

**Town of Londonderry, Vermont
Selectboard**

Meeting Minutes
Monday, July 21, 2025 6 PM
100 Old School Street, 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; Allison Marino, Town Clerk; Tina Labeau, Treasurer; Andy Dahlstrom, Short Term Rental Coordinator; and Liam Elio, Mountain Towns Recreation Director.

Others in Attendance:

Tim Jones, Green Mountain Power; Paul Hendler; Chris Morrow, Vermont State Representative; Pamela Spalding; and Amanda Fouda, GNAT Videographer.

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)]

Taylor Prouty moved to move Item 11b "Review and Approve GMP Agreement" to Item 7b "Visitors and Concerned Citizens", seconded by James Ameden. The motion passed unanimously.

3. Executive Session(s) – The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3)(Liam Elio review)

James Amaden moved to enter executive session under 1 V.S.A. 313 (a)(3) – The appointment or employment or evaluation of a public officer or employee, and to invite the Town Administrator and Liam Elio to attend the executive session, seconded by Taylor Prouty. The motion passed unanimously.

Entered Executive Session at 6:02 p.m.

Exited Executive Session at 6:29 p.m.

Taylor Prouty moved to raise Liam Elio's rate of pay annually from \$57,000 to \$59,000 starting the next pay period, seconded by Martha Dale. The motion passed unanimously.

4. Minutes Approval – Meeting(s) of 7/7/2025

Martha Dale moved to approve the minutes of the Selectboard meeting of 7/7/2025, seconded by James Ameden. The motion passed unanimously.

5. Selectboard Pay Orders

Town of Londonderry, Vermont

Selectboard Meeting Minutes – July 21, 2025

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

6. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- Tulloch is back from vacation.

The following correspondence was reported by Tulloch:

- Letter and flyer from Southern VT Economy Project (SVEP) announcing Town Building Symposium on August 28th.
- Information for SoVT Get on Board program. Tulloch attended the series and said it is a great introduction to municipal and nonprofit boards.

The following announcements were made by Tom Cavanagh regarding the Special Town Meeting held on July 19th:

- Marge Fish was elected Lister.
- The petition to Disapprove Amendments to Short-Term Rental Ordinance failed, by a vote of 66-25.

7. Visitors and Concerned Citizens

a. Representative Chris Morrow – Legislative Update

Rep. Morrow provided updates on the recent Legislative session of interest to Londonderry residents:

- A fair amount of work was done on health care and education bills.
- Next steps for education reform are redrawing district and supervisory boundaries; he believes the fundamentals of moving to a foundation formula are basically good.
- Income sensitivities will be incorporated into property taxes; the addition of a “Second Home” tax category is the beginning of process for 2nd home tax increases in the future.
- Healthcare is in worse shape than education: hospitals are struggling; UVM Medical Center is a monopoly; and Blue Cross Blue Shield is in financial distress. Some good work was done, but a lot remains.
- Flood Bill passed that will distribute funds for denied FEMA claims.
- Local Option Tax was bumped 5% extra for towns.
- Housing Bill included options for towns to borrow for housing initiatives, each with various guidelines and restrictions.
 - Community Housing Infrastructure Program (CHIP) – allows borrowing against future increases in Grand List.
 - Bond Bank available for low interest borrowing.
- Cell Phone Bill will ban cell phones in schools. Morrow pointed out this nationwide initiative began with 2 moms – great example of grassroots initiatives.

Town of Londonderry, Vermont

Selectboard Meeting Minutes – July 21, 2025

Martha Dale asked whether Morrow could assist with seeking extension for September 26th deadline for Village Wastewater Commission application. Morrow requested an email with details and indicated he would try to help.

Tom Cavanagh inquired about timeline for school redistricting. Morrow replied plan would be drawn up by end of year and legislature will decide in January/February. There is a lot to be decided and it will be a rough transition, but Morrow hopes that some money will be saved and education will be equalized across the state.

b. Review and Approve GMP Agreement

Road Foreman Josh Dryden and Town Attorney Bob Fisher had questions on the Agreement that were resolved. One item is need for GMP to pay and file a Road Access Right of Way permit. As the town does not have this specific permit, a Driveway Right of Way form will be used. The town will adapt the Town of Halifax's permit and use going forward for Road Access Right of Way applications.

Tim Jones of GMP indicated he will return with filing fee and permit ASAP to begin work in August.

Taylor Prouty with moved to approve the Green Mountain Power Agreement for work proposed on Under the Mountain Road with condition of submitting the required fee and Road Access Permit Application, seconded by James Ameden. The motion passed unanimously.

8. Town Officials Business

a. Town Administrator/Town Clerk

i. Windham County Animal Control Officer program

Tulloch provided details on the Windham County Animal Control Program, which supplies a regional animal control officer/sheriff and services to towns for a set fee. Right now, 8 towns have joined; the more towns that join the lower the fees. Tulloch noted that the services do not include dealing with barking dogs. Some of the benefits include a trained animal control officer who is fully deputized and a place to house animals.

The Selectboard indicated they would be interesting in pursuing this option provided they are able to address the tasks the program does not address and response times are not excessive. The current Londonderry Animal Control Officer, Pat Salo, could be retained to oversee beaver control and barking dog complaints. Taylor Prouty stated this would be a more modern and consistent approach.

Staff will reach out with questions and also begin to revise the current Londonderry Dog Ordinance, which was written in 1975.

ii. Public Records Fee Schedule

Town Clerk Allison Marino updated the Public Records Fee Schedule to reflect current Statute, not Uniform Charges, which are outdated. Town Administrator Aileen Tulloch had some amendments to the schedule to recover time and expenses incurred copying records.

