behalf of the Town, seconded by Martha Dale. The motion passed unanimously.

iii. Review and Accept Bid for Town Hall Renovation – Basement

Two bids were received for basement work, and the Town Hall Renovation Committee recommends Vermont Foam Insulation proposal.

James Ameden moved to accept the Proposal from Vermont Foam Insulation to provide services relating to basement insulation of the Town Hall, estimated to cost \$25,084.25 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to conduct the necessary work, seconded by Taylor Prouty. The motion passed unanimously.

e. Planning Commission

Planning Commission member Pam Spaulding suggested creating an ordinance regarding abandoned buildings. The Selectboard agreed it is a good idea, but noted enforcement could be an issue. Aileen Tulloch will work with Planning Commission to draft the ordinance.

11. Transfer Station/Solid Waste Management

a. Updates

None.

12. Old Business

None.

13. New Business

a. Approve FY 2027 Budget

The draft needs to be updated and will be approved at the next Selectboard meeting.

b. Review and Approve Change Order for Town Office Renovation

These final change orders should close out project.

Martha Dale moved to approve all final change orders for the Town Office Renovation Project and to authorize payment of \$114,256 to GPI to close out the project and authorize the Town Administrator to execute any related documents, seconded by James Ameden. The motion passed unanimously.

c. Review Housing Commission Article Request

Housing Commission Chair Patti Eisenhaer advocated to appropriate \$25,000 of the Meals and Rooms Option Tax receipts to the Community Economic Reserve Fund for Fiscal Year

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2027. A similar request was made last year to fund capital projects in the interest of businesses and housing.

It was agreed that this article will be added to the Town Meeting warning.

d. Discuss Selectboard Meeting 1/19 (MLK Day)

Martha Dale moved to move our regularly schedule Selectboard meeting on 1/19 to 1/20, at 6:00 pm at the Town Office, seconded by James Ameden. The motion passed unanimously.

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.

Taylor Prouty moved to find that premature general public knowledge of attorney-client communications will clearly place the Town, the Board or person involved at a substantial disadvantage by providing legal services to the body, seconded by Martha Dale. The motion passed unanimously.

Taylor Prouty moved that the Board enter executive session to discuss attorney-client communications pursuant to 1 V.S.A. § 313 (a)(1)(F), and invite the Town Administrator and the Zoning Administrator into the executive session, seconded by Martha Dale. The motion passed unanimously.

Entered executive session at 7:33 p.m.

Came out of executive session at 8:01 p.m.

15. Adjourn

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

The meeting adjourned at 8:02 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Chair, Tom Cavanagh