Town of Londonderry, Vermont
Selectboard Meeting Minutes – July 21, 2025

Taylor Prouty moved to adopt the Public Records Fee Schedule as amended including 1) copying records at \$.33 per minute after the first 30 minutes, 2) senior staff time tasks necessary to comply at \$.57 per minute after first 30 minutes, and 3) copying electronic records at \$.25 per record, seconded by Martha Dale. The motion passed unanimously.

b. Short-Term Rental Coordinator – Andy Dahlstrom

i. Vacation approval

Andy Dahlstrom, whose position is 20 hours per week job, reported working 100 hours in May and 105 hours in June, 45 hours more than scheduled. He requested putting that extra time worked towards 2 weeks of time off. He will coordinate with staff the best time to be out and put an out of office responder on his email. The Selectboard approved this request.

Dahlstrom also reported that as a result of reapproval of Short-Term Rental Ordinance Amendments, he anticipates more incoming questions and calls from affected property owners. Town Attorney Bob Fisher has confirmed that the original April 1 adoption date of the Ordinance is the date the Ordinance is in effect. Fisher has also suggested ways property owners can rent that are not subject to the Short-Term Rental Ordinance, which Dahlstrom has relayed to anyone inquiring.

c. Planning Commission

i. Survey at Transfer Station

Pamela Spalding, a member of the Planning Commission, reported that the commission wants to conduct a local resident survey at the Transfer Station, setting up a table at the Swap Shop. The purpose of the survey is to see what people are interested in.

The Selectboard approved the proposal. It was suggested that the survey include information about the role of the Planning Commission and where results would be posted.

9. Transfer Station/Solid Waste Management

a. Updates

- The new Recycling Coordinator, John Hurd, started today. His phone extension is #10.

10. Roads and Bridges

a. Updates

- New Road Crew employee's drug test has come back. He is working towards CDL with anticipated completion by September.
- Josh's dump truck is still under repair. Although the warranty had just expired, he is pursuing partial reimbursement.

b. Review and Approve Spring Hill Bank Stabilization Work Proposal

Received approval and Hunter Excavating was able to quickly start and finish the project. Decay was due to past beaver activity.

Town of Londonderry, Vermont
Selectboard Meeting Minutes – July 21, 2025

Taylor Prouty moved to approve the Spring Hill Stabilization Work Proposal by Hunter Excavating estimated to cost \$35,000, and authorize the Town Administrator to sign the proposal on behalf of the Town, seconded by James Ameden. The motion passed unanimously.

c. Review and Approve Guardrail Work Proposal

It was noted that the estimated cost is less than budgeted.

Martha Dale moved to approve the Guardrail Work Proposal by Lafayette, estimated to cost \$6,500, and authorize the Town Administrator to sign the proposal on behalf of the Town., seconded by James Ameden. The motion passed unanimously.

d. Review and Approve Town Highway Structures Grant 2026

This is for Windy Rise Project. The project will need to go out for bid and secure matching funding, so timeframe is for next year or year after.

Taylor Prouty moved to approve the Town Highways Structures Grant Agreement for 2026 and authorize the Town administrator to sign the agreement on behalf of the Town, seconded by Martha Dale. The motion passed unanimously.

11. Old Business

a. Review and Approve Town Office Change Orders

These should be the final change orders.

Martha Dale moved to authorize change orders for the Town Office Renovation Project as follows: 1) Remove concrete steps on the south side at a cost of \$2,269, 2) Entry porch ceiling replacement for new lighting at a cost of \$589, 3) replace the water line to the well at a cost of \$805, 4) Additional miscellaneous site work at a cost of \$24,137, and 5) Solar addition for size increase at a cost of \$626, and to authorize the Town Administrator to execute any documents necessary to implement these change orders, seconded by James Ameden. The motion passed unanimously.

b. Review and Approve Certificate of Substantial Completion for Town Office

Project is substantially complete and punch list is small. There are still adjustments that need to be made, but there is a warranty period.

Martha Dale moved to approve the Certificate of Substantial Completion for the Town Office Project, and authorize the Town Administrator to sign the certificate on behalf of the Town, seconded by Taylor Prouty. The motion passed unanimously.

12. New Business

a. Recycling Coordinator Job Description

It was proposed that the Job Title for the Recycling Coordinator be changed to Solid Waste/Recycling Coordinator to reflect full duties of the role.

Town of Londonderry, Vermont
Selectboard Meeting Minutes – July 21, 2025

Taylor Prouty moved to rename the Recycling Coordinator as the Solid Waste/Recycling Coordinator, seconded by James Ameden. The motion passed unanimously

b. Review and Approve Windham Regional Commissions Town Office Facilities Use

The Windham Regional Commission wanted to find a meeting space in this area and requested permission for use.

Martha Dale moved to approve the Windham Regional Commission's use of the Town Office John Morse Meeting Room on Wednesday September 2, 2025 from 6 to 8 pm, and authorize the Town Administrator to sign the Facilities Use Agreement on behalf of the Town., seconded by James Ameden. The motion passed unanimously.

c. Review and Approve MERP Amended Agreement

Soft costs were not included in original agreement and were added to the amended agreement.

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

d. Building Use Request for Weston Playhouse Theater Company – Twitchell Building for August 2, 2025

The group requested usage for their Board meeting.

Martha Dale moved to approve the Weston Playhouse Theater Company's use of the Town Office John Morse Meeting Room on Saturday, August 2, 2025, and authorize the Town Administrator to sign the Facilities Use Agreement on behalf of the Town, seconded by James Ameden. The motion passed unanimously.

13. Adjourn

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

The meeting adjourned at 7:54 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

Thomas Cavanagh, Chair